

# Valley Ranch Baptist Preschool



## VRBP Handbook 2023-2024

(Last Updated: 10/2023)

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**Note:** Items designated with a § symbol and highlighted in yellow signify the numerical address of guidelines from the Minimum Standards for Child-Care Centers for the State of Texas. These are required to be communicated and identified in the VRBP Handbook.

# VALLEY RANCH BAPTIST PRESCHOOL

## 1. GENERAL INFORMATION

### PURPOSE

The weekday program at Valley Ranch Baptist Preschool (hereafter referred to as VRBP) is a ministry of Valley Ranch Baptist Church. We offer a Christian environment equipped to stimulate early childhood growth and development. To foster a positive self-image, activities are planned to encourage each child's acceptance of his/her own talents and abilities and the talents and abilities of others.

Experiences are lovingly prepared by qualified teachers to help foster the emotional, mental, physical, social and spiritual growth of the children with a curriculum based upon biblical principles.

VRBP provides an enriched, creative environment that is sensitive, understanding and supportive of the ever-changing roles of the family in the church and community. The programs are open to all children, regardless of race, nationality, or creed. VRBP is a nonprofit, nonsectarian and nonpolitical organization.

### LOCATION OF VRBP

**§746.501(B)(2)(A)**

VRBP is located at Valley Ranch Baptist Church - 1501 E. Beltline Road, Coppell, Texas 75019. The phone number for VRBP is 972-304-8444 and the VRBC church office is 972-304-8722. The website can be found at [www.vrbp.net](http://www.vrbp.net).

Per the Texas Penal Code, any area within 1,000 feet of VRBP is considered a "gang-free" zone. Any criminal activities resulting in criminal offenses in this zone are subject to harsher penalty.

### HOURS OF OPERATION

**§746.501(A)(1)**

VRBP hours are Monday through Thursday from 9:00 am until 2:00 pm. The director (Sarah Waters) or assistant director (Anna Hazelrigg) is available September through May from 9:00 am until 4:00 pm. For questions or appointments during the months of June through August, please email Sarah at [swaters@vrbc.net](mailto:swaters@vrbc.net) or Anna at [ahazelrigg@vrbc.net](mailto:ahazelrigg@vrbc.net) or leave a voicemail message by calling 972-304-8444.

### SCHOOL YEAR AND HOLIDAYS

VRBP's school year will begin on September 5, 2023 and will end on May 16, 2024. The fall semester will run from September 5, 2023 through December 14, 2023. The spring semester will run from January 8, 2024 through May 16, 2024. Holidays will coordinate as much as possible with Coppell ISD. Both VRBP and Coppell ISD school calendars are available on our website.

### STAFF

**§746.501(A)(26)**

The staff of VRBP is experienced in working with young children. All staff members are required by Texas Health and Human Services to complete a minimum of 24 hours of annual professional

development. In addition to the required 24 hours of training, each staff member is trained yearly for abuse and neglect recognition and reporting, CPR, First Aid, and the use of AED devices. There is one AED Defibrillator on our campus. Children will be given First Aid or CPR when needed.

## 2. ENROLLMENT INFORMATION

### SCHOOL ENROLLMENT PROCEDURES

**§746.501(A)(13)**

The following forms are required for enrollment. These must be completed and submitted to the office prior to attending VRBP. New Immunization Records must be submitted each time vaccinations are administered. The following forms and documents are available on our website.

#### **Required ONLINE Forms:**

- Student Information Form
- Student Registration Form

#### **Required PRINTED Forms:**

- Doctor's Permission Form
- Immunization Record
- Allergy Plan (*provided by doctor – if necessary*)
- Developmental Checklist (*provided by VRBP*)

A Developmental Checklist from the CDC will be distributed during the first month of preschool. This form needs to be completed by the parent and turned in to be kept on file in your child's records.

If any household, contact or medical information changes from what was provided in the registration process, it is the parent's responsibility to report these changes in writing to the VRBP office immediately.

VRBP **WILL NOT** assume responsibility for anything that may happen as a result of false information provided.

### IMMUNIZATION REQUIREMENTS

**§746.501(A)(11 & 28)**

Required immunizations for children can be found at the following websites:

- [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf)
- [www.dshs.texas.gov/immunize/school/child-care-requirements.aspx](http://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx)

We highly recommend that your child receive an annual flu shot during the onset of flu season as recommended by your doctor.

