



# **Our Savior Preschool Handbook**

**2024-2025**

*Train a child in the way he should go,  
And when he is old, he will not turn from it.*  
Proverbs 22:6

## Letter to the Parents from the Director

Dear Families,

We welcome you and your children to Our Savior Preschool. Please read this entire handbook and if you have any questions regarding Our Savior Preschool, Pre-K, transitional kindergarten, or kindergarten programs, or any other questions in general, please feel free to e-mail, call or schedule a meeting any time.

All parents are welcome to schedule a conference with your child's teacher and director to discuss any concerns you may have during the year. We want parents to feel free to voice their concerns regarding any aspect of their child's educational growth. We are here to listen and help develop a plan of action.

Thank you for entrusting your children to our care. We consider being a part of your child's life the greatest privilege and honor. The first five years are the most formative and impressionable of a child's life. Because of this, we realize just how important it is that we consistently model Christian behavior, inspire the joy of learning, and build a strong spiritual and academic foundation for your child's future.

Blessings,

Florene West  
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Our Savior Preschool  
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## MISSION STATEMENT

### **Our Savior Preschool - Building a new generation of Christian leaders.**

Our mission at Our Savior Preschool is to create a healthy, safe, and spiritual haven for children where they can experience the wonderment of childhood. We strive to provide an optimum educational environment in early childhood that will set a standard for excellence in character, academics and consideration for others during the most impressionable and formative time of the child's life, the first five years.

**Faith** - We are committed to integrating Christian values into what we teach, most importantly through modeling Christian behavior in words and actions.

**Service** - We are committed to serving others as Christ has served us, providing outstanding service to each other, students, families, and our community.

**Knowledge** - We are committed to helping students gain a love of learning which will form the foundation of their intellect.

**Excellence** - We are committed to achieving the highest level of excellence in education using developmentally appropriate guidelines.

**Relationships** - We are committed to building strong, healthy relationships with each other, students, families, and our community.

**Integrity** - We are committed to carrying out our mission and vision with the highest level of integrity that glorifies God through all we do.

## ADMISSIONS AND TUITION

### **Enrollment**

Enrollment shall be open to any child who is 18 months of age by September 1st and is not older than Kindergarten age, provided the program can meet the needs of the child. **Children ages 3 years old and older must be potty trained to be enrolled in our program.** Enrollment in the program shall be granted without discrimination regarding sex, race, or religious beliefs. We will accept any child whose special needs we are able to meet. Unfortunately, we do not have the staff, equipment, or facilities to offer special class settings or one-on-one attention.

### **Registration**

Parent(s) or guardian(s) must be present to register their child(ren) for enrollment in our program. **The registration fee will be automatically withdrawn from the account entered on the automated ProCare Tuition Express Form. This fee is non-refundable and non-transferable.**

In accordance with the Minimum Standards, all enrollment forms must be completed and on file in the Preschool office before your child can attend school. No child will be able to begin class without a doctor-signed current immunization form, the physician's Health Form signed by a doctor or healthcare professional or without appropriate documentation and required papers.

### **Registration for the school program will be as follows:**

- A child may enroll at any time during the year if there are openings.
- Priority enrollment will be given to children presently enrolled in the program and to their siblings. There will be a specific deadline for this enrollment.
- Remaining openings will be filled in an open registration to the children of our community and surrounding areas.

- If there are no places available in your child's age group, a waiting list will be maintained for each age group. We will fill openings for the current school year from this list on a "first come, first serve" basis.

### **Admissions Policy**

Our Savior Preschool is operated and maintained by Our Savior Lutheran Church Congregation as extension of the overall ministry of the church to parents and families for providing children with Christian training. The enrollment packet includes the following forms which must be completed:

- Authorization Form
- Enrollment Information Form including emergency contact information
- School Calendar – we follow the MISD school calendar for all closings, holidays and early releases
- Nutrition Waiver
- Authorization for Dispensing Medicine Form
- Technology form (for children 3 yrs. of age by Sept. 1<sup>st</sup> in the year of enrollment)
- Non- Food Allergies
- Alert for Children with Food Allergies
- Emergency Care Plan for all DOCTOR DIAGNOSED FOOD ALLERGIES
- Discipline and Guidance Policy
- Treat Waiver Publicity/Nutrition Waiver
- State-Required Addendum for Documentation for Diagnosed Educational Needs
- Tuition Express Automated Payment Processing Form

Parents must submit the following records before their child can attend school:

- Current Immunization records signed by your child's physician. The form **must** have the physician's name, address, and telephone number
- If your child turned four years of age by September 1, 2024, or is enrolled in Transitional Kindergarten, or kindergarten, we will need a current vision/hearing screening on file. Vision/Hearing tests completed when the child was three are not valid according to State regulations. All vision hearing screening must be done within a year and must be current. Children who have had a vision/hearing test when they are four must have additional tests yearly. Our Savior Preschool will provide an opportunity for vision/hearing testing in September or October each year. You may choose to pay to have this done at school or at your doctor's office. All vision/hearing screenings must be on file by December.
- If a child has a doctor-diagnosed, life-threatening food allergy, we must have a *Food Allergy Anaphylaxis Emergency Care Plan* filled out, signed and dated by the physician and parents.

The annual registration fee is due at the time of Registration and Admission. **The registration fee is non-refundable.**

### **Waiting List**

In order to accommodate children desiring enrollment when no space is available, a waiting list for each age group will be maintained. No deposit is required and there is no obligation to enroll once a space becomes available. The program can give no assurance to anyone on the waiting list that there will be an opening.

### **Tuition**

Tuition is calculated based on the number of days your child will be attending. The yearly amount will be computed into equal monthly payments and this calculation will have already taken into account any scheduled days that the school will be closed. You will be billed for the total yearly fee divided into monthly automatic draws. Payments are made through the Procure Tuition Program, an automatic bank drafting process. Procure enrollment forms are available in the office. Should a bank draft fail to be honored and tuition falls two payments behind, the child can be dismissed from the program. There is no refund given when a child is absent for any reason, holidays, or bad weather days.

