

Westlake Hills  
Presbyterian Preschool  
**Parent Handbook**

2023-2024



7127 Bee Cave Road, Austin, Texas 78746  
Office 512.327.1315  
[preschool@whpc.org](mailto:preschool@whpc.org)  
[www.whpc.org/preschoolwelcome](http://www.whpc.org/preschoolwelcome)

# **Westlake Hills Presbyterian Preschool Mission Statement**

## **“Quality Education in a Christian Environment”**

*The mission of the Westlake Hills Presbyterian Church Preschool is to provide a quality preschool education in a nurturing environment of Christian love and teaching.*

Westlake Hills Presbyterian Church sponsors the preschool as part of our outreach to our community, reflecting our belief that every child is important to God. Children of any race, religious belief and national heritage are welcome at our school. All children will participate in activities designed to show and share the love of Jesus Christ for God’s children.

As a ministry of the church, the preschool reflects our mission:  
*To invite people into God’s larger story as we follow Christ together.*

The preschool of the church is committed to providing a certified program designed to prepare each child with skills necessary to succeed in school and in life. The preschool program encourages each child’s individual growth and development by allowing children to explore, make decisions and be actively involved in the learning process. Through the use of developmentally appropriate materials and activities, we strive to provide a foundation for academic success.

We seek to instill in the children entrusted to us a love for God, and understanding that each is special to God, an awareness that each child has unique abilities, a positive attitude toward church and school, and a sense of wonder and appreciation for God’s creation. We want to provide children the opportunity to grow socially, physically, spiritually, emotionally and intellectually.

Approved by the Session of WHPC June 2010

# Westlake Hills Presbyterian Preschool 2023-2024

August 16	New Teacher Orientation/Training
August 17-18	All Teacher In-Service Training
August 21-23	All Teacher In-Service Training
August 22 & 23	Meet the Teacher
August 24 & 25	First Days of School/Parent Orientations
September 4	Holiday – All School
September 11	Extended Stay Begins
September 13	Vision/Hearing Screening (4/5's Classes)
September 20	Family Fun Night 5:30-7:00 pm
September 26 & 27	Individual & Sibling Portraits
September 28	Mom's Night Out
October 1-31	No Hassle Fundraiser
October 6	Holiday – All School
October 9	Student Holiday/Staff In-Service
October 10 & 11	Speech Screening
October 25 & 26	Parent "Thank You" Brunches
November 1	No School/Parent-Teacher Phone Conferences
November 15	Thanksgiving Family Chapel 12:30pm (3's, 4's, KB)
November 20-24	Holiday - Thanksgiving
December 5	Staff Christmas Luncheon
December 21	Last Day of Fall Semester
Dec. 22-Jan. 5	Holiday – Christmas
January 8	Student Holiday/Staff In-Service
January 9	School & Extended Stay Resume
January 11	Kindergarten Bridge Q & A Parent Coffee
January 15	Student Holiday/Staff In-Service
January 18	2024-2025 Re-enrollment
February 7-8	Book Fair
February 7-8	Dudes 'n Donuts – all age groups
February 16 & 19	Holiday – All School
March 7	Spring Family Chapel 12:30 pm (3's, 4's & KB)
March 11-15	Holiday - Spring Break
March 19 & 20	Class Group & Individual Portraits
March 29 & April 1	Holiday – All School
April 11	No School/Parent-Teacher Conferences
April 18	Hoe Down 5:30-7:00 pm
May 1 & 2	Mother's Day Teas – all age groups
May 7	Staff Appreciation Luncheon
May 9	Extended Stay Last Day
May 15 & 16	Last Days of School
May 15 & 16	Continuation Celebration (4's & KB)
May 17	Staff Workday

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# ***Section I Our Purpose***

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## **Introduction**

The preschool is a part of the Mission Division of Westlake Hills Presbyterian Church. The Preschool Board which is responsible to the Session of the church, establishes the policies of the preschool. Parents will be notified of changes in policies and procedures in writing or in the WHPP Parent Handbook.

Any questions or concerns by parents should be made directly to the preschool director. In the absence of the director, concerns or questions may be made to the assistant director.

## **Philosophy**

We seek to instill in the children entrusted to us a love for God, an understanding that each is special to God, an awareness that each child has unique abilities, a positive attitude toward church and school, and a sense of wonder and appreciation for God's creation. We want to provide children the opportunity to grow socially, physically, spiritually, emotionally and intellectually.

## **Purpose**

The purpose of the preschool is to provide the students with an atmosphere of Christian love conducive to creative play and exploration of the child's world. Emphasis is placed on the child's:

- Christian Education
- Social Development
- Emotional Development
- Physical Development
- Mental Development
- Communication Skills
- Creativity

Frequently, preschool is the child's first experience away from home, so it is important for these to be positive, happy experiences. The school strives to help the child become self-confident in the school situation. We want the child to be attracted to school, teachers, friends and learning.

## **Goal**

The goal of Westlake Hills Presbyterian Preschool is to provide the child with a safe and nurturing environment with learning experiences conducive to physical, social, emotional, and cognitive growth. In order to attain this goal, we assist the child in a Christian atmosphere:

- To grow in independence and make decisions and choices.
- To learn to live and share as well as to receive.
- To develop self-discipline by encouraging a child to become self-controlled and self-directed.
- To learn to get along with others.
- To develop large and small motor skills.
- To understand and participate in his or her physical world.
- To encourage curiosity, thinking, and reasoning.
- To grow in a loving family environment.
- To develop a positive self-concept by stimulating and encouraging the use of their own ideas.
- To build self-confidence and self-reliance.
- To develop the idea that the church is a happy place.
- To develop a familiarity with the stories of the Bible.

Each of these goals is taught through developmentally appropriate activities including group experience, dramatic play, show-and-tell, literature, painting, music and movement, discovery and multi-sensory experiences.

## **Preschool Board**

The preschool board oversees the operation of the preschool, under the sponsorship and direction of the church. The members of the board for the 2023-2024 school year are listed below:

Stephen Finkel	<i>Associate Pastor</i>
Meghan Sorrel	<i>WHPC Elder Chair</i>
Erin Andrus	<i>Preschool Director</i>
Ashley Pampe	<i>Communications/Public Relations</i>
Amanda Wallace	<i>WHPC Staff</i>
McCall Lewis	<i>Fundraising/Family Events</i>
Katie Hawkins	<i>Parent Support/Staff Appreciation</i>
Ashley Allemann	<i>WHPP Teacher</i>
Tate Morris	<i>Personnel/Recording Secretary</i>
Lubna “Lu” Ashraf	<i>Financial Administrator</i>

## ***Section II* Admissions Information**

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### **Application**

Parents are encouraged to tour the facility prior to application and/or enrollment.

After completion of an application and payment of the \$50.00 application fee, children are placed on the wait list or in a class depending on availability. The wait list is divided into age group categories. When establishing classes for the next school year or filling mid-year vacancies, the primary goal of the preschool is the heterogeneous grouping of children by gender and age range.

Class placement is based on the application date, taking into consideration the child's learning style, gender balance, teacher's teaching style, sibling class placement and special circumstances. A place on the wait list does not guarantee placement in a class. The child will remain on the wait list until a class opening is offered. If an opening occurs after the start of the school year, admission will not be automatic. The director and classroom teacher(s) will determine if the child's needs will be met appropriately within the established class.