VRBP complies with the immunizations for vaccine-preventable diseases for faculty and staff as specified by Dallas County and the City of Coppell. To date, there are no mandated requirements. However, it is recommended that the individual faculty and staff members follow the recommendations of their personal physician. Immunization recommendations for adults are provided on the Center for Disease Control (CDC) website at:

[www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf)

## **VISION AND HEARING SCREENING**

**§746.501(A)(12)**

All children enrolled in a Pre-K 4's class at VRBP must be screened or have a professional examination for possible vision and hearing problems. Parents will need to have these screenings done by a medical professional within 120 days of the child's first day of school. An official document of completion of these screenings will need to be provided to the VRBP office.

### **3. PROGRAM INFORMATION**

#### **CURRICULUM**

**§746.501(A)(14-17)**

At VRBP, children learn through a theme-based, custom curriculum that emphasizes essential skills for kindergarten readiness. Our Bible-based curriculum intertwines academic elements such as letter, word, and phonics recognition, writing skills, basic math, and counting skills. In addition, our older children focus on word families, beginning sight words, pre-reading techniques, and phonic blends. VRBP follows the "Handwriting Without Tears" program, the same program used by Coppell ISD. For additional information, please visit the Curriculum page on our website.

#### **PARENT PERMISSION**

Parents are required to grant permission for their children to participate in all activities provided by VRBP (both indoor and outdoor) as part of the online enrollment process. Parents assume all risks and hazards incidental to the conduct of the activities at VRBP.

#### **CLASSROOM ACTIVITIES**

Teachers will prepare a weekly lesson plan to provide activities that meet the following goals:

- to encourage each child's expression of his/her feelings and needs in constructive ways
- to strengthen their awareness of their individuality, independence, and self-confidence
- to encourage each child to learn cooperation with other children and the teacher while maintaining their sense of independence
- to explore various play and structured learning activities such as blocks, art, music, movement, games, and water play using water tables, sprinklers, and wading pools
- to sharpen observation, follow directions and enhance communication skills while keeping the fun in learning
- to provide each child opportunities to grow in awareness of God's love and our natural world

All activities take place on the VRBP campus - NO field trips conducted, and NO transportation is provided by VRBP for any activities whatsoever. NO animals are allowed in the building or classroom at VRBP.

Pictures of children may be used for promotional material, website information, and/or social media connected with VRBP and/or Valley Ranch Baptist Church.

#### **PHYSICAL ACTIVITY**

**§746.501(A)(18)(A-F)**

The teacher's weekly lesson plan will include the following physical activity guidelines as outlined by the State of Texas.

VRBP will promote all children's active play every day. Research has shown that physical movement can affect the brain's physiology. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. This will provide the following benefits:

- to engage in large and small muscle movements and to explore and practice new skills
- to build healthy bones and muscles, improve muscular strength and endurance, reduce the risk for developing chronic disease risk factors, improve self-esteem, and reduce stress and anxiety
- to have beneficial influences on academic performance
- to develop cognitive and motor skills through a dynamic interaction

Toddler, Preschool and Pre-Kindergarten age children will participate in a minimum of 30 minutes of moderate to vigorous active play each day. Physical activity may take place in the classroom or on the playground when weather permits. Students will participate each day in:

- Active Play - One occasion for 2-year-olds, two occasions for 3 and 4-year-olds
- Two or more structured or teacher-led activities or games that promote movement
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

When weather conditions prohibit outdoor play, physical activities will occur indoors during the scheduled outside time. Teachers have indoor play activities planned for "weather days". **If your child is too sick to go outside, they are probably too sick to be in school. Teachers will NOT keep a child inside during outdoor playtime. We are not staffed to provide an alternate place for a child to be supervised while his/her class is outside.**

## 4. SCHOOL POLICY INFORMATION

### STUDENT NONDISCRIMINATORY POLICY

VRBP 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 based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

### WEATHER POLICY

If Coppell ISD is closed for any portion of the school day due to inclement weather, VRBP is closed for that entire day. Please consult the VRBP Facebook page, local radio and television stations or visit the Coppell ISD website at [www.coppellisd.com](http://www.coppellisd.com) for official decisions concerning Coppell school closings. **There will be no makeup days at VRBP for weather related closings.**

The US Environmental Protection Agency (EPA) has provided a scale called the Air Quality Index (AQI) for rating air quality. The AQI scale is based on the National Ambient Air Quality Standards. On Air Quality of Orange days, your child will be limited to no more than 15 minutes of outdoor play, and on Air Quality of Red days, outdoor play will be limited to 10 minutes.

Your child will be limited to 15 minutes or less of outdoor play if the outside temperature is above 95 degrees. If the temperature or wind chill is 40 degrees or below, your child will not have an outside playground time.