The fee for a returned check is \$30.00 or the current amount charged by the bank. Accounts with a balance of 2 months past due will receive a notice from the Accounts Manager. Accounts not paid within

14 days of the notice may result in the dismissal of the student from the school. Past due balances greater than 90 days may be placed for collection.

If, for any reason, a child drops from the program, the parents must give **two weeks' written notice to the school office**. Families are responsible for payment of the month's tuition if their child attends any portion of that month unless more than two weeks' notice is given.

Parents will be notified of any policy changes by monthly newsletter and hard copies of policy changes placed in the child's backpack. If there are questions concerning the above policies, please feel free to call, email or make an appointment with the director to discuss any questions concerning policies or procedures. The director's e-mail is [florene.west@oslmckinney.org](mailto:florene.west@oslmckinney.org) The school office number is 972-562-9944, Ext. 2.

## CAMPUS INFORMATION

### Office Hours

The Preschool office hours are 7:00am – 5:30pm, Monday through Friday.

### Classroom Hours

Class hours are 8:45am to 2:15pm, Monday through Friday. We encourage you to arrive promptly at 8:45am so that your child will not miss any regularly scheduled activities. **If your child is not picked up by 2:15pm, children ages 18 months through Pre-K will be signed into Extended Care. Extended care hours are 7:00 am -8:35 am and 2:15 pm to 5:30 pm. You will be charged for the time your child attends our extended care program at a rate of \$6.75 per hour. Any time before 8:45 or after 2:15 is considered extended care.**

### Arrival and Departure

To document your child's arrival and departure, parents **must** use the ProCare App to scan the QR code to check the child **in and out** each day. **If a parent repeatedly does not scan in and out, there will be a warning and a fee charged.** Scanning your child in and out is extremely important to accounting for all children and for the safety and welfare of each child. Also, the time your child is checked in and out is also used to calculate your extended care fees, **so please take time each day to properly check your child in and out.** If anyone other than the parents will be picking up a child, notice must be given to the office administrator that day. For persons not included on the Authorization Form, the notice must give the name of the child, the name of the person picking him/her up and other identifying information. Photo identification must be presented by the person picking up at the time of the child's release and the person who is picking up is required to check the child out via a code or QR scan. If the person picking up does not have a valid code and does not have the app to scan, the person will be required to go to the office to present his picture ID and validate his authorization to pick up the child. Our Savior Preschool staff will not release your child to anyone without proper identification and authorization from the parent or legal guardian.

### Facilities

All classrooms, restrooms, playrooms, and meeting areas in the school meet the requirements of the Texas Department of Protective Services and Texas Health Department. Annual City of McKinney fire and gas inspections are also held in compliance. Our building doors are locked during the school day. Entry into the building will only be possible through the main entrance of the school. There is a doorbell located on the middle of the two double doors at the north and official entrance of the preschool. This entrance is the only authorized entrance and exit which should be used by parents at all times. Please push the doorbell so that a staff member can open the door. **All visitors must sign in and out at the school office.**

## CLASSROOM GUIDELINES

### **Student Arrival**

Classes follow a regular schedule every day. Please strive to be on time so that your child will not miss Opening, Circle Time, Center Time, Spanish, Music, Chapel, Computer, or special class projects. Important learning is taking place. When a child arrives late, it tends to disrupt everyone's schedule. All classes have free Center Time from the first 15 minutes until 9:00am. After that, the class follows its structured activities. Consistency helps the child adjust to his school day much more easily.

### **Behavior Policy**

Our Savior Preschool will offer a positive learning environment for each of the children enrolled in our program. Each child will be required to follow the rules of his/her classroom. It is not uncommon for some children to be upset and even cry the first several days or weeks of school. All of the staff will help ease each child into our daily routine. **When dropping off your child each morning, please help the teacher by quickly telling your child goodbye outside the door of the classroom and allowing the teacher the opportunity to redirect the child's attention.** Even though lingering at the door is tempting, it only postpones, elongates and intensifies the inevitable separation response. Since the morning transition period requires the teacher's undivided attention supervising all the children in the class who are adjusting, **we ask that you drop off your child quickly at the door.** If you would like to speak with the teacher about your child, please call the school office and arrange a convenient time to talk when the teacher can give you her full attention.

Disciplinary steps followed by Our Savior Preschool:

1. The child will be given three verbal warnings for the school day. The teacher will discuss the child's behavior with him/her. The child will be redirected to other activities by the teacher.
2. The child will be placed in reflection time, allowing time to think through appropriate behavior. A discussion with the child and his/her teacher will be used to clarify and help redirect behavior.
3. If the child's behavior is not maintained with verbal warnings, redirection, and reflection time, he/she will be removed from the classroom and brought to the school office as a last resort.
4. If the child's behavior is not maintained appropriately after interfacing with the Director, then the child's parent will be called, and the child may be sent home.

### **Suspension Policy**

In case of disruptive behavior, demonstrating consistent disrespect to teachers and staff, consistent defiance of classroom rules, special emotional, physical, or intellectual needs beyond the expertise of the classroom teachers, or in case of physical or safety threats to other children, or threats to the school itself, the school reserves the right to remove the child temporarily or permanently from school in any situation where these conditions are applicable. Behavior will be documented and the parent will be informed.

Temporary or permanent suspension shall come when one or more of the following conditions exist:

1. After the teacher and director have met with the parent about **documented behavioral patterns** of the child and after a consensus of the director, teachers and a designated church staff liaison that this is the needed course of action.
2. When the teachers, director and the designated church/staff liaison deem the situation or condition a threat to the continued well-being of other children and to the school itself.
3. When the teachers, directors, and a designated church/staff liaison minister deem the child's physical, emotional, or intellectual needs to warrant more expertise than the school can provide.
4. In case of repeated injury to other children as in cases of biting, hitting, spitting, slapping or in cases of verbal abuse directed at other children or the teacher, the child will no longer be allowed to attend.

### **Parent Teacher Conference**

Parents or teachers may schedule a conference at any time during the school year regarding a child. Pre-Kindergarten/kindergarten teachers will share information about a child's progress and may request a parent conference to discuss a child's developmental readiness for kindergarten. The kindergarten teacher will prepare a report card every six weeks, which coincides with MISD reporting periods.