### **Admission**

Westlake Hills Presbyterian Preschool emphasizes developmentally appropriate and child centered classroom activities. Children must be seventeen months of age by September 1 to be eligible for enrollment in the program. Westlake Hills Presbyterian Preschool does not discriminate on the basis of age, sex, race, color, religion, disability, or national origin in its enrollment or employment practices.

Any changes to the enrollment procedure/policy will be approved by the Preschool Board, and parents will be notified in the WHPP Parent Handbook, by letter, or at Parent Orientation.

### **Registration**

The non-refundable Registration Fee is due when you have accepted a class position. The fee for returning students is \$160.00 per child and \$200.00 per child for new students.

### **New Student Registration Policy and Procedure**

Once our current students have been placed, we will begin calling children from our waitlist to fill openings in our program. Priority of placement is given to siblings of children currently enrolled, staff members, church members and

former families. The openings will be offered to new students based on age, the date we received the application, room size, boy/girl ratios and the discretion of the director.

Parents of children on the wait list will be offered a class as it becomes available. If they choose not to attend, that child's application will be dropped from the wait list. To reactivate the wait list status, the parent must call and inform the school of their renewed interest.

The Tuition Agreement and the non-refundable registration of \$200.00 per child are due at the time of registration. The May prepaid tuition and supply fee are due with the completed enrollment packet.

Any questions regarding Workforce CCS enrollment should be directed to the office.

### **Returning Student Registration Policy and Procedure**

In January, we take the registration forms for returning students and the non-refundable registration fee of \$160.00 per child on a specific date and time set aside for registration. The parents are encouraged to register at this time. Registration forms are numbered in the order they are received. This number is used in determining the order (priority) of class placement. Please note that registration is not complete without the \$160.00 non-refundable registration fee.

Parent comments are important and a place is available on the registration form to communicate with the director. Please do not request a specific teacher or groups of friends.

Class placement will be determined by age, earliest registration number, room size, boy/girl ratios and the discretion of the director. If a class should fill up, a waitlist will be started for that class and the student will be given his or her second choice.

### **Supply Fee**

There is a non-refundable \$175.00 per child Supply Fee due upon enrollment.

### **Tuition**

Tuition is due on or before the first of each month and is considered late after the tenth of the month. Full payment is due each month regardless of the number of days your child is in attendance. No adjustments are made for illness, vacation, inclement weather or any unforeseen circumstances. **A \$20.00 late charge per child will be assessed after the tenth on the unpaid balance, unless prior arrangements have been made with the Preschool Office. The following month, any unpaid balance will be charged a late fee of \$20.00.**

Families will be notified of any unpaid balance after the 10<sup>th</sup> of the month. If tuition is over 30 days past due, the child may not return to school until the tuition is paid in full or a payment schedule has been approved by the director. Questions concerning payment schedules should be addressed to the director.

If paying by ProCare, you will receive an email from the preschool inviting you to set up an account. Please follow the instructions for monthly payments. If paying by check, please put your tuition check in the designated mailbox in the hallway just outside the preschool office. Checks are made payable to WHPP. Please make sure your child's name is on each check. **There will be a \$35.00 service charge for all returned checks.**

### **Monthly Tuition**

<b>Preschool (Ages 3-5 years)</b>		<b>Toddlers/Twos (Ages 17 mos-2 years)</b>	
TWTh 3's	\$520.00	TTh T/2's	\$425.00
M-Th 3's	\$580.00	MWF T/2's	\$540.00
M-F 3's	\$665.00	M-F 2's	\$830.00
M-Th 4's	\$595.00		
M-F 4's & KB	\$680.00		

### **Scholarship Donations**

Please consider contributing to the scholarship fund by adding \$1.00, \$5.00, \$10.00 or any additional amount to your monthly tuition check. For assistance with tuition, please contact the director for more information.

### **Student Withdrawals**

All student withdrawals, including cancellation of the tuition agreement prior to the beginning of a new school year, must be made in writing and received by the Westlake Hills Presbyterian Preschool administration 60 days prior to the last day of attendance. The prepaid May tuition may be applied to the last month attending until December of the school year.

**REGISTRATION, MAY PREPAID TUITION, AND SUPPLY FEE PAYMENTS  
ARE NON-REFUNDABLE.**

### **Student Files**

It is important to immediately update your child's records with the preschool office should there be a change in immunizations, address, telephone numbers, etc. Please complete an Information Change Request form found in the preschool office or email changes to [amandaw@whpc.org](mailto:amandaw@whpc.org). Access to student files, including student assessments, will be restricted to WHPP staff, state regulators and parents upon request. Special administrative requests will be subject to a fee of \$50.00.

## **School Hours**

The preschool operates from late August through mid-May and classes are held Monday through Friday from **9:00 a.m. to 1:00 p.m.** Teachers use the time before 9:00 a.m. and after 1:00 p.m. for preparation, so please do not bring your child to the classroom before 9:00 a.m., and please pick up your child promptly at 1:00 p.m.

### **Pick Up/Drop Off**

Consistent attendance is key in setting the stage for a successful preschool experience. In all of our classes, we find that your child benefits most from the program if arrival and departure times adhere closely to our hours of 9:00 a.m. arrival to 1:00 p.m. pick up. Children form playgroups at the beginning of the day. **A child who is late may feel left out. Also, prompt drop off and pick up ensures continual teacher-class interaction.**

A parent shall accompany each child attending WHP Preschool to the door of the classroom, and the **parent must sign their child in and out on the sign-in/sign-out sheet** that is posted outside the classroom door. Please remember to keep children with you in the hallways at drop-off and pick up times. The halls are congested at these times of day and children can become confused if they are separated from their parents. **Do not allow your child to leave the building without you.** The parking lot is very busy. Keeping your children with you will ensure their safety. **Please do not use your cell phone during pick up or drop off.**

### **Authorized Persons for Pick Up**

Teachers release students only to authorized persons listed on the enrollment form. Individuals may be asked for proof of identification, which will be photo copied, and the family code word if the staff member does not recognize the individual picking up the child. This code word is chosen by the parents and designated on the child's enrollment form.

### **Late Drop Off**

Please call the preschool office if your child will be arriving after 9:30 am.

### **Late Pick Up**

A late pick up fee of \$10.00 is assessed at 1:10 p.m., or 2:40 pm after Extended Stay, for the first ten minutes and \$10.00 per 1 to 5 minute increments thereafter (i.e. 1:11-1:15 is \$20; 1:16-1:20 is \$30; 1:21-1:25 is \$40, and so on). The clock in the office is the standard time in such cases. Please call the school if you are delayed so that your child can be assured that you have contacted the office and will pick them up shortly. If you or your designated contact are called or emailed to pick up an ill or injured child early from school, a \$10.00 fee will be assessed at 21 minutes after the time of initial contact. The increments noted above will apply beyond 21 minutes. Please see "Medical Emergency Procedure" for more information.

## **Starting Class**

Anxiety about separation is a natural part of life. WHPP is committed to working together with families to manage this important transition for young children. It is essential that parents and teachers work together to ease children into the program and to minimize stress. Trust and good communication between teachers and parents will build a partnership that can support children. How we help children through these first goodbyes creates a framework for their lifetimes, and we acknowledge the significance of this event. In keeping with developmentally appropriate practices, we will respond to each child and the needs of their family on an individual basis. The teachers and administrative staff are available to discuss your child's needs concerning separation.