## **DRESS CODE**

Children should dress in comfortable, washable clothing that allows for freedom of movement. Underwear is required for children not wearing a diaper. Fancy or long dresses and belts are discouraged. Warm coats for cold weather are a must. Appropriate athletic footwear should provide support for climbing, running, and jumping. “Crocs” are discouraged as a shoe option due to the woodchips that are on the playground. Hats may be worn to protect children from sun exposure or cold weather.

Be aware that your child may get “dirty” during the day. Children work and play hard at preschool and at times will get their clothing dirty. Make sure your child is dressed appropriately.

“Emergency Clothing” should be provided for each child to be left at school including diapers or underwear, socks, top, and shorts or pants. Please bring a seasonal change of clothes in a zip-lock bag clearly marked with your child’s name.

## **NAP/REST TIME**

**§746.2901**

The State Minimum Standard requires our facility to provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child’s individual physical needs.

All 2-year-old classes will have a nap/rest time after lunch and parents will be required to provide a nap mat. All 3-year-old and 4-year-old classes will have a short “quiet time” after lunch before playtime begins. A “quiet time” may be defined as listening to a story, listening to music, looking at books, or working a puzzle.

**§746.501(a)(9)**

No children aged 12 months or younger are currently enrolled at VRBP. Therefore, no safe sleep policy is provided.

## **POTTY TRAINING POLICY**

Children must be potty-trained prior to entering our 3-year-old program. We do not have the facilities or supplies required to change diapers in classrooms for 3’s through Pre-K 4’s. We feel that children of these ages deserve privacy. We realize that “potty accidents” will happen but only on rare occasions. However, frequent “potty accidents” will result in re-evaluation of the child’s placement in the classroom.

Potty-trained preschool children:

- no longer wear diapers (disposable or cloth) or disposable underwear (Pull-Ups)
- can tell the teacher when they need to go to the bathroom
- can get clothes on/off and up/down with minimum assistance
- can attend to their hygiene with instructions provided by the teacher



Registration and Supply Fees are non-refundable; however, these fees will be honored later if your child's placement in a class is postponed due to potty-training delays. If your 3- or 4-year-old child is not completely potty-trained as described above when VRBP starts, your options are as follows:

- You may withdraw your child from VRBP and place their name at the top of our waiting list.
- You may continue to pay tuition to hold your child's spot in the class they registered for until potty-training has been completed.

## **BEHAVIORAL POLICY**

Helping our children to gain inner-control and self-regulation is one of our main goals. We also strive to assist our children in becoming ego-resilient and self-disciplined young people who can become involved in harmonious social interaction with their peers.

Teachers will model a spirit of love and affirm acceptable behavior. They will actively listen and interpret the situation for the child to prevent the problem from progressing. Giving outlets for energy to prevent behavioral problems will be employed. Modifying the environment may also be used to alleviate a potential problem. We allow children freedom only until another's freedom is violated. Increasing a child's self-discipline is important.

Texas State Incident/Illness Form (7239) has been provided to teachers to document disciplinary incidents. The child's name, date, time, disciplinary issue, and disciplinary action will be documented. The teacher, director and parent must sign this form. A copy of the form will be supplied to the parents and the original will be placed in the child's preschool file. We will remain in close contact with the parents for each of us to understand the needs of the child.

The rules regarding discipline are as follows:

### **Redirection and/or Dismissal Guidelines**

**§746.501(a)(8)**

1. The first time in a day that a child does/says something that warrants discipline, they will be redirected.
2. The second time in a day that a child does/says something that warrants discipline, they will receive a time-out or equivalent disciplinary action.
3. The third time in a day that a child does/says something that warrants discipline, they will lose a privilege.
4. The fourth time in a day that a child does/says something that warrants discipline, they will be brought to the director's office to be sent home for the day. A brief teacher/parent conference will be necessary at that time.
5. If a child has been sent home for the third time during the school year due to discipline issues, dismissal from VRBP will be probable. The fourth time, dismissal will be absolute.

### **Discipline And Guidance Policy**

**§746.501(a)(7)**

VRBP follows the Texas Health and Human Services minimum standards, which require that discipline must 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, including the following:

- a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- b. Reminding a child of behavior expectations daily by using clear, positive statements
- c. Redirecting behavior using positive statements
- d. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

**Prohibited Types of Discipline and Guidance**

**§746.2805**

At VRBP, there will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet
9. Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with **§746.2803(4)(d)** in the section above
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device

**CAUSES FOR DISMISSAL FROM VRBP**

1. Non-payment of tuition and fees
2. Consistent disruption of the class due to inappropriate or uncontrollable behavior, putting children at risk of causing harm to themselves or others
3. Consistent physical or verbal aggression toward other children, teachers, or staff
4. Incomplete required documentation in the student's file
5. Circumstances due to false information given at time of enrollment
6. Failure to comply with the Texas Minimum State Vaccine Requirements for Child-Care Facilities (available on our website)
7. If we determine that VRBP is not the appropriate classroom environment to meet a student's developmental needs

In the case of any grounds for dismissal, parents will be notified verbally and in writing.