## Curriculum

Our Savior Preschool provides an enriched learning environment for the children through themes teaching literacy, early math skills, Bible stories, numbers, shapes, letters, songs, art, science and technology. Each teacher plans the specific activities for the class according to the developmental level of the children and according to the *Specific Knowledge and Skills Criteria* set forth by the Texas Education Agency. Every class from 18 months to 6 years will participate in Music and attend Spanish classes according to their class schedules. Children placed in the Owl class through kindergarten class will attend ABC Mouse computer classes using iPads provided to each child for individual use. Children 18 months and older will attend Spanish, and Chapel focusing on Bible stories and will participate in age-appropriate music in the classroom. Our curriculum includes:

- Bible stories and theme stories
- Music and Movement
- Art, Math, Science
- Centers
- Circle Time
- Quiet Time (2- and 3-year-olds)
- Quiet Reading Time (4- and 5-year-olds)
- Fine Motor Skills (puzzles, playdough, cutting, etc.)
- Large Motor Skills (creative play, recess)
- Spanish

Our Savior Preschool uses *Scholastic, Letter People, Alpha Tales, Frog Street, Success for Life*, the best teaching practices, and methodology developed by Dr. George Morrison, former Chair of the Velma Schmidt Early Childhood Program at the University of North Texas. Our Savior also uses True Way Kids and ABC, *Jesus Loves Me* to reinforce the Bible story discussed each day and to integrate Christian values. We also utilize *Handwriting Without Tears* writing curriculum. We teach to the Texas Essential Knowledge and Skills published by the Texas Education Agency for toddlers and 3-year-olds, Pre-kindergarten, and kindergarten. These are the State Standards that specify what students should know and what they should be able to do at each corresponding stage of development. In addition, we often use other supplementary sources to enrich our curriculum ideas so that we can teach these specific skills in new and different ways.

**The Transitional-Kindergarten class** teaches to the Texas Essential Knowledge and Skills needed for mastery of Pre-K. Children are expected to be able to add and subtract, using numbers 1-20, assimilate sounds, read three and four-letter words, do simple math graphing, write simple words describing pictures in a journal, print and recognize upper- and lower-case letters, and generally be able to meet and exceed the TEKS necessary for success in Kindergarten.

**Kindergarten-** The kindergarten class teaches to the Texas Essential Knowledge and Skills needed for success in first grade. By the end of the school year, children are expected to be reading fluently, writing sentences using punctuation marks. Children are expected to master developmentally appropriate language, listening and comprehension skills, number operational and problem-solving skills, geometric and measurement skills. Children are expected to recognize differences in types of environments and distinct species. At the end of the year, students are expected to master all skills developmentally appropriate for success in first grade. The kindergarten program uses *Singapore Math, All About Learning, The Flyleaf Language Arts Program, Let's Find Out, Scholastic Science and Social Studies* and *All About Reading*, and *All About Spelling* and *Writing Clinic*.

## Chapel

All children will attend Chapel each week. Chapel/Bible lessons will be incorporated into the classroom daily activities with songs and activities that go with the daily Bible story. A Bible story is taught every day in every class age 18 months to 6 years.

## Quiet Time and Quiet Reading Time

The 2- and 3-year-olds will need to bring a small roll-up nap mat with attached pillow,(preferred), or a separate blanket and small travel pillow. All personal items must be labeled. Special buddies or "lovies"

need to be taken home each day. State licensing requires that soft blankets and pillows be taken home and washed frequently to meet sanitation requirements. Yoga mats and large sleeping bags are not acceptable.

The 4- and 5-year-olds will also have quiet reading/rest time in their classrooms. State Licensing requires a designated rest time for all children of preschool age. Parents will need to bring a small roll-up nap mat with attached pillow to rest on that will be sent home once a week for washing. During Quiet Reading Time, the teacher may read a story to the class and then allow the children quiet time to look at books. Naptime is a state-mandated regulation according to the Texas Minimum Standards, required of every program that lasts five hours or more and provides care to children 18 months to 6 years. **Due to Health Department regulations, large sleeping bags are not allowed. A small roll-up nap mat with attached pillow is acceptable, or a blanket and small travel pillow are acceptable.**

### Special Celebrations

Each teacher will schedule a party for the following occasions:

- Fall Harvest
- Thanksgiving
- Jesus' Birthday Party
- Valentine's Day
- Easter Celebration
- End of School

Sign-up sheets will be posted outside each classroom door to allow parents the opportunity to select an item to help the class with their celebration. The teacher may also use her virtual platform to organize classroom parties. If there are any other celebrations, your child's teacher will notify you of the special event. There will also be information printed in the school newsletter, which is sent by email prior to important occasions.

Birthdays are special and parents are welcome to help us celebrate their child's special day. Please let your child's teacher know when and what you plan to bring. She may want to modify what you bring according to the needs of the children in the class. For other seasonal parties, the teacher will share the date and time of the party and ask for volunteers to bring goodies, napkins, etc. and will let you know the most convenient time to bring the items to school. Due to new State nutrition policies, we are required to get parental permission for your child to eat any special treats. In your registration packet there is a permission form for your child to eat special treats served for birthday parties and special occasions. **If your child has an allergy to cupcakes or other foods commonly served for birthdays or other celebrations, please let your child's teacher know. In case allergies prevent your child from eating cupcakes, etc., please bring some alternative treats for your child to enjoy during celebrations like these. Your child's teacher will keep them in the freezer labeled with your child's name so that your child will feel included in the celebration. Birthday invitations are allowed to be passed out at school only if the student invites the entire class.**

### Personal Toys

**Children are not allowed to bring personal toys to school.** Our program offers a variety of toys with which your child will be allowed to play. On occasion, children will bring special items from home for *Show and Tell* but **only** when requested by the teacher. A special naptime small, soft, stuffed animal or lovie is also allowed for naptime only.

### Required Sippy Cups and Drinking Cups

State Licensing requires that every child have a container of water for drinking during the day. If the child is two years or younger, a sippy cup is appropriate. Please encourage your child two years or younger to use a sippy cup. Bottles are not used in rooms for 18–23-months or older. If your child is 3 years or older, a bottle of water may be sent. Because of the threat of cross-contamination, the State requires that every sippy cup and every water bottle be always labeled with the child's first and last name. If you use different sippy cups or water bottles, be sure that each of them is labeled with the child's first and last

name. You may do this with a permanent label that can be purchased or use a permanent marker.