## **Discipline/Guidance**

We respect each child as a unique creation of God. Discipline is handled using positive techniques of guidance including redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior.

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control; and
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction.

Our goal is to provide clear, simple, and consistent limits for children designed to maintain their physical and emotional safety, and to create an atmosphere of respect for oneself, for others and for the environment. We recognize that conflict is an ongoing part of functioning as social beings. When difficult situations present themselves, they will be looked upon as opportunities to grow and learn.

1. Children will be treated with respect and care;
2. Children will be encouraged to participate in solving problems;
3. Children will be guided to make pro-social choices;
4. Appropriate behavior will be modeled, acknowledged, encouraged, and reinforced;
5. Problematic situations will be regarded as opportunities to develop conflict resolution and negotiation skills.

If a child displays any of the following severe misbehaviors while at school, which interfere with his/her learning or the learning of others, the behavior will be documented. If the child does not respond to consequences, the parents will be called and will be expected to lend support which may include picking up the child from school early. The behaviors include but are not limited to hitting, biting, kicking, scratching, or other means of hurting other children or adults, continual use of inappropriate language, refusal of consequences for

misbehavior or the lack of control over behavior or emotions. Please see “Student Dismissal” for more information.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited by the preschool:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Grabbing or pulling a child;
4. Putting anything in or on a child’s mouth;
5. Humiliating, ridiculing, rejecting, or yelling at a child;
6. Subjecting a child to harsh, abusive, or profane language;
7. Placing a child in a locked or dark room, bathroom, or closet;
8. Placing a child in a restrictive device for time out;
9. Withholding active play or keeping a child inside as a consequence of behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out;
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

## **Child Development & Curriculum**

WHPP is a play-based preschool. We believe young children learn best through play and exploration which in turn builds a solid foundation for academic success throughout their years of education. Our teachers plan classroom environments and daily activities using our WHPP scope and sequence that was compiled from publications such as *Little Texans, Big Futures; The Creative Curriculum, Objectives for Development and Learning; Texas Prekindergarten Guidelines; and Texas Essential Knowledge and Skills for Kindergarten.*

## **Children Requiring Specialized Attention**

Our preschool is staffed with lead teachers and assistant teachers at ratios below the state maximum, but not small enough to allow for individual attention for any one student throughout the entire school day. Our staff is well qualified with many teachers either holding degrees or having specialized training in early childhood education. However, there is not a professional special education educator on staff. The preschool maintains a list of special service providers in the Austin area.

The preschool will provide a child with special care needs with the accommodations recommended by a health care professional; or a qualified professional affiliated with the local school district or early childhood intervention program.

Children who require additional support and/or adult supervision during the school day may be identified and evaluated through a collaborative yet confidential process. Discussing the situation with the teacher/director,

conducting observations within the classroom setting, making interventions in the classroom and talking with the parents are all integral parts of this collaborative process. At the conclusion of the process, the director shall communicate the results and recommendations to the parent(s). It then becomes the parent's responsibility and expense to act upon the recommendations in a timely manner.

If the director determines that the child's needs would be better served in an alternate environment, the child shall be dismissed from WHPP.

## **Student Dismissal**

Since every child is unique, it would be virtually impossible to set forth the exact criteria or instances that might result in preschool action to dismiss a child from our school. Rather than attempt to define precise conduct that might warrant intervention, the preschool has elected to take each situation on a case-by-case basis.

If your child is not yet ready for the group experience or if his or her needs are not best met in the group setting, the director reserves the right to dismiss the child after a confidential conference with the parents. If parents do not participate in an attempt at the solution, the director reserves the right to dismiss the child from WHPP. We do not believe the child should remain in school unless he or she derives some benefit from the program.

### **OR**

In the event that a child's behavior becomes a chronic problem, the school may request more assistance from the parent in solving the problem; ask the parent to participate in counseling, with or without the child, and/or send the child home from school for hours or days at a time. When all else fails, the school reserves the right to require the immediate withdrawal of a child.

The school will take the following steps to help a child:

- Teacher documents observations in classroom
- Director will make classroom observations
- Teacher and director meet with parents to discuss strategies to assist the child;
- New strategies will be implemented at school AND at home;
- School documents observations with new strategies at school;
- Parent notes observations with new strategies at home;
- School determines if WHPP can meet the child's needs;
- Follow up meeting with the director and parents.

If an independent educational consultant or therapist is recommended, it is at the parent's expense. If the school recommends dismissal, the director will, to the best of her ability, assist the family in finding appropriate placement/services. No tuition refunds will be made.

The staff at WHPP is here to nurture and support the physical, social, and emotional development of the children in our care as well as their families. We

promote a culture of kindness not only for children but also for adults. WHPP adheres to an expectation that adults will **always** treat each other with professionalism and respect including but not limited to verbal conversations, emails, and text messages. The preschool also expects parents to adhere to the policies and procedures set forth in the WHPP Parent Handbook. The director and preschool board reserve the right to dismiss a child from WHPP if the child's parent shows poor behavior or a lack of compliance with WHPP Parent Handbook guidelines.

## ***Section III* Health Policies**

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### **Health Statement**

A signed health statement is required from a licensed healthcare professional that has examined the child within the past year indicating the child is physically able to take part in the preschool program. **A health statement must be on file with the preschool before the child's first day of school.**

### **Health Check Policy**

A health check will be performed on each child at drop off. Health check signs that the teachers will be looking for:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears, or eyes, diarrhea, vomiting, etc.)

Reported illness in child or family members

### **Immunizations**

State licensing for preschool requires that each child's file contain an original or a copy of the original immunization record signed by the physician. This record must be on file at the preschool before the child's first day of school.

**Immunization records must be kept current as children receive additional immunizations and must remain current for the entire school year or the child will be unable to attend class.**

Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health Services.

If you have your child on a delayed immunization schedule or have chosen to not have your child immunized, you must submit a Texas Department of Health Vaccine Exemption Affidavit to the school to be kept in your child's file. See <https://www.dshs.texas.gov/immunize/school/exemptions.aspx> for information on acquiring this form.