## 5. HEALTH & SAFETY INFORMATION

### GOVERNMENT MANDATED SAFETY GUIDELINES

The policies and procedures outlined in this handbook will be in effect unless new mandates are imposed by the CDC and/or the State of Texas regarding global, national, or local health and safety concerns. Any mandated changes will be communicated to parents regarding:

- Drop-Off and Pick-Up Procedures
- Health Guidelines
- Extended Leave Policy

For the safety of enrolled students and staff, any families traveling outside of the US must comply with CDC quarantine recommendations prior to returning to VRBP.

### HEALTH GUIDELINES

**§746.501(A)(3&27)**

Your child's health is a matter of major importance to us, as is the health of each child in attendance. Parents should notify the director or teacher if their child has a communicable disease, so that other parents may be notified.

The teacher will perform a visual assessment of each child's overall health as they arrive at school. Any visible or suspected health issues are reported to the VRBP office. Parents would then be contacted to pick-up their child. Precautions are always taken to safeguard the health of the entire group or class. This includes refusing to admit a sick child into the class and isolating children who become ill during school hours. A physician's release to return to school may be required for certain illnesses.

#### Illness

*Please use these guidelines to determine if your child should stay home. If he/she:*

- has or has had fever during the previous 24-hour period (fever is considered having a temperature of 100°F or greater without the aid of fever suppressing medication such as Tylenol, Motrin, Acetaminophen, or Ibuprofen)
- has diarrhea or vomiting that has occurred during the previous 24-hour period
- has been on an antibiotic for less than 24 hours
- has had a cold for more than 4 days
- has a heavy nasal discharge (yellow or green in color)
- has a constant cough (either persistent or "croupy")
- has an undiagnosed, new, and/or untreated rash or skin condition
- is fussy, cranky or displaying atypical behavior
- has symptoms of a possible communicable disease

VRBP will make an independent decision regarding health-related closings. In the case that VRBP closes, we will notify families by email and social media.

#### Medications

**§746.501(a)(4)(19)**

VRBP does not administer any medications – this includes sunscreen and insect repellent.

We cannot administer or perform any medical testing on a child including, but not limited to, monitoring and testing of a child's blood glucose levels. If a child's condition requires medical testing, then the parent, guardian, or their adult designee with written permission on an appropriate form, must agree to conduct any medical monitoring and testing required for the child to enroll or remain enrolled in VRBP.

### Allergies

**§746.3819**

If your child has a severe allergy that has been diagnosed by a health-care professional, you must provide the following items:

- Necessary medicine to ALWAYS be kept in the VRBP office.
- A written medical plan from the child's doctor outlining an action plan in the event of an allergic reaction – signed and dated by both the doctor and parent.
- Copies of this plan should be kept both in the classroom as well as in the VRBP office.

### Injuries

Parents will be notified if their child becomes injured at school. The child will be given appropriate attention and supervision until the parent arrives to take the child home.

## **MEDICAL EMERGENCIES**

**§746.501(A)(5)**

Parents must complete the online VRBP Registration Form during the registration process, which grants permission for the director or acting director to take whatever steps may be necessary to obtain emergency medical care if warranted.

In the case of a medical emergency with a child, VRBP would take the following steps which may include, but are not limited to, the following:

1. Call 911 to request emergency assistance.
2. Attempt to contact parent or guardian using phone numbers we have on file.
3. Attempt to contact the child's physician as stated on the Doctor's Permission Form.
4. If the parent or guardian cannot be reached and emergency help has arrived, a staff member would accompany the child to an emergency hospital if this action were warranted.
5. Any expenses incurred will be the responsibility of the child's family.

## **COVID PROTOCOLS**

We continue to monitor Covid-19 guidelines set by Dallas County, the State of Texas, and the CDC. If any changes are mandated by these health care authorities, VRBP will notify parents. The protocols we will comply with starting in September 2023 include the following:

### Promoting Vaccinations

We encourage all VRBP staff as well as preschoolers (once a vaccine is available for their age group) to take advantage of the Covid vaccine as recommended by your doctor. This will protect our staff, the children in their care as well as preschool families.