### **Clothing**

Children will need to wear comfortable play clothes and shoes that allow for active movement. **Closed toe shoes are preferred to avoid accidents** on the playground and climbing equipment. **Every child must have a full extra change of clothes in his/her bag every day. This includes an extra pair of shoes.** All items must be marked with your child's first and last name. Paint spills, bathroom accidents, or sudden illness often require an unexpected change of clothing. Because of the choking hazard, **children under the age of three should not wear necklaces to school.** Children will be painting, doing messy art projects and rolling and playing on the playground, so casual play clothes and closed-toe shoes are the most appropriate way to dress for school.

### **Naptime**

If a child is still in diapers or pull-ups, diapers must be brought every two weeks to be used daily and must be labeled with your child's first and last name. If your child requires a pull-up at nap time, please let the child's teacher know. Because floors are hard, a plastic kinder mat may be brought to make the child more comfortable during naptime. However, a blanket and pillow should be brought for added comfort. The plastic Kinder mat may be left at the school to be sanitized daily and labeled with your child's first and last name, but the blanket and pillow, by State Licensing regulations, must be taken home and washed weekly.

### **Potty Training**

Once your child begins potty training at home, please let your child's teacher know so she is aware of your plans and can assist your child with the process. It is best to send your child in clothing that can be easily and quickly removed. Please send extra outfits to school in case of emergencies. Your child's teacher will keep you informed daily of your child's progress. Do not get discouraged if you find that your child is not ready; we can always stop and start again at another time. We are happy to assist your child in this important part of his/her development. If your child has special circumstances, please speak to the director to ensure we are able to meet the needs of your child and the school. **The child must be fully-potty-trained by three years old to attend the program. This means that the child can tell his teacher when he needs to go to the restroom, go to the restroom independently, and can wear cloth underwear to school without accidents.** This policy benefits the quality of the program for all children because time can be spent on quality education rather than on custodial tasks. If the child is not able to communicate that he or she needs to use the bathroom, he may not be ready for toilet training.

## **HEALTH**

**Our campus employs a school nurse to help detect and monitor illnesses, control contagion, dispense medications, help maintain proper records, alert staff to allergies or other health conditions and contribute to the overall health and welfare of all students.**

### **Illness**

Due to State Licensing Guidelines, all children in our program must be kept at home if there are any of the following signs of illness:

- Temporal artery temperature of 100.5 or underarm of 100. The child must be fever-free without medication for 24 hours before returning to school
- Vomiting or diarrhea—can return to school 1 full day from last occurrence (24 hrs.) if fever-free without medication
- Symptoms of possible severe illness: Lethargy, abnormal breathing, diarrhea or vomiting or rash with fever, mouth sores with drooling or behavior changes
- Any symptom of childhood diseases such as Scarlet Fever, Measles, Mumps, Chicken Pox, etc.) (health professional's note required in order to return to school)
- Common Cold—infection or extreme runny nose or green mucous, bad cough
- Sore Throat (may be a sign of COVID) Rapid test may be needed if symptoms persist
- Croup (health professional's note required)

- Unexplained rash (may need note from your doctor to return to school)
- Mononucleosis or Strep (health professional's note required)
- Skin infection such as boils, ringworm, impetigo, mouth or extremity infection or open wounds or any unexplained skin rash (health professional's note required)
- Pink Eye—red, swollen eye with drainage, unexplained bloodshot eyes or swollen eyelids (health professional's note required)
- Head or body lice (health professional's note required and additional nurse screenings for re-entry into the school environment required)

If your child becomes ill at school, you will be called to pick him/her up in a timely manner. It is important that the child not pose a risk to his/her own health or to others. In case of the conditions listed above, a note from the doctor is required in some instances for your child to be able to return to school. This is required for the protection of every child.

### **Doctor Diagnosed Allergies:**

Doctor-diagnosed allergies require a "Food Allergy and Anaphylaxis Emergency Care Plan" which requires a plan to be filled out, signed and dated by the child's doctor. Medications for severe symptoms require (EpiPen or AuviQ injections.) Mild symptoms require (Benadryl). This medication must be supplied to the school and will remain at the school in case of an emergency. The injections should be in the original container and have the prescription RX on the medication. Benadryl must be labeled with the child's name.

### **Immunizations**

The Texas Department of Health (TDH) and the Texas Department of Protective and Regulatory Services (TDPRS) require all immunizations to be current and on file prior to admission to Our Savior Preschool. Children must have the following immunizations to attend: Must be signed by a doctor or health professional

- Hepatitis B (3) by 18 months
- DTP (4) by 18 months Dose 5- by 4-6 years old
- HIB (3) by 16 months
- Polio (3) IPV by 19 months 4<sup>th</sup> Dose- 4-6 years
- MMR (1) 1<sup>st</sup> dose- 12-15 months, 2<sup>nd</sup> dose-4-6 years
- Varicella (2) 1 dose 12-15 months, 2<sup>nd</sup> dose 4-6 years or submit a signed affidavit when your child had the Chicken Pox virus
- Hepatitis A - 2 doses between the ages of 12 to 23 months 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday
- Pneumococcal Conjugate Series -3 doses by 7months, 4<sup>th</sup> dose by16 months
- Rotavirus (3) Doses at 2, 4 and 6 months (recommended)
- In case of direct exposure to COVID or a positive case of COVID, please see policies under Emergency Health Crisis, page 18

Children turning 4 years during the school year will be required to have 4-year boosters within 30 days of their birthday. The required boosters are DTP (1), Polio (1), MMR (1) Varicella (1)

Please make your doctor's appointment far enough in advance so that your child will receive these boosters within the 30-day time frame. Also note that your doctor will not administer these boosters before your child's 4th birthday. A copy of the immunization record showing the completion of the boosters must be turned into the school office **no later than 30 days after your child's 4th birthday and well visit.** Please note that the Physician's health Statement and Immunization records must now be signed by the doctor or a health professional or it will be deemed invalid according to State Licensing.