### **Texas Minimum State Vaccine Requirements for Child Care Facilities**

The following chart shows the Texas Minimum State Vaccine Requirements for Child Care Facilities. According to Texas State Licensing, we are a Child Care Facility; therefore, our students must meet all the requirements. Please check your immunization records with the chart below and make sure your child's immunizations are complete and current. The preschool office "must have a

copy of your child's completed immunization record by the date of admission" for the current school year. (TDFPSMS 746.619)

## Texas Minimum State Vaccine Requirements for Child Care Facilities

### by 16 months

Vaccine	DTaP	Polio	Hep B	Hib	PCV	MMR	Varicella	Hep A
# required	3	2	2	3	4	1	1	0

### by 19 months

Vaccine	DTaP	IPV	Hep B	Hib	PCV	MMR	Varicella	Hep A
# required	4	3	3	3	4	1	1	0

### by 25 months

Vaccine	DTaP	IPV	Hep B	Hib	PCV	MMR	Varicella	Hep A
# required	4	3	3	3	4	1	1	1

### by 43 months

Vaccine	DTaP	IPV	Hep B	Hib	PCV	MMR	Varicella	Hep A
# required	4	3	3	3	4	1	1	2

**DTaP:** Diphtheria, tetanus & acellular pertussis

**Polio:** IPV-

Inactivated polio vaccine

**Hep B:** Hepatitis B vaccine

**Hib:** Hemophilus influenzae type B

**PCV:** Pneumococcal conjugate vaccine

**MMR:** Measles, mumps, & rubella vaccines combined

**Varicella:** Chickenpox vaccine

**Hep A:** Hepatitis A vaccine

*\*The preschool does not require staff immunizations.*

**Questions:** <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

## Vision and Hearing Screening for 3, 4 & 5 Year Olds

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a vision and hearing screening for children who are enrolled in preschool and who are four years of age by September 1. The

screening of three year olds is available, but is optional. **Each 4 year old must be screened for possible vision and hearing problems prior to the first day of school or on our school testing date each September (see school calendar).** If you choose to seek Vision & Hearing Screening other than that offered at WHPP, **results that meet state requirements** must be turned into the preschool office before the child's first day of school. The individual vision and hearing screening results will be maintained by the preschool office. Any 4/5 year old enrolling after the school testing date must have the vision and hearing test results upon date of admission.

## **Illness/Injury/Exclusion**

Your cooperation is needed to maintain a healthy and safe environment for our school. Please keep your child home if he or she has one or more of the following:

1. Gives evidence of a fresh cold (runny nose with yellow/green mucus);
2. Has a temperature of 99.6 degrees or more;
3. Has had an upset stomach (vomiting or diarrhea) within the last 24 hours;
4. Demonstrates a general sense of not feeling well;
5. Is too ill or injured to play outside or participate in all school activities.

See [Guidelines for Illness at School](#) chart for additional information.

## **Medical Emergency Procedures**

After we ensure the safety of the child parents will be notified immediately if:

1. There is an allegation that their child has been abused, neglected, or exploited as defined in Texas Family Code 261.001 while in care.
2. Is injured and the injury requires medical attention by a health care professional or hospitalization;
3. Has a sign or symptom requiring exclusion from the preschool as specified in 746.3601 of Subchapter R (relating to Health Practices) or the Guidelines for Illness at School chart, or of an illness that requires hospitalization;
4. Has been involved in any situation that placed the child at risk. For example, a staff member forgetting a child in a vehicle or not preventing a child from wandering away from the preschool unsupervised; or
5. Has been involved in any situation that renders the preschool unsafe, such as a fire, flood, or damage to the preschool as a result of severe weather.

Parents will be notified of less serious injuries when the parent picks the child up from preschool. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by WHPP staff.

It is extremely important that parents provide accurate and complete information as to how or where they can be reached by phone each day.

The information given to us on the sign-in/sign-out sheet is used to locate you in case of an emergency. In addition, the preschool maintains an enrollment form on each child and the numbers listed on that record will be used to contact you in an emergency. **The person being called by the preschool must answer the call if the child is currently in care at WHPP.** If a parent/guardian is contacted to pick up a child early due to illness or injury, that person has 20 minutes from time of notification to arrive at WHPP to pick up the child. After 20 minutes, late fees will ensue. If the preschool's call is missed and not returned within 5 minutes, an email will be sent to the parent. If the child is not picked up within 15 minutes of the email, late fees will ensue. Please see "Late Pick Up" for more information.

### **Administering Medication**

The preschool does not administer medication except in emergency situations. If a child has a periodic serious medical problem such as asthma attacks, or allergic reactions, the parent or the child's health care professional may sign a Medication Authorization Form allowing the preschool to administer the emergency medication (i.e. Benadryl, or Epi-pen) when symptoms occur. **Emergency medication must be labeled with the child's name and will be kept at the preschool.** The only medication that will be allowed in a classroom is the child's Epi-Pen protocol medication.

### **Outdoor & Active Play Time**

Vigorous outdoor activity is essential for growth and development of all students. Weather permitting, each class will be on the playground approximately 50 minutes per day participating in child-directed and teacher-led activities. During inclement weather or extreme temperatures, classes have the opportunity to play in the gym. WHPP staff members are not authorized to apply sunscreen. Parents who desire to do so should apply sunscreen to their child before school.

### **Diapers**

For sanitation purposes disposable diapers are strongly recommended and must be provided by the parent. If parents choose to use cloth diapers, we require that the following guidelines are observed for the safety of all children.

- Cloth diapers must be sent prefolded and stacked in their outer shell. We will use a new shell each time.
- A new clean resealable wet bag will be provided by the parent daily. It will be sent home at the end of class each day.
- Diapers will be placed directly into the wet bag. Teachers will not dunk, scoop, swirl or shake anything out of diapers.
- Not adhering to the policy will necessitate the use of conventional diapers for the remainder of the school year.

### **Potty Training**

We will assist the family when a child is ready to be potty trained. Please consult your teacher for information on signs that your child is ready to start the potty training process. Children who are potty trained are able to tell their teachers

they need to go to the potty BEFORE they have to go. **The child must stay completely accident free in the classroom for two weeks before coming to school in underwear.**

## Guidelines for Illnesses at School

<b>Illness</b>	<b>Should You Stay Home?</b>	<b>When You Can Come Back..</b>
Chicken Pox	Yes	When all the pox have scabbed over
Cold/Allergies	No if no fever or nose discharge; Yes if fever and/or nose discharge	When no nose discharge and no fever for 24 hours
COVID-19	Yes	5 days symptom free
Coxsackie (Hand, Foot and Mouth Disease)	No without fever Yes with fever	24 hours after fever subsides
Diarrhea	Yes	24 hours, diarrhea free
Ear Infection	No without fever Yes with fever	24 hours after fever subsides
Fever $\geq 99.6^{\circ}\text{F}$	Yes	24 hours after fever subsides
Fifth Disease	No without fever Yes with fever	24 hours after fever subsides
Giardiasis	Yes	24 hours, diarrhea free
Impetigo	No if blisters and drainage can be contained and maintained in a clean dry bandage	When blisters and drainage can be contained and maintained in a clean dry bandage
Lice	Yes	When 1 treatment given and no nits are present
Pink Eye (conjunctivitis)	Yes	Written permission is issued by a physician, or when symptom free
Unidentified Rash	Yes	Written permission is issued by a physician, or when rash is gone
Ring Worm	No if infected area can be completely covered by clothing or a bandage	When infected area can be completely covered by clothing or a bandage or treatment has begun
Roseola	No without fever Yes with fever	24 hours after fever subsides
Rotavirus	Yes	24 hours free from diarrhea, vomiting, and fever
Strep Throat	Yes	24 hours after treatment has begun and fever free
Thrush	No	
Vomiting	Yes	24 hours free from vomiting

**Students must be able to play outside and participate in all school activities.**

## **Employee Immunization Policy**

Effective September 1, 2014, Westlake Hills Presbyterian Preschool has implemented the following immunization policy for all of its employees to be in compliance with the Texas Health and Human Services Commission, Minimum Standard Rule #746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases *optional* to our employees.