### Mask Usage

Teachers are not required to wear a mask. Children two years old and younger should NOT wear a mask. However, for children older than two years – mask usage will be determined by the parent.

### **Hand Washing and Respiratory Etiquette**

We will teach and reinforce proper handwashing with soap and water for at least 20 seconds multiple times during the day including: upon arrival, before snack and lunch, after bathroom breaks and when returning from the playground. We will also teach and reinforce coughing and sneezing into the elbow. Please reinforce these techniques at home.

Hand sanitizer stations are available at the entrance to the preschool.

Gloves will be worn by staff when serving food, diapering, and while cleaning and disinfecting.

### **Staying Home When Sick and Getting Tested**

Families should be alert for signs of illness in their children and should keep them home when they are sick. Staff and parents should pay particular attention to the following Covid symptoms and seek Covid-19 testing if any of these symptoms occur:

- Fever (temperature at or above 100°F)
- Sore Throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, Vomiting or Stomachache
- New onset of severe headache, especially with fever

### **Close Contact and Quarantine Periods**

If a staff member, parent, or child has had close contact to a suspected or confirmed case of Covid-19 and is **NOT** up to date on vaccinations, they should stay home for at least 5 days after the last exposure to that person. Close contact is defined as within 6 feet of an infected person for a total of 15 minutes or more over a 24-hour period. Precautions should be taken for 5 more days after the quarantine period including:

- Getting tested after at least 5 days after close contact occurs
- Wearing a mask
- Watching for illness with Covid-19 symptoms

Persons who **ARE** fully vaccinated and **DO NOT** have Covid symptoms do not need to quarantine but should get tested at least 5 days after an exposure.

We will take action to isolate any staff member or child who begins to exhibit Covid-19 symptoms during the preschool day. Parents will be asked to come pick-up their child immediately should this occur, and staff members will be sent home.

If a staff member or child has been diagnosed with a positive Covid-19 result, VRBP will collaborate with State and Local Health Departments to identify which children and staff should isolate and which close contacts should quarantine.

### **When to Return to VRBP**

Children and staff who have recovered from Covid-19 must wear a well-fitting mask while at VRBP and around others for an additional 5 days. If this is not possible, children and/or staff must remain in quarantine for the additional 5 days at home. Children and staff can return to VRBP:

- After at least 5 days since symptoms first appeared **AND**
- After 24 hours with no fever without the use of fever-reducing medication **AND**
- Once other symptoms of Covid-19 are improving

## **CLEANING AND DISINFECTING**

We will be diligent in cleaning and disinfecting toys and surfaces using soap and hot water, as well as approved supplies purchased from State Chemical.

## **LICE**

Minimum Standards require that parents be notified within 48 hours if there is an outbreak of lice in the class. **Any child who has been identified to have lice or nits will be sent home.** The child may return to the classroom, provided he or she has had proper treatment. The child must be checked by VRBP staff and be determined to be lice-free (including nits) before returning to VRBP.

## **6. ATTENDANCE INFORMATION**

**§746.501(a)(2)**

Parents will be required to drop-off their children at their respective classrooms. Parents are requested to NOT be on their cell phones while dropping off or picking up children from VRBP. Parking is designated in the north parking lot located on the Beltline side of the building. It is the policy of VRBP that an adult will escort each child to and from the classroom. Please do not allow older siblings to drop-off or pick-up your child. The security doors into the preschool will remain closed and locked during the preschool day. You must ring the doorbell and be allowed in by the receptionist to gain access to the front doors and the preschool. Glass doors providing access to the playground will stay closed at all times.

VRBP **WILL NOT** assume responsibility for:

- a child who HAS NOT been signed-in and taken to his/her classroom by a parent or guardian upon drop-off at school
- a child who HAS been signed-out and taken from his/her classroom by a parent or guardian upon pick-up from school

## **DROP-OFF PROCEDURE**

The preschool doors will open at 8:55 am and our day begins promptly at 9:10 am. Each day, parents will be required to sign their name and time of drop-off beside their child's name on the attendance roster located outside the classrooms.

If an adult (other than the parent) is picking up the child that day, the parent must note the name of that person on the attendance roster and confirm that they are designated as authorized to pick-up with the VRBP office.

## **PICK-UP PROCEDURE**

Preschool ends at 2:00 pm. If you know that you are going to be late, please notify the VRBP or Church office immediately so that we can reassure your child.