### **Vision and Hearing Testing**

Audio-visual screenings for all children turning age 4 by **September 1<sup>st</sup>** of the present school year are **required** by the Special Senses and Disorders Act of 1983. For your convenience, we provide a private, certified, vision and hearing screening service for a fee. Screenings are scheduled based upon available dates by our testing service. Parents may also have this screening done by their pediatrician. The

screening results must contain the following data: child's name, type of screening given, signature of screener, and the date done. We require the **test results from the pediatrician's office be turned into the school office by December. A separate screening is required if your child has turned 4 after September 1<sup>st</sup>, another screening when your child turns 5 after September 1<sup>st</sup> of each year and another screening if your child turns 6 by September of the year he/she is attending Our Savior. These are State-Licensing requirements.**

### **Medication Policy**

Parents must sign an authorization form for prescription medication.

**All medication must be in the original container, labeled with the child's first and last name.**

Medication forms may be requested and obtained in the main school office or nurse's office. The Medication Authorization form and medication will be kept in the nurse's office. The exceptions to this rule are diaper creams, suntan lotions or non-medicated lip balms. Due to liability concerns, all sunscreen lotions / insect repellents must be applied before you drop off your child.

### **NUTRITION**

#### **Nutritional Lunches**

Parents need to provide a nutritious lunch packed in a lunch box labeled with their child's first and last name. Please remember that teachers will not be able to refrigerate lunches. An ice pack in your child's lunch will keep foods cold. A thermal container will keep hot foods hot until they are eaten. Finger foods are the easiest for most children to handle with minimal help. Some suggestions are bananas, applesauce, apple slices, dried fruits, crackers, dry cereal, raisins, peanut butter sandwiches, cheese, pieces of ham, chicken, etc. Please include some protein and fruit or vegetables such as carrots, in your child's lunch. (if your child has a severe, life-threatening allergy to peanut butter or other food products, please let your child's teacher know). The severity of the allergy will determine whether the classroom has to be peanut-free. In case the classroom must be peanut-free, your child's teacher will inform you of that requirement. You will need to include a drink such as juice or milk in a thermos. Each child is required to bring a water bottle labeled with his/her first and last name.

- Since 2010, licensed childcare centers cannot serve food for lunch with added sugar and all regular snacks must be nutritious. An exception can be made for parties and birthday celebrations. Because of this regulation, **Our Savior Preschool and most other preschools are asking each parent to sign a nutrition waiver for the purpose of absolving the school of responsibility of ensuring the nutritional value of the parent-provided lunch and snack.** This diminishes allergy risks and assures that each parent takes responsibility for the snacks and lunches the child eats. The parent may bring snacks or juice with some added sugars, if the parent signs the waiver. However, preschools are hard-pressed to find anything without added sugar or peanut oil that meets State-requirements. Therefore, to avoid state monitoring and regulation of all foods and massive waste, the parents provide the food consumed by the child and take full responsibility for the nutritional value of food for their child.
- The parent needs to bring 1 snack, lunch and a water bottle (2 snacks if staying for extended care)—Snacks need to be clearly marked with the child's first and last name in Zip-lock bags. If you change water bottles, by State Licensing, the water bottle must always be labeled with first and last name.
- Lunch boxes must have the child's first and last name on the outside. All items in the child's lunch box must be labeled. We cannot ensure that containers are returned to the lunchbox correctly unless all containers are labeled.
- Since there are so many children to serve and very few microwaves, it is best if the child has a thermal container to keep his food warm so his food will be ready to eat.

#### **Snacks**

Due to state regulations, children are not allowed to share food. For the health of your child, please provide a nutritious snack for your child each day. If the child will be staying for extended care, one extra snack is needed. (At least 2 snacks) Some suggestions include finger foods such as fruit wedges, veggie sticks or prepackaged crackers, cheese, halved grapes, a banana, apple slices or other healthy foods. We will refill the child's water bottle, as necessary.

#### **Nutrition Waiver**

As noted above, since snacks and lunches are parent-provided, Our Savior Preschool has asked each parent to sign a nutrition waiver to absolve the school of responsibility of ensuring the nutritional value of



the parent-provided lunch and snack, diminishing allergy risks, and assuring that the parent takes responsibility for the lunch and snack he/ she has provided.

## EXTENDED CARE

The Extended Care Program is designed to give working parents a caring and safe place to leave their children before and after school if they are enrolled in our school program.

Personal items such as toys and video games are not to be brought to the Extended Care Program. The Extended Care Program follows all other policies as outlined in this Handbook. The Extended Care Program is a time when children can play freely together and get that “playing in the sand pile feeling.” We want to create an environment free of conflict, stress, and insecurity. Play, relaxation, enjoyment, and personal one-on-one attention are our goals.

### **Morning Extended Care: 7:00am to 8:35am**

This time is set aside as quiet time. Children are allowed to eat a breakfast snack, color, work puzzles, look at books, read stories, play games or engage in other quiet-time activities with their Extended Care teachers and friends.

### **Afternoon Extended Care: 2:15pm to 5:30pm**

Afternoon hours include primarily active play outdoors when the weather permits. We will also have free center time, participate in art activities such as coloring or making things, go to gymnastics upstairs or play with Legos, blocks, and various toys. We will also play games together and eat an afternoon snack. Occasionally we might watch a short educational or character-building movie such as the Bernstein Bears Learn Good Manners, Baby Zoo Animals, or a seasonal video about the Pilgrims or Baby Jesus. These programs rarely exceed 20 minutes. Although your child will always be with several staff, afternoon time is much less structured, allowing the child the freedom within moderate structure to relax from a busy day and play. Enrichment activities such as soccer and ballet are special enrichment classes that are offered on specific days and contracted by the parent through the enrichment providers. We also have a relaxing and fun class of gymnastics which meets after school on Wednesdays and Thursdays and is offered as part of the aftercare program with no additional cost other than the aftercare \$6.75 an hour fee.