Vaccines that we strongly **recommend** our employees receive are:

- Influenza (annually)
- Pertussis (DTaP)
- Varicella (unless previously infected or vaccinated)

## ***Section IV* Special Programs**

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### **Christian Education/Chapel Music**

#### **Christian Education/Chapel**

In accordance with the preschool's philosophy and mission, the preschool program embraces, encourages, and provides experiences so that Christian values and teachings are honored and incorporated in the classroom on a daily basis. As you peek into the classrooms, you will see many examples of our Christian beliefs being implemented in a developmentally appropriate manner through stories, art, songs, and props for dramatic play. The children also learn songs and Bible stories during their weekly Chapel and/or Music class. Our Music/Chapel teacher provides suggestions, resources and guidance daily to our teachers. The Music/Chapel teacher not only supports the staff during the traditional church holidays, but also helps the teachers incorporate Christian beliefs into their daily activities throughout the year.

#### **Music**

Drama, music, gross and fine motor development are incorporated in daily activities by each teacher. These activities are explored both indoors and outdoors. One-on-one activities as well as small and large group activities and skills are explored in a variety of creative ways. The Music teacher expands upon the classroom experiences with a Christian theme during the weekly Music class that will be reinforced by the classroom teacher.

# **Section V Parent Involvement**

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## **Parent Orientation**

**WHPP Parents are required to participate in our Parent Orientation on the first day of school.** After you drop your child off in the classroom, please follow signs to the Parent Orientation meeting which will begin at 9:15. Parent Orientation is a presentation of the WHPP Parent Handbook, and parents will sign an acknowledgement form at the end of the meeting. If a parent is unable to attend the orientation, they are required to read the WHPP Parent Handbook and complete the acknowledgement form **no later than the first day of school.**

## **Parent Visitation**

WHPP is committed to building a bridge between home and preschool and to involving families in authentic ways in the program. In order to create meaningful learning experiences for children, it is necessary to link our curriculum to real events in children's lives at home, at preschool, and in their community.

A "Meet the Teachers" event is scheduled two days prior to the first days of school in order for parents and students to meet teachers and have time to start to feel comfortable in their classroom. Any family enrolling after the first day of school will be provided the opportunity to meet their student's teachers and see the classroom before their first day.

Parents may visit the preschool at any time during the preschool's hours of operation to observe their child, program activities, the building, the premises, and the equipment without having to secure prior approval. Your child's teachers will be responsible to communicate ways in which you can participate in your child's learning experience in the classroom. Please coordinate with your child's teacher about appropriate times for you to be in the classroom, and please sign in and out in the WHPP Visitor Log in the preschool office and receive a name tag.

## **Communications with Parents**

Families are informed about the preschool program, curriculum, policy changes and other critical issues related to the program through newsletters, bulletin boards, email, notes from teachers and other appropriate means. We strongly urge parents to attend our programs, events, and annual orientation.

**Each child will have a "take home file" outside the classroom that should be checked twice each day.** All correspondence from their teachers and administration will be placed in the file. Notices will also be posted on bulletin boards outside each classroom.

According to 746.707 of the HHSC Minimum Standards of Child Care Centers, a Licensing *Incident/Illness Report* form will be shared with parents to record information regarding:

1. Injuries that required medical attention by a health-care professional; and
2. Any other situation that placed a child at risk, such as not preventing a child from wandering away from the child-care center unsupervised.

## **Requested Recommendations & Observation Checklists**

A written request from the parent for information to be sent to private schools or to assist an outside entity in evaluating a child must be accompanied by a stamped envelope addressed to the requesting program. All forms and letters will be mailed directly to that school or therapist.

## **Conferences**

Formal parent-teacher conferences are provided twice during the year, once in the fall and once in the spring. (See annual calendar for conference dates.) A written assessment will be provided to the parent before each conference. This is an opportunity for parents and teachers to share information about each child. Additional conferences may be conducted by telephone or by appointment at the discretion of the teacher or director. A variety of informal assessment methods are used in the assessment of social, emotional, and cognitive growth and development.

Conferences with the preschool director may be scheduled at any time.

## **Grievance Procedure**

Classroom concerns should be discussed with the lead teacher. If a satisfactory resolution to the problem has not been achieved, a meeting with the preschool director should be arranged. In the event a parent is dissatisfied with the response or action taken by the preschool director on any matter, the parent may request a meeting with the personnel subcommittee. The request, along with a summary of the issue of concern, should be submitted to the chairperson of the preschool board.

If a parent requests a meeting, the parent should not only be able to explain the issue of concern, but should also be prepared to articulate the nature of the response or action that he/she believes the subcommittee should take to resolve the matter. The decision of the subcommittee will be the final decision for the preschool, and the parent and administration will be expected to accept and support the decision in a professional manner.

## **Parent Volunteer Opportunities**

In order for WHPP to continue to be a preschool of the highest quality it takes teamwork between staff and parents. We rely upon the parents of our preschool to volunteer for school events and activities. There are many preschool events throughout the school year that are organized and run solely by parent volunteers. Parent volunteers are critical to the success of these events. Parents are asked to sign up for and participate in **at least one** volunteer opportunity per semester. You will receive an email from a preschool board member or committee chairperson with more information and specifics as preparations begin for each event. Please look for sign-ups at “Meet the Teacher” and at Parent Orientation.

In addition to preschool events, parents are encouraged to volunteer in their child’s classroom. Look for opportunities to volunteer at “Meet the Teacher” and in teacher communications throughout the school year.

### **Some Parent Volunteer Opportunities Include:**

No-Hassle Fundraiser	Staff Snacks
Family Fun Night	Book Fair
Speech & Vision/Hearing Days	Hoe Down
School Picture Days	EOY Continuation Celebrations
Christmas Luncheon	EOY Luncheon

### **Classroom Parents**

Being a room parent is a great way to be involved in your child’s class. Room parents are essential to the organization of the preschool program for communication and dissemination of information. The room parent acts as a liaison between teachers and families for things such as celebrations, teacher gifts, volunteer recruitment, and evacuation protocols. The primary responsibility of the room parent is to relay information and to coordinate parent involvement in program events (including the No Hassle Fundraiser), classroom activities, or in case of emergencies. Room parents also work together during Teacher Appreciation Week to ensure each teacher and staff member are celebrated equally.

In case of bad weather or other emergency alert, WHPP staff will follow evacuation plans posted in each classroom. If evacuation of the facilities is required, WHPP staff will relocate students to our designated relocation site. **The room parent will be notified and will contact all parents to pick up their children as quickly as possible. Westlake United Methodist Preschool, 1460 Red Bud Trail, is the designated relocation site.** The director will remain at the facility until all children are picked up. No child will

be left alone or unsupervised. An emergency evacuation and relocation diagram is posted in each classroom and in the preschool office.

Classroom parents might choose to collect funds for a group gift for holidays or at other times during the year. Per WHPP policy, participation of each family is voluntary and not mandatory.

## **Fundraising**

During the month of October we hold our annual No Hassle Fundraiser. This is the primary fundraiser of the year and is an integral part of supporting countless programs including safety initiatives that are important to the education of our children. All families are asked to participate. You will receive more information at the beginning of the school year.