Parents will pick-up their child at the classroom. Each day, parents will be required to sign their name and time of pick-up beside their child's name on the attendance roster located outside the classrooms.

## EMERGENCY CONTACT AUTHORIZATION

- Any adult other than the parent who will be dropping off or picking up a child must be previously authorized by the parent. This information must be communicated to the director in advance.
- **NOTIFY THE PERSON DROPPING OFF OR PICKING UP YOUR CHILD TO BE PREPARED TO SHOW IDENTIFICATION VIA A DRIVER'S LICENSE - THIS IS A REQUIREMENT FOR THE SAFETY OF THE CHILD.**
- If no parent arrives for pick-up and cannot be reached, the emergency contact person designated and on file in the VRBP office will be contacted to pick-up the child.
- If an emergency contact person has not been identified or cannot be reached, the administration will contact the local police for assistance.

## 7. FINANCIAL INFORMATION

### PAYMENT OPTIONS

We require a digitally signed financial authorization. This is entered online on the VRBP Registration Form during the enrollment process. This will provide us with your selected payment criteria. There are two methods for payment of your child's preschool fees:

- ***ACH Bank Draft*** (Checking or Savings)  
If paying by Bank Draft, the fees will be electronically drafted from either the checking or savings account specified on the Registration Form - no processing fees are charged.
- ***Credit Card*** (VISA or Mastercard only)  
If paying by Credit Card, the fees will be charged to the selected card as specified on the Registration Form - the cardholder will pay the processing fee which is approximately 3.35% depending on the credit card company.

### FEES

- **Registration Fee: NON-REFUNDABLE and Forfeited upon Withdrawal**  
Annual Fee - \$75 - Collected at time of registration
- **Supply Fee: NON-REFUNDABLE and Forfeited upon Withdrawal**  
Annual Fee - Based on number of class days selected - Collected on the first business day of July. If registering after this date, the supply fee is due at time of registration.  
If registering after starting school in September, the supply fee would be prorated based on your start date and due at time of registration.
- **Tuition Fee: NON-REFUNDABLE and Forfeited upon Withdrawal**  
Semester Fee - Based on number of class days selected  
Fall Semester (14 weeks) - paid in **2 equal payments** (Aug. 15<sup>th</sup> and Oct. 2<sup>nd</sup>)  
Spring Semester (18 weeks) - paid in **3 equal payments** (Dec. 15<sup>th</sup>, Feb. 1<sup>st</sup>, and Mar. 15<sup>th</sup>)  
The tuition payment plan is intended to represent a commitment for your child's attendance for the full semester.

- **Lunch Fee: MONTHLY and OPTIONAL**  
If your child wants to participate in the monthly pizza lunch, \$5 in cash will be due prior to each pizza day.
- **Late Fee: CONDITIONAL**  
If you are more than 10 minutes late to pick-up your child, a late fee will be incurred. **A late fee of \$10 for every 10-minute increment past 2:10pm will be billed to your preschool account.** Your child will be waiting for you in the director's office.
- **Insufficient Funds Fee: CONDITIONAL**  
A \$25 fee will be imposed for any insufficient funds or credit card declines.

## **PAYMENT RECEIPTS**

Receipts for your preschool expenses are available through the Parent Portal within our childcare software (Procare). Our tax number is included on the receipts. Instructions for obtaining receipts are available on the Home page of our website under Parent Information.

## **REFUNDS / WITHDRAWALS / EXTENDED VACATION**

- Credit is not given for a child's absences due to illness, vacation, holidays, weather, or health-related closings or disciplinary dismissals.
- If you are planning to withdraw your child from VRBP, a two-week notice in writing is required including your child's name and last date in attendance.
- Semester payments already paid are **NON-REFUNDABLE** and future scheduled payments would be cancelled.

## **TUITION ASSISTANCE**

VRBP is offering a Tuition Assistance Program for the 2023–2024 school year. This program is for families in economic need to assist with tuition and supply fees. To apply for tuition assistance, the family must have a student that is enrolling in a class at VRBP for the 2023-2024 preschool year.

For more information, please review the Tuition Assistance Policy on our website. Interested families should request an application for this program from the VRBP office or download it from our website.

# **8. PARENT COMMUNICATION**

## **COMMUNICATION METHODS**

**§746.501 (A)(6)**

We will communicate with parents about illnesses, medical emergencies, policy changes and additions, schedule changes and other matters requiring parental notification using one or more of the following means:

- Emails
- Text messages
- Phone calls
- Online social media



## FOOD

**§746.501(A)(10)**

### School Snacks

A mid-morning snack will be provided by the parents on a rotating schedule and must be nut-free.