### **Extended Care Fees and Pick-up Time**

The cost for Extended Care is \$6.75 per hour. Any time before or after regular preschool hours is considered extended care. The regular school preschool program lasts 5 ½ hours and is longer than most other preschool programs. The regular preschool hours are 8:45 am to 2:15 pm. The Extended Care Program ends promptly at 5:30pm. **There is a late pick-up fee of \$25.00 after 5:30pm.** It is the parent's responsibility to make arrangements for the pick-up of your child. **The late fee of \$25.00 is based on the school clock and will be charged after 5:30pm.** Please phone us if you know you are going to be late so your child will not worry. In case of bad weather, you may reference the MISD Calendar for days of operation during the school year. The Extended Care Program follows the McKinney ISD School Calendar, including weather-related closings. The Extended Care Program will also follow Our Savior Preschool discipline policy and procedures.

**Drop off time for regular Preschool is 8:45 am and pick-up time is 2:15 pm.** If you arrive before 8:45, your child will be placed in extended care, and you will be charged for the amount of time your child stays. If your child is not picked up by 2:15pm, your child will be taken to extended care and you will be charged for the amount of time your child stays.

Any changes to be made in your child's schedule, days attending or request to switch days, must be made in writing and brought to the school office to be approved and signed by the director or assistant director, then given to the office administration to enter as official changes. **Two weeks' notice must be given in order not to be charged for the entire month.**

## Release of Children



report abuse.

### **Gang-Free Zone**

Please note that under the Texas Penal Code, any area within one thousand feet of a child-care center is a “gang-free” zone, where criminal offenses related to organized criminal activity are subject to harsher penalties. More information concerning the Gang-Free Zone is posted on the inner bulletin board just inside the school office. For more information, google, “Gang Free Zones.”

**Gun-Weapon-Free Zone- Please note that Firearms or other weapons are prohibited on the premises of Our Savior. Peace Officers, as listed in 2.12 of the code of Criminal Procedure and Security officers commissioned by Texas Private Security Board who are trained and certified to carry a firearm may have firearms and ammunition on the premises. (746.3707)**

### **Volunteers**

Parents are welcome to visit the school at any time. Many of our parents also perform a variety of volunteer duties that enhance our overall school ministry.

All State-Licensed operations are public accommodations and must honor the American with Disabilities Act (ADA, Title III). If you believe that any such operation may be practicing discrimination in violation of Title III, you may call the ADA information line at 800-414-0301 or 800-514-0383.

### **Emergency Preparedness**

Our Savior Preschool has fire drills monthly and frequent severe weather, tornado drills and lock-down drills. We have emergency plans in place to protect your child in case of any eventuality. We have a method in place to notify the police instantaneously if any danger is suspected or posed to all or any child in our facility. All doors to the preschool are kept locked when they are not personally monitored. There are security cameras at the preschool entrance and throughout the building. An automatic locking system at the preschool entrance helps us maintain security. Intruder drills/lockdowns, fire drills, and emergency weather drills are practiced monthly. We have a detailed emergency management plan in place and included in our State Licensing Documentation Book which parents may request to see at any time. Evacuation plans are posted and practiced regularly. In case of tornadoes or other emergencies, we have specific procedures in place to help ensure safety which are included in our State Licensing Documentation Book. Please feel free to call, e-mail, or arrange a conference time if you have any safety concerns you would like to discuss. Your child's safety is our priority!

### **Breast Feeding**

Our Savior provides a private place in our center that enables a mother to breastfeed her child. Our policies reinforce that parents have the right to breastfeed or to provide breast milk for their child while in our care.

### **Preventing and Responding to Abuse or Neglect**

Our center provides training to prevent Abuse and Neglect to each staff member as a part of her required in-service training. Through these training courses, each staff member is aware of the issues regarding child abuse and neglect and the warning signs that a child may be a victim of abuse and neglect. Parents may increase their awareness of these serious issues by googling, “Texas Abuse and Neglect Training,” or “Texas Abuse and Neglect Reporting”. The Child Abuse Hotline may be reached by calling 1800-252-5400. The McKinney Police Department and the Children’s Advocacy Center of Collin County provide caring professionals and dedicated community partners to advocate for the safety and prevention of Child Abuse. The Child Advocacy Center of Collin County can be reached at 727-633-6600. Our Savior Preschool works with Child Protective Services, therapists, caseworkers, interns, nurses and volunteers to ensure that all children are protected. If you suspect abuse, call 1800-252-5400, the Child Abuse hotline. *Friends of the Family* for victims of abuse can be reached at 940-382-7273 or 1-800-572-4031 Symptoms and warning signs of abuse may be found on the State Licensing website:

[Recognize the Signs of Child Abuse - DFPS](http://www.dfps.state.tx.us) [www.dfps.state.tx.us](http://www.dfps.state.tx.us)



## **Vaccine Policy-**

By State Licensing regulation, all children must have current immunizations **BEFORE** they begin their first day of school. **These immunizations must be kept current throughout the year and updated every time a child has a well-visit.** In addition, all staff are required to have a TB test before they can be hired. Other preventive flu inoculations and disease preventative immunizations are encouraged to prevent the spread of communicable diseases. If a parent has decided not to have his/her child immunized, then an official notarized state-documented waiver must be on file.

## **Procedures for Handling Medical Emergencies**

**If your child has an accident or becomes so ill that emergency help is needed, the parent will first be contacted and simultaneously, the nurse will call 911 immediately. If the child has to be transported to a hospital, the hospital that the parent listed on the enrollment form will be used, or to the hospital designated by the ambulance service.**

**Water Activities:** Occasionally at the very end of the year, Our Savior will provide water activities for young children. These may include water table play, pretend fishing, splashing or wading pools (two feet of water or less) or water sprinklers on a grassy area. All supervision ratios listed in the Minimum Standards for Childcare Centers will be followed and children will be adequately supervised to ensure the safety of each child.