# **Section VI Operational Policies & Procedures**

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## **Inclement Weather**

In case of severe inclement weather, you are encouraged to monitor media advisories for information on school closings, etc. We will follow the Eanes ISD school closure determinations. If Eanes ISD starts late, closes early or closes for the day, we will be closed. Tuition will not be adjusted for days of school missed due to inclement weather or any unforeseen circumstances.

Due to the unique challenges of our hillside parking lot, occasionally it may be necessary to independently close WHP Preschool at the discretion of the director and WHPC safety personnel. You will be notified by email and/or text messaging. Notification will also be posted on our Facebook page.

## **Photographs**

WHPP requires a signed *Photographic/Video Release* to be on file for each student. This form gives parents the opportunity to indicate permissible use of photos at the preschool and/or on our WHPP website and social media account(s).

The preschool takes photos of the children during their daily preschool activities. These photos are used for student portfolios, parent education, for classroom and hall displays and teacher newsletter emails to parents. No outside publication or display of these photos is permitted without the written consent of the parents. If you do not want your child's picture used, you must indicate that you do not give permission on the Photographic/Video Release which you receive as part of your enrollment forms.

## **Social Networks other than WHPP Accounts**

Photos, videos and/or comments relating to WHPP events and/or school sponsored activities shall not be posted on social networking sites without permission from the preschool director. **Please do not post photos of students** other than your own on your social networking accounts.

## **Clothing**

Dress your children in comfortable, washable, play clothes in which they can move easily and freely. Children wearing dresses must wear shorts underneath. Pajamas are discouraged, and costumes are prohibited on days other than those specified by the teacher for a celebration or activity. Indoor art activities and outside play activities will likely involve dirt, water, paint, etc. Please do not send your child to school in clothes that cannot get dirty or with instructions to

prevent as much. Please do send your child to school in the appropriate clothing when they arrive ready for the day. Any “battles” over what to wear to school should be between parent and child. We ask that you do not leave this up to the teacher after the child arrives at school. **All clothing with drawstrings is prohibited.**

Students who are potty-trained, must be able to easily manipulate their own clothing for toileting. For those still in diapers, please dress diapered children in clothes that are easily accessible for diapering purposes. Disposable diapers are strongly recommended for sanitation purposes and must be provided by the parent.

**Children must wear tennis shoes or closed-toe rubber soled shoes.**

Children who are wearing shoes other than tennis shoes or closed-toe rubber soled shoes may be prevented from playing in certain areas of the playground. Please bring your child to school dressed in the appropriate shoes. This is not a “battle” for the teacher to take on.

Every child must have an extra change of clothing available. Your child’s teacher will let you know where it will be stored for the school year (backpack or classroom). Please be sure each item is labeled with your child’s first and last name. As the weather changes and your child grows, check the clothes at school to ensure that they are still appropriate and still fit.

We play outside part of each day, unless there is severe weather. Make sure that your child is dressed appropriately for the weather, including mittens, coats, sweaters, or a hat on cold days. Please check in the preschool office for articles of clothing, which you may have left behind. A lost and found area is in the preschool foyer.

**Sunscreen & Bug Repellent**

WHPP staff members are not authorized to apply sunscreen or bug repellent. Parents who choose to do so should apply sunscreen and/or bug repellent to their child before school.

**Celebrations**

The preschool board has approved the following guidelines for celebrations (i.e. church holidays, cultural observances and calendar celebrations):

The group activity must:

- Be meaningful to the children
- Be age appropriate
- Encourage positive adult/child interaction
- Fit into the routine of the day
- Be pre-approved by the classroom teacher and/or preschool director

Suggested activities: sharing lunch, story time, participating in chapel, developmentally appropriate small group activity (such as cooking, finger-plays, songs, etc.)

Faith based themes:

- Autumn - celebrate seasonal changes, harvest, God's creatures
- Thanksgiving – we give thanks to the Lord, we can share
- Christmas – related to the birth of Christ
- Valentine's Day – God is love; love is from God
- Easter – related to new life in Jesus Christ
- End of Year – God is with you wherever you may go
- Birthdays – God knows and loves each of us

Teachers are encouraged to be creative and intentional with their observance of special events. Parents may be invited as a group or in limited numbers as warranted by the activity and age of the group, to participate in celebrations. While some themed events may lend themselves to dress up days, Halloween observances should not include anything ghoulish or occult in nature. Wearing costumes for any occasion is prohibited unless otherwise specified by the teacher.

### **Birthday Celebrations**

Children will be honored on their birthdays in Chapel/Music and in their classrooms. Individual teachers will create birthday traditions unique to their classes. Parents may be asked to share something distinctive about their child or family with the class by telling a story, reading a favorite book, or coordinating a special event. Birthday celebrations are left to the discretion of the lead teacher. Teachers should be consulted in advance about date and time of the celebration and will provide suggestions pertinent to their particular rooms. Teachers will be responsible for determining an appropriate time for parent participation in the classroom. **Due to allergies and other food restrictions birthday celebrations cannot include food or edible treats.**

**Balloons and lit candles are strictly prohibited in the preschool.** Birthday party invitations should only be distributed at the preschool if all children in the class are invited.

### **Water Activities**

The preschool does not provide or participate in any activities where a swimming pool is on the premises. The program does have designated "splash days" in which water activities are available including: hoses, wading pools, and sprinklers. Water/sand tables are available in every classroom and on playgrounds. They are used in everyday curriculum. A water activities consent on the enrollment forms must be complete and on file in the preschool office specifying whether your child has permission to participate in these types of activities.

## **Animals**

Pets such as fish, birds, hamsters and gerbils may be in classrooms. Caution is taken to assure sanitary and safe conditions. If your child is allergic to one of these pets, please notify the classroom teacher.

Permission must be obtained from the preschool director in order to bring any other animals into the building. Parents will be notified 48 hours in advance if other animals will be visiting the program and a current shot record for the animal must be on file in the preschool office prior to the visit unless the animal is not required to be vaccinated.

## **Screen Time**

WHPP does not provide opportunities for students to use computers during the school day. On occasion, short videos may be used to enhance specific curriculum.

## **Toys and Items From Home**

**Please do not allow your student to bring personal toys or objects into the classroom.** Toys brought from home will be sent back out with the person dropping off your student at school. We ask parents to address this before coming to school. This is not a “battle” for the teacher to take on. This does not apply to specified “show and tell” activities or other occasions set forth by the classroom teacher. If your toddler has a “security item”, please talk to his/her teacher for special arrangements.

## **Consumer Product Safety Commission (CPSC)**

WHPP is required to check the Consumer Product Safety Commission for recalled children’s products. It is requested that parent also check the CPSC website. ([www.cpsc.gov](http://www.cpsc.gov)) Please do not send recalled items to school.

## **Gang Free Zone**

WHPP is a gang free zone. Under the Texas Penal Code 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.

## **Independent Babysitting**

Westlake Hills Presbyterian Preschool does not refer, recommend or endorse any employee, and shall be held harmless in any situation, where an employee may independently babysit outside their regular work schedule on or off the WHPC campus. Staff members are not acting as agents of the preschool when babysitting for families. Employment at WHPP does not infer or imply suitability for other work.

In addition, between 8:30-9:00 a.m. and between 1:00-1:30 p.m. (or 1:00-2:40 p.m. for Extended Stay teachers) staff members are on duty at the preschool. A staff member must not be responsible for children who are not in her/his immediate family. Students who remain at school after 1:00 MUST be enrolled in Extended Stay (if they are eligible) and picked up by parent/guardian when it is over. If they are not enrolled in Extended Stay, the student will be brought to the office, and parents will be notified to pick them up from school.