**Any food allergies need to be communicated in writing to the teacher and the VRBP office.**

Each day, children should bring a water bottle with a closeable lid; the bottle must be clearly labeled with the child's name on it. We will supply water for the child to drink.

*Example of a typical water bottle:*



### Lunches

Parents are responsible for their child's daily nutritional needs. VRBP recommends that parents send a **NUTRITIOUS** lunch with their child. VRBP does not provide food through a State Program.

### Birthday Celebrations

Parents are welcome to provide a special snack on their child's recognized birthday (muffins or cookies are preferred). Teachers will assign snack duties relative to a child's birthday. Summer birthdays will be observed during the preschool year. Please keep it simple - **DO NOT BRING DECORATIONS, BALLOONS, CANDLES**, etc. If you are having a party for your child outside of VRBP and would like to distribute party invitations to the class, please provide invitations for everyone in the entire class and the teacher will distribute them. Please consult with your teacher for more details.

## WHAT TO BRING TO SCHOOL

The only items that your child needs to bring to school are a lunch, a water bottle, and an emergency change of clothes. A nap mat is also required for all 2-year-olds. Please clearly label all items with your child's name.

## WHAT NOT TO BRING TO SCHOOL

Toys brought from home are not recommended at school unless requested by the teacher. Please do not send money or valuable jewelry. VRBP cannot be responsible for items misplaced or broken at school. Children may not have cell phones with them in the classrooms.

## PARENT INVOLVEMENT & INFORMATION

### Meet the Teacher

A "Meet the Teacher" meeting will be held the Thursday prior to school starting. You will be notified of the time through an email notification. This will help your child feel more comfortable about the first day of school. Children will be able to see their classroom, meet other children in their class and of course, meet the teachers. During this time, the director and assistant director will be available in the lobby for questions.

### Parent-Teacher Conferences

Children will be evaluated through annual age-level assessments by their teachers in the spring. Parent conferences will then be offered for all children and both parents are encouraged to attend.

However, you may request a conference, as the need arises by contacting the teacher and/or the director. Please do not confer with the teacher at the classroom door during drop-off or pick-up.

**§746.501(a)(21)(22)**

**§746.501(a)(25)**

### **General Information**

**§746.501(b)(1)**

- Parents are welcome to visit VRBP at any time during preschool hours to observe their child, VRBP operations and/or school activities.
- A nursing room (Room #129) is available for any mothers who are breastfeeding.
- The director is available to discuss any policies or procedures related to VRBP.
- The most recent copies of the following documents are available for your review in the VRBP office:
  - Texas State Minimum Standards
  - Texas Department of Family and Protective Services Investigation Report
  - Texas Health and Human Services Inspection Report
  - Documentation of liability insurance that complies with Human Resources Code, Section 42.049
  - Fire Marshal Inspection Report
  - Health Department Sanitation Inspection Report
  - Gas Pipe Inspection Report
  - Licensed center operational policies (a.k.a. VRBP Handbook)
- An electronic copy of the Texas State Minimum Standards is available online at: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>
- An electronic copy of the Texas Department of Family and Protective Services Investigation Report is available online at: <https://www.txchildcaresearch.org>
- Recall information is accessible by visiting the United States Consumer Product Safety Commission website at: <https://www.cpsc.gov>

### **IF THERE IS A CONCERN ....**

**§746.501(A)(20)(23)**

You may find yourself displeased about something that has happened at the facility. Please talk about these things with the VRBP director. There may be a misunderstanding that can easily be resolved.

If the situation isn't resolved and you believe minimum standards are not being met, call the Texas Department of Family and Protective Services. They will handle your call discreetly. A licensing representative will investigate your complaint. The licensing representative may need to interview you and your child and may also interview other children at the facility. If the licensing representative finds a standard has been violated, the facility will be notified, and a time set for the facility to correct it. Licensing staff may revoke a license if a facility doesn't meet minimum standards. The department does not take action to revoke a license unless children are in immediate danger, or the licensee refuses to comply with standards. You can reach the department to confidentially report any suspected cases of abuse or neglect at one of the following numbers:

- Intake Line                    1-800-582-6036 or
- 24-Hour Hotline            1-800-252-5400

## 9. EMERGENCY INFORMATION

### EMERGENCY DRILLS

Talk to your children about emergency drills. Explain to them that this helps them stay safe. Each classroom has an Emergency Backpack containing a flashlight, a snack, a roster for the class with phone numbers, wipes, Kleenex, and a few books.