## **Emergency Preparedness Plans:**

### **Emergency Situations**

In the event of any emergency the first responsibility of our staff members is to ensure the safety of all the children. Any staff member not directly responsible for children at the time of the emergency/drill will assist the 18-month-old and 2-year-old classes to their designated safe location. ***Children with limited mobility will be helped by the staff members in their classrooms.***

**In all emergency situations/drills the teachers will take their emergency classroom binder and classroom information or iPad. The classroom binder or iPad includes student emergency information and emergency contact information. When instructed the teachers and assistants will call their children's emergency contact person using their cell phones, relaying the emergency information and the steps parents should take to pick up their children.**

### **Emergency Preparedness Plan**

**Power Failures:** A flashlight is located in each classroom in a labeled designated area along with an extra set of batteries. The director or person in charge will determine if any action should be taken. If electricity is not restored within three hours, Parents will be called to come and pick-up children. Licensing will also be notified of the Power Failure, together with parent notification.

**Missing Person:** In case of a missing child, staff that are not directly responsible for children will search the building and grounds. All entrances and exits to the school and nearby areas will be monitored and searched by designated staff until the child has been found. If the child is not quickly found, the police and parents will be notified while the search continues.

**Fire:** Evacuation maps are located in each classroom, playroom, nurse's office and preschool office. Fire drills are practiced monthly. In the case of a fire, the fire alarm will be activated, and the building will be evacuated according to the evacuation map. Children will be counted and remain in their designated safe spot at least 200 feet away from the building until an all clear is given. Location of Fire pulls, and fire extinguishers are designated on the evacuation maps posted in each classroom.

**Severe Weather:** If a severe weather/tornado watch is in effect, the staff will be informed verbally of

the watch. Office staff will monitor the weather and keep staff informed of any changes. If a tornado warning is in effect, all staff will be alerted by the severe weather alarm to move to their designated storm shelter rooms until an all-clear is given. If a severe weather/tornado occurs during naptime, all staff not responsible for the direct care of children will assist the toddler classroom teachers in walking and moving the toddlers to their designated shelter rooms. Severe weather drills are conducted four times a year. Shelter rooms are marked with a designated shelter room sign and a severe weather evacuation map is posted in each classroom, playroom, nurse's office, and preschool office. In case of severe weather, everyone will stay in the shelter rooms until an all-clear is given by the director or the person in charge.

**Natural Disasters:** In the case of a natural disaster the staff, each classroom will be notified via speaker system and will move students to their designated shelter rooms. Evacuation maps are located in each classroom, playroom, nurse's office and preschool office. Children will remain in these designated safe places until given an all-clear by the director or assistant director.

**Emergency Evacuation:** : Should we have to evacuate the building and relocate, our emergency relocation site is **Slaughter Elementary School, 2706 Woford Street, McKinney TX 75071, phone number 469-302-6100**. All staff will follow the evacuation plans and evacuation map posted in each classroom, playroom, nurse's office, and preschool office. Before evacuating, staff will grab their emergency binder and iPad tablet which contain vital information on each parent and child, as well as their cell phones. The school nurse will carry a first aid kit so that all children will have accessibility to first aid should there be a need. The nurse and ancillary staff, (computer teacher, administrative assistant, Spanish teacher) will assist any children who are under 24 months or who have limited mobility or who have any ambulatory, hearing or vision impairments. The staff and children will begin relocating to Slaughter Elementary on foot by way of the north field that leads to Slaughter. Through prior discussion with Slaughter Elementary Administration, in case of any emergency that leads to an evacuation, Slaughter will provide a holding room where teachers and children can be contained and safe while the director and designated persons contact parents and Licensing to notify them of the situation. Students will be continuously counted, monitored, and accounted for according to the classroom information sheets and electronic tablets that each teacher will carry along with them to the evacuation site.

Parents or emergency contacts will be notified by cell phone about the nature of the evacuation, specific directions to the safe room at Slaughter and what steps they will follow to pick up their children when the evacuation is lifted. State licensing will be notified of the nature of the evacuation.

**Lockdown:** Our Lockdown procedure is posted in every classroom, playroom, nurse's office and preschool office. When the Lockdown signal is activated, staff will secure all children according to the Lockdown procedures. All the children will be moved to a safe place in a room which is out of sight and will remain there until the all-clear code is given. Classroom doors will be locked. Lights in the classrooms will be turned off and all occupants of the room will remain quiet.

In the event the school needs to go into a Lockdown, the director or person in charge will determine if it is a lockdown because of danger in the immediate area or intruder in the building and deliver the proper signals. All doors will be locked, and children will be moved to a safe place in the room. Lockdown drills are held four or more times a year.

**General Lockdown:** (Possible threat of danger) Everyone will be instructed to stay in their classrooms and to lock the classroom doors, turn off the lights, and move to a place in the locked classroom where they cannot be seen. Anyone outside on the playground will be notified via the outside speaker system to move inside the building immediately and go to their classrooms, unless the immediate threat posed makes it safer to remain outside of the building. If this is the case, the children will be led to a safe place at Slaughter Elementary by their teacher and assistant teachers. Children and classroom staff will remain in their classrooms or safe places until the all-clear code is given by the director or person in charge. No one will be allowed in or out of the building until the all-clear code is given.

**Intruder lockdown:** The preschool staff in the building will secure the children in the classrooms that

they are currently in. Doors and windows will be locked, and the classroom lights will be turned off. The children will be moved as far away from the door as possible inside the locked classroom. (out of sight). The lockdown procedure posted in all classrooms will be followed until an all- clear code is given by the director or police department. Any class on the playground will go immediately to Slaughter Elementary and then call the Police Department to inform them where they are located and the nature of the emergency. No one will be allowed in or out of the building during the lockdown until an all- clear code is given. After the all- clear code is given, teachers, assistants and office staff will notify the parent or emergency contact person about the nature of the emergency and what steps they will follow to pick up their children.

### **Safety and Security**

In light of current worldwide safety and security threats and events, we know that parents may have added concerns about your own child's safety. We at Our Savior share your safety concerns and are continually seeking new ways of making the school more secure.