### **Breastfeeding Area**

WHPP has a private breastfeeding area with an adult sized seat available. Parents have the right to breastfeed or provide breast milk for their child while in care. Please inquire in the preschool office about information on breastfeeding and support resources in the community.

### **Pest Control**

Pest management services are performed monthly by a certified pest control company. Notice of pest control treatment is posted in the preschool office. Additional information is available upon request.

### **Emergency Preparedness Plan**

In case of bad weather or other emergency alert, WHPP staff will follow evacuation plans posted in each classroom. If evacuation of the facilities is required, WHPP staff will relocate students to our designated relocation site. The room parent will be notified and will contact all parents to pick up their children as quickly as possible.

**Westlake United Methodist Preschool, 1460 Red Bud Trail**, is the designated relocation site. The director will remain at the facility until all children are picked up. No child will be left alone or unsupervised. An emergency evacuation and relocation diagram is posted in each classroom and in the preschool office.

A copy of the WHPP Crisis Manual is available in the preschool office.

# Section VII Nutrition

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## Snacks

## Lunch

***Westlake Hills Presbyterian Preschool requires that no food containing peanuts or peanut products, tree nuts or tree nut products, be sent to school or used in any school activities.***

## Snacks

Our toddlers and two's classes enjoy a morning snack time that allows students to share prayer and conversation along with a nutritious snack. Each family will supply a low sugar nutritious snack **labeled with the child's first and last name** for their child that meets their individual child's dietary needs.

Teachers for all age classes may request special snacks that coincide with celebrations or thematic activities. Any food brought into class to share must meet the needs of children who require special diets. Water will be served with the snack.

## Lunch

All children are to bring a nutritious, balanced lunch from home each day. Pack lunches with items that do not require refrigeration or which can be kept cool with a thermos or ice pack brought from home. We recommend healthy food choices. Please do not send sodas or chewing gum for lunch.

**Because the following foods have caused choking in children, they will not be served to children under the age of four while at school:**

<b>Whole hotdogs</b>	<b>Raw carrots</b>	<b>Nuts (prohibited)</b>
<b>Whole grapes</b>	<b>Popcorn</b>	<b>Hard pretzels</b>
<b>Hard candy</b>	<b>Raw peas</b>	<b>Cherry tomatoes</b>

Do not send hotdogs or grapes unless they are cut into fourths, lengthwise. Cook and mash carrots, corn and peas. The staff may refrain from serving any food to your child which, in their opinion, may be unsafe. Suggested foods can be found in the back of this handbook. (Appendix A)

The preschool is not responsible for the nutritional value of foods brought from home or for meeting the child's daily food needs. If a child's lunch contains sweets (dessert), chances are that will be eaten first. Parents are welcome and encouraged to save sweet treats for outside of school.

When a child with life threatening allergies is enrolled, the school requires all food brought into the class for snacks, lunches, and celebrations to comply with guidelines that will provide a safe environment.

Use containers in your child's lunch box that can be easily opened by your child. This fosters independence and pride. For example, thermoses with flip-top lids and sandwich bags for finger foods are usually easy for a child to handle. **Lunch boxes, water bottles, thermoses and containers must be labeled with your child's first and last name.**

**Water bottles labeled with your child's first and last name** are to be sent to school every day filled with fresh, clean **water**. Teachers will refill bottles as needed throughout the day.

Snacks and lunches must be brought to school directly by students or guardians. Food may not be delivered for students by restaurants or food delivery services. (i.e. Door Dash, etc.) Food for a class celebration (i.e. pizza) should be picked up by a designated parent rather than delivered to guarantee timely arrival.



# **Section IX Child Protection**

## **Reporting Suspected Child Abuse**

The law **requires** any person who believes that a child is being abused, neglected, or exploited to report the circumstances to the Texas Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Teachers and other professionals must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. Unfortunately many cases go unreported. While it is sometimes a matter of no one recognizing the signs, often the suspicion is there and still no complaint is made. Reporting suspected child abuse makes it possible to protect the child and for a family to get help. DFPS would rather get a report and later learn it is unfounded than for people to hesitate until they are certain abuse or neglect is going on.

There are several agencies that will act on reports of abuse: the Austin Police Department, the Travis County's Sheriff's Department, Texas DFPS, and the Texas Abuse Hotline:

**CHILD ABUSE & NEGLECT HOTLINE: 1-800-252-5400 or  
www.txabusehotline.org**

Staff at Westlake Hills Presbyterian Preschool will receive at least one hour of training annually covering the prevention and reporting of child abuse. Our staff will communicate to the director any concerns as to the well-being of children and/or families in the program. If a staff member sees signs of abuse, or has reason to suspect abuse, we will contact the Texas Department of Family and Protective Services as well as taking other appropriate actions to obtain assistance and intervention.

## **Preventing Child Abuse**

Child abuse prevention is stopping child abuse and neglect before it happens. The best way to prevent child abuse and neglect is to support families and provide parents with the skills and resources they need. Although all causes cannot be summed up, certain issues make people more at risk. Stress, relationship problems, substance abuse, financial problems, depression, and other mental health problems can all lead to abusive or neglectful behavior.

Prevention builds on family strengths. Through prevention activities such as educating parents, frequent communication with families, and parent support groups, many families are able to find the support they need to care for their children. Prevention efforts help parents develop their parenting skills, understand the benefits of positive discipline techniques, and understand and

meet their child's emotional, physical, and developmental needs. Prevention programs can help parents identify other needs they may have and offer assistance in getting additional support.

Here are some community resources offering parenting classes and other support to families:

Austin Child Guidance Center, 512-451-2242, [www.austinchildguidance.org](http://www.austinchildguidance.org)

For Kids' Sake, 512-476-9490, [www.for-kids-sake.com](http://www.for-kids-sake.com).

For help with a family crisis contact Safe Place, 512-267-SAFE (7233), [www.safeplace.org](http://www.safeplace.org).

Online training is available at Texas A&M Extension Service.

More information can be found under Support for Parents at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

# Appendix A Lunchbox Guidelines

**Please follow these guidelines when preparing lunches for your child.**  
*(Remember to pack food in a thermos to keep food hot or include an ice pack to keep food cold.)*