These are the instructions teachers will follow during drills:

#### Fire Drill

- Fire Exit locations are marked for the nearest outside exit.
- Floor diagrams are displayed on the wall near the door showing the Fire Exit (**RED**) for your class.
- Teachers should take their Emergency Backpack, clipboard, cell phone, and purse.
- Line up promptly when we hear the emergency alert (whistle blowing, bells, siren, etc.).
- Turn off the lights and shut the door to the classroom behind you.
- Walk in an orderly calm manner to your Exit.
- If you are on the playground during a fire drill, exit through the gate to the side parking lot.
- Line up in the parking lot away from the building.
- Do a head count of the children after arriving at the parking lot.
- From your clipboard – show a red or green card based on the following: **GREEN** - if all children are accounted for or **RED** - if any children are missing.
- While in the parking lot, try to keep the children calm by singing songs or telling a story.
- The director or a VRBC staff member will check on you while in the parking lot and report when everyone is out of the building.
- The director will tell you when it is safe to return to your classroom.
- Count children before leaving the parking lot.
- Count children when you return to your classroom.

#### Weather Drill

- Weather Rooms are designated in interior locations so no classes will be near outside doors or windows.
- Floor diagrams are displayed on the wall near the door showing the Weather Room (**BLUE**) for your class.
- Teachers should take their Emergency Backpack, clipboard, cell phone and purse.
- Line up promptly when we hear the emergency alert (whistle blowing, bells, siren, etc.).
- Turn off the lights and shut the door to the classroom behind you.
- Walk in an orderly calm manner to your Weather Room as listed below:

#### Classroom

Room 106  
Room 107  
Room 109  
Room 112

#### Weather Rooms

Boys Restroom  
Kitchen  
Girls Restroom  
Resource Room – Room 117

Room 113	Resource Room – Room 117
Room 114	Room 116
Room 116	Stay in your room
Room 130,131 & 132	Library
Room 133	Restroom inside Room 133

- Close any doors to the Weather Room and seat the children together as far away as possible from the door.
- Do a head count of the children after arriving at the Weather Room.
- During the time in the Weather Room, try to keep the children calm by singing songs, telling a story, reading a book, etc.
- The director or a VRBC staff member will check on you while in your Weather Room.
- Report any injuries to the director or staff member.
- The director will tell you when it is safe to return to your classroom.
- Count children before leaving the Weather Room.
- Count children when you return to your classroom.

### **Lock-Down Drill (To Stay In The Building)**

- Safe Room locations are designated so all classes will remain in their classrooms.
- All children and teachers stay away from the windows and door and stay seated on the floor of their room.
- Floor diagrams are displayed on the wall near the door showing the Safe Room (**GREEN**) for your class.
- Teachers should close and lock their door and lower their blinds promptly when we hear the Lock-Down notification.
- Turn off the lights, close and lock the door, and cover the door window to your Safe Room
- Seat the children together and try to keep them out of view from the door window.
- Do a head count of the children at the beginning of the drill in your Safe Room.
- During the time in the Safe Room, try to keep the children calm by **quietly** telling a story, reading a book, etc.
- The director will come to each room to unlock the classroom when the drill is over.
- Count children again after the drill in your Safe Room.

## **EMERGENCY PREPAREDNESS PLAN**

**§746.501 (A)(24)**

### **Evacuation**

- In case of an emergency, children need to evacuate the preschool building following the floor diagrams as displayed on the wall near the door showing the Fire Exit (**RED**) for your class.
- The director will gather the directory containing children’s name, parents’ names, and phone numbers.
- Teachers should take their Emergency Backpack, clipboard, cell phone and purse.
- Children will walk with their teacher from the preschool building to the shopping area located at 820 S. MacArthur Blvd., Coppell - the cross streets are MacArthur Blvd. and Beltline Road.
- Children will not be required to cross the street.
- They will proceed in line with one teacher in front of the line and the second teacher at the back of the line.

- Children should be counted when you reach the east side of 820 S. MacArthur Blvd.
- One teacher will engage with the children while the second teacher contacts the parents by phone.
- When parents arrive, they will need to sign-out their child from the attendance roster located on the clipboard.

### **Communication**

- The director's cell number 214-704-3343 will be used for the emergency telephone number.
- Communication to fire, law enforcement, emergency medical services, health department, parents and state will be by phone.

### **Emergency Documentation**

- The directory located in the Emergency Backpack has the parents' names and emergency contact phone numbers for each child.
- Teachers will use the attendance roster located on the clipboard to maintain a tracking system of the children in their care.

# 10. FIRE AND DISASTER EMERGENCY FLOOR PLAN