During regular drop-off and pick-up times, we have more than one member of staff dedicated to monitoring the only unlocked door. We monitor the doors in the morning and afternoons and throughout the day to make sure no one unknown or suspicious enters the building. We have automatic measures in place to call security if we have apprehension for any reason. We also have a button that can be pushed immediately that instantaneously notifies the authorities in case of any kind of an emergency. We have recently taken measures to strengthen and enhance our windows and locking systems so that they are able to maintain integrity and effectiveness in light of an attack. Our procedures require that all doors to the school are locked at all times. Only during regular arrival and pick-up times is the main entrance door open, but it is continuously monitored during this time period. Our Savior Preschool also has an emergency panel that is connected to our alarm system whereby we can send an automatic alarm warning if any security situation occurs by merely pushing a button. We have also enhanced the glass installed on the office interior windows and all exterior glass in the school building located at ground level to deter any security breach. Our Savior Preschool has regular drills, so children are prepared to know what to do if there is an active shooter in the building or in case of any other emergency.

We continue to study more ways to make drop-off, pick-up times and all times at the school safer for our students, parents and staff. Just this year, we have added more security cameras and have enhanced our security door-locking systems. This has enabled us to better view all parts of the building at all times, and to better control entrance to the building. We are also working closely with security experts to develop more safety protocols.

We live in a dangerous world; thus, we have implemented all recommended security measures that we are aware of to create a safer environment for our children. We can never allow ourselves to be comfortable or indifferent when it comes to security and safety measures. Please be assured that we are continually seeking new ways of making the school even more secure. Your children's safety is our number one priority.

### **Physical Activity Plan:**

Physical Activity Plan: Our Savior Preschool strongly believes and promotes the need for physical activity each day for all children enrolled in our school. When children are engaged in everyday physical activities, they have healthy bodies and healthy minds. Regular physical activity builds healthy bones and muscles, improves muscular strength and physical endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress anxiety. Cognitive skills, motor skills and academic performance are improved through daily physical activities. Toddler age children will engage in 60 minutes of moderate to vigorous active play each day. Preschool and Pre-kindergarten children will engage in 90 minutes of moderate to vigorous play each day. Opportunities for active play will overlap with outdoor play weather permitting\*. Our Savior Preschool will encourage all children's active play daily. Children will have the opportunity to engage in moderate to vigorous activities such as running, climbing, dancing, skipping, and jumping to the extent of their abilities. All children will participate daily in: Two periods of active outdoor play, weather permitting\*. Two or more structured or teacher lead activities or games that promote movement daily. Continuous activities to develop and practice age-appropriate gross motor and movement skills. Physical activity may take place in the classroom, indoor activity room or on the playground, weather

permitting\*. When taking part in physical activity, children should wear clothing that protects them from exposure to the sun and allows for easy movement (not too loose and not too tight). For the safety of all children, necklaces should not be worn because they can catch on the slides or playground equipment and can cause choking. Hats may be worn to protect heads and faces from sun exposure. Closed-toed footwear should provide support for running and climbing. Examples of appropriate clothing and footwear include Closed-toed gym shoes Clothing should be appropriate for the current weather, such as lightweight., breathable jacket without a hood and neck strings. Examples of inappropriate clothing and footwear include Clothing that can catch on playground equipment, such as those with drawstrings or loops. Footwear that can come off while running or that do not provide support for climbing.

\*Weather permitting: The Director/s will assess the latest weather conditions using WFAA weather. The following guidelines will be used in determining if the weather conditions will allow outdoor play/activities. Children will not have outdoor activities when the temperature and/or wind chill factor is below 40 degrees, the temperature and/or heat index is above 98 degrees, any thunder/lightning or severe weather warning, and if the ozone level is forecasted to be in the red. Toddlers may have reduced outdoor activities when the heat index is over 90 degrees.

\*\*When inclement weather prohibits outdoor play, physical activities will happen in the classrooms during the scheduled outside time. The indoor play area could also be used. The classroom teacher will have planned physical activities planned for inclement weather.

### **Special Accommodations for Students:**

As of March 2023, State Licensing requires an Individual Educational plan to be provided for any child who has any kind of diagnosed condition that requires individualized attention. The parent must provide signed documentation of a diagnosed special need signed by a doctor, healthcare professional, or early childhood specialist, prescribing and describing the Individual educational plan that is needed. Any continuous medication that is used at the preschool and associated with a special need must also be documented and signed by the physician or health professional who prescribes it.

### **Cell Phones:**

Parents are asked to refrain from using cell phones when driving on Our Savior Church and Preschool property. To keep our children safe and make them our first priority, we ask that parents refrain from being on the cell phone when picking up children from the classrooms, or when parking or leaving the school parking lot, as well as during preschool events.

### **Parking Lot:**

Parents must never leave children in their vehicles unattended. This is against the law and causes undue risk of harm for the child. According to Texas Penal Code 22.10, a child cannot be left in an unattended vehicle for more than 5 minutes in the state of Texas.

### **Enrichment Classes:**

Enrichment classes such as dance and soccer are offered during extended care hours from 2:00 pm until 3:45 pm, depending on the exact times the classes are offered. To enroll in these classes, parents register directly with the individual vendors of these programs and pay their monthly fees directly to the individual vendors. Extended care fees are charged for the time that enrichment classes extend beyond regular school hours. (Most parents think that this small charge is worth the savings on gas, inconvenience, and family time.) If you would like to enroll your child in afternoon enrichment classes, please send an e-mail to the e-mails listed below and we will send you the registration links that are needed to enroll.

If there are any questions concerning any of the above policies, feel free to call, e-mail or make an appointment to discuss and review any of these policies with the director/s of the program. Contact information is as follows:

Florene West, Director of Preschool 972-562-9944 Ext. 2 or [florene.west@oslmckinney.org](mailto:florene.west@oslmckinney.org)

Pam Tanner, 972-562-9944 Ext. 2 or [pam.tanner@oslmckinney.org](mailto:pam.tanner@oslmckinney.org)

**Parents Rights:** State Licensing requires that the following rights be included in every preschool's parent handbook:

Parent's Rights Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

Enter and examine the child-care facility during its hours of operation and without advance notice.

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

#### Required Notifications

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

If there are any questions or concerns about any information in our Parent Handbook, please feel free to contact the directors:

Florene West- [florene.west@oslmckinney.org](mailto:florene.west@oslmckinney.org)

Pam Tanner Stigall- [pam.tanner@oslmckinney.org](mailto:pam.tanner@oslmckinney.org)

School Telephone number 972-562-9944, Ext. 2