## Recommended Food Groups/Components:

Protein	Carbohydrate
<p>Meats/Meat Alternatives or Dairy:</p> <ul style="list-style-type: none"> <li>• Lunch Meats (95%fat free)</li> <li>• Tuna</li> <li>• Hard Boiled Egg</li> <li>• Chicken</li> <li>• Tofu or other soy products</li> <li>• Hummus</li> <li>• Beans</li> <li>• Cheese (low-fat)</li> </ul> 	<p>Bread, Crackers, or Cereal:</p> <ul style="list-style-type: none"> <li>• Whole wheat bread</li> <li>• Bagels</li> <li>• Tortillas or corn chips (unsalted)</li> <li>• Rice cakes</li> <li>• Pita bread</li> <li>• Pasta</li> <li>• Potatoes</li> <li>• Bread sticks</li> </ul> 
Fruit	Vegetable (Raw or Cooked)
<ul style="list-style-type: none"> <li>• Apple</li> <li>• Pears</li> <li>• Plums</li> <li>• Citrus (orange, grapefruit, etc.)</li> <li>• Berries (strawberries, blueberries, raspberries)</li> <li>• Kiwi</li> <li>• Grapes (sliced length-wise for young children)</li> <li>• Peach, nectarine or apricot</li> <li>• Melons</li> <li>• Bananas</li> <li>• Pineapple</li> <li>• Cherries</li> <li>• Papaya or mango</li> <li>• Unsweetened applesauce</li> <li>• Dried fruits</li> <li>• Canned fruit in juice</li> </ul> 	<ul style="list-style-type: none"> <li>• Celery sticks</li> <li>• Sweet red or green peppers</li> <li>• Broccoli or cauliflower</li> <li>• Cucumbers</li> <li>• Tomatoes (wedged)</li> <li>• Squash (zucchini or yellow)</li> <li>• Tossed salads or greens (dressing on the side if needed)</li> <li>• Potatoes or sweet potatoes</li> <li>• Peas (cooked)</li> <li>• Corn</li> <li>• Green beans</li> <li>• Greens</li> </ul> 

**In order to prepare a healthy lunch, include at least one food from each of the above categories every day.**

**The following items should NOT be sent in your child's snack or lunch:**

Peanut Products

Tree Nut Products

Chewing Gum

Sodas

Foods listed as choking hazards at school (see Section VII-Nutrition)

**Limit or avoid sending the following items:**

Fast food

Lunchables type packaged foods

Pudding

Foods that can be messy or difficult to handle (depending on age)

“Gogurt” type yogurt tubes

Soup, chili, baked beans, sauces (especially for children under 3 years old)

Foods high in sugar

For more information regarding food and nutrition for your family, please consider visiting one of the following websites:

- Dietary Guidelines for Americans - [dietaryguidelines.gov](http://dietaryguidelines.gov)
- USDA My Plate - [myplate.gov](http://myplate.gov)
- CDC - [cdc.gov/nutrition](http://cdc.gov/nutrition)

# Appendix B Texas Department of State Health Services

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## Texas Administrative Code

<u>TITLE 25</u>	HEALTH SERVICES
<u>PART 1</u>	DEPARTMENT OF STATE HEALTH SERVICES
<u>CHAPTER 97</u>	COMMUNICABLE DISEASES
<u>SUBCHAPTER A</u>	CONTROL OF COMMUNICABLE DISEASES
RULE §97.7	Diseases Requiring Exclusion from Schools

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- (a) The school administrator shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The conditions and readmission criteria are as follows:
- (1) amebiasis--exclude until treatment is initiated;
  - (2) campylobacteriosis--exclude until after diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
  - (3) chickenpox--exclude until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions occurring;
  - (4) common cold--exclude until fever free for 24 hours without the use of fever suppressing medications;
  - (5) conjunctivitis, bacterial and/or viral--exclude until permission and/or permit is issued by a physician or local health authority or until symptom free;
  - (6) fever--exclude until fever free for 24 hours without use of fever suppressing medications;
  - (7) fifth disease (erythema infectiosum)--exclude until fever free for 24 hours without the use of fever suppressing medications;
  - (8) gastroenteritis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
  - (9) giardiasis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
  - (10) hepatitis A--exclude until one week after onset of illness;
  - (11) infections (wounds, skin, and soft tissue)--exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised;
  - (12) infectious mononucleosis--exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications;
  - (13) influenza--exclude until fever free for 24 hours without the use of fever suppressing medications;
  - (14) measles (rubeola)--exclude until four days after rash onset or in the case of an outbreak, exclude unimmunized child for at least 21 days after the last date the unimmunized child was exposed;

- (15) meningitis, bacterial--exclude until 24 hours after start of effective treatment and approval by health care provider;
  - (16) meningitis, viral--exclude until fever free for 24 hours without the use of fever suppressing medications;
  - (17) meningococcal infections (invasive disease)--exclude until 24 hours after start of effective treatment and approval by health care provider;
  - (18) mumps--exclude until five days after the onset of swelling;
  - (19) pertussis (whooping cough)--exclude until completion of five days of appropriate antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier;
  - (20) ringworm--none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun;
  - (21) rubella (German measles)--exclude until seven days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least three weeks after the onset of the last rash;
  - (22) salmonellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
  - (23) scabies--exclude until treatment has begun;
  - (24) shigellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
  - (25) streptococcal sore throat and scarlet fever--exclude until 24 hours from time antibiotic treatment was begun and fever free for 24 hours without the use of fever suppressing medications;
  - (26) tuberculosis disease (suspected or confirmed), pulmonary or laryngeal--exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained; and
  - (27) typhoid fever--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications; and 3 consecutive stool specimens have tested negative for *Salmonella* Typhi.
- (b) The school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of the Department of State Health Services (commissioner) as cause for exclusion until one of the criteria listed in subsection (c) of this section is fulfilled.
- (c) Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:
- (1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;
  - (2) submitting a permit for readmission issued by a local health authority; or
  - (3) meeting readmission criteria as established by the commissioner.

## WHPP Parent Pointers

**DO** bring your child at the arrival time of 9:00 am unless he/she has a doctor's appointment or special family circumstances. Late arrivals can make the transition more difficult for your child and be disruptive to the entire class.

**DO** notify your child's teacher when your child will be absent due to illness or other reasons. Absence calls should be made by 9:00 am if possible to facilitate planning.

**DO** keep your stay during drop-off short; it usually helps ease the transition.

**DO** attempt to be consistent with drop-off and pick-up times. Children enjoy routines!

**DO** notify teachers when you plan to vary from your usual schedule.

**DO** provide written notes such as "My child will not be here one week from tomorrow" (rather than only stating comments verbally).

**DO** help your child leave toys at home unless the specific day is designated to bring a toy.

**DO** keep classroom birthdays and celebrations simple.

**DO** check your child's folder, backpack and cubby regularly.

**DO** dress your child appropriately for messy active play and current weather conditions. Rubber soled shoes are required and are safer than sandals, boots or Crocs for active playground play.

**DO** label all items (clothing, shoes, backpacks, water bottles) with your child's first and last name.

**DO** attend orientation and school social opportunities. It's fun!

**DO** get involved with the No Hassle Fundraiser. It's a great way to meet other parents!

**DO** volunteer to help teachers with special classroom activities.

**DO** arrive at the classroom to pick your child up at 1:00 pm. There is a Late Pick Up fee.

**DO** be familiar with and follow all WHPP rules as stated in the WHPP Parent Handbook.

**DO** attend scheduled parent-teacher conferences.

**DO** feel free to request an individual parent-teacher conference at any time of year.

**DO** discuss concerns directly with the lead teacher first in a prescheduled conference; not at the classroom door after school.

**DO** label your child's lunch, snack and containers with their first and last name and the date.

**DO** respect classroom food restrictions based on identified allergies among students.

**DO** return your child who has been ill to the preschool after he/she has been fever/diarrhea free for 24 hours.

**DO** update your shot record and contact information as necessary.

**DO** pay your tuition prior to the 10<sup>th</sup> of each month to avoid a late fee.

**DO** have a fabulous preschool experience!