



# **VIOLET CROWN PRESCHOOL PARENT HANDBOOK 2025-2026**

Violet Crown Preschool  
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## **Mission Statement:**

*Violet Crown Preschool's mission is to nurture the whole child-- physically, emotionally, intellectually, and spiritually--in a loving, Christ-centered environment.*

**Changes made for 2025-2026:**

- Addition of a security deposit for the 26-27 school year, page 3
- New tuition rates and fees, page 4
- New pizza day charges, page 10

**Purpose:**

Violet Crown Preschool offers a half-day program to children aged eighteen months through five years old. We provide an atmosphere of love and acceptance where children can thrive. As a ministry of Violet Crown City Church, we welcome children of any race, religious belief, or national heritage in Christian love. Children with special needs are accepted based on the preschool's ability to meet their specific individual requirements.

**VCP Governing Body**

Violet Crown Preschool is a mission program of Violet Crown City Church. The Preschool Board is the governing body of the preschool but may at times report back to other committees within the church such as SPRC (Staff Parish Relations Committee), Finance or Trustees to help support the church and preschool program. The Preschool Board appoints a Preschool Director to work with the Board and manage the day-to-day operations of the program.

The Board is responsible for establishing VCP policies. The Board works closely with the Director as policies are written and evaluated. These policies are evaluated and modified as needed by the Board. Parents will be notified of changes in policy as they occur.

**Program:**

The VCP program is based on the interests, needs and abilities of the preschool-age child. We offer an educational experience through a well-planned program that provides opportunities for children to:

- become aware that their feelings and emotions are natural and acceptable
- learn to express themselves in constructive ways
- grow in their understanding and enjoyment of themselves and others by learning to play cooperatively
- learn actively by exploring and organizing their world
- express curiosity and wonder at all the varied and interesting aspects of life
- explore new books, games, materials and activities
- try out new roles through dramatic play
- build a strong background of concrete experiences for language and cognitive development

All activities of the preschool are designed to be developmentally appropriate and to meet the needs of the individual child. Children's discovery of themselves and their world is very exciting. Learning to participate in group activities enables children to make the transition to kindergarten with less stress. **PLAY** is children's work.

### **Finders' Fee Program:**

If your family is responsible for a referral to our program, you will be eligible for a \$50 credit to be applied towards one month's tuition.

Guidelines for the program

1. The family enrolling the child must verify that a particular family referred them to the VCP program
2. The new child must be enrolled for a minimum of three months, have all paperwork complete and all tuition and fees paid before a voucher can be used.
3. The referring family must request the voucher.

### **Registration and Tuition:**

Registration for the next school year is held in February. VCP's new school year begins in late August and ends in May. We also offer a shortened summer session. Detailed information of the summer program is outlined in a separate section of the handbook.

Available spots will be filled in the following order:

1. Currently enrolled VCP families.
2. Violet Crown City Church families not currently enrolled in the Preschool and on the waiting list.
3. Members of the community not currently enrolled in the Preschool and on the waiting list.

Registration & enrollment is complete when you have supplied the following:

1. Non-refundable registration fee (checks may be made out to VCP or paid on the brightwheel app)
2. A copy of the most recent and complete immunization record and doctor's statement
3. A copy of your child's birth certificate
4. The completed enrollment forms from VCP, which include forms required by childcare licensing and by VCP, such as release forms, the Discipline Policy form, the Child's Information form, etc.

### **Changes in tuition payments for the 26-27 school year:**

The VCP board approved the introduction of a **security deposit** for the 26-27 school year. In addition to the registration fee (due at the time of registration in February), there will be a security deposit due on May 15, 2026. The deposit will equal one month's tuition for the 26-27 school year, will be applied as tuition for May 2027, and is non-refundable. For all subsequent school years, the security deposit will be due May 1. Families whose child is not registered for the next school year do not pay the security deposit. The last tuition payment for the 25-26 school year will be due May 1 and the security deposit for the next year will be due May 15. 2026 is the only year this double payment will happen. Beginning in 2027, there is no tuition payment in May during your child's last year at VCP.

**First day of school: Wednesday, August 27, 2025**

**Monthly Tuition Rates: 9 monthly payments, September-May**

Class	2 days	3 days	4 days	5 days	Stay & Play	Early drop off*
Toddlers	\$328	\$489	\$653	\$817		\$114
2s	\$328	\$489	\$634	\$775	\$83	\$104
3s	\$328	\$489	\$595	\$702	\$83	\$104
4s	\$328	\$489	\$570	\$635	\$83	\$104

**Registration fee: \$150, \$200 for new families**

**Supply/Activity Fee (due with September tuition):**

2 days/week: \$155      4 days/week: \$230

3 days/week: \$180      5 days/week: \$275

\*We need at least 9 students enrolled in Early Drop-Off and Stay & Play to cover expenses

Please carefully consider the days you would like your child to attend school. It may be difficult to change later.

- **Sunflowers students** (4s class) are asked to come on Thursdays for special class activities.
- **Tuition will not be prorated** due to holidays, teacher professional development, bad weather, public health closures, or student illness/vacations.
- **Tuition is due on the first of the month.** A late fee of \$25 will be added to your tuition after the 10<sup>th</sup> of the month. Failure to pay tuition in a timely fashion is grounds for dismissal.
- If you pay tuition in cash, please ask for a receipt so we have a record of your payment.
- You are welcome to pay tuition through your bank's bill pay feature. Just put your child's name as the account number. The most convenient method is to pay through VCP's brightwheel app. To avoid a credit card fee, parents can set up a bank draft (ECH payment) through brightwheel.
- If you need to withdraw from the preschool, we will attempt to minimize the financial burden, but we cannot refund the registration fee, supply/activity fee, or the monthly tuition paid before withdrawal. We ask for at least two weeks' notice before withdrawal.

**Early Drop-Off**

VCP offers an early drop-off program from 8-9am, Mondays-Fridays, for an additional charge. See tuition rates above for price. Once registered, you can use as many days a month as you choose. If space permits, you may schedule (in advance) a drop-in day for Early Drop-Off with the director. You will be billed for the extra charge through brightwheel.

### **Stay & Play**

Our extended day program, Stay & Play, runs from 1-2pm, **Mondays - Thursdays**, for an additional charge. See tuition rates on page 4 for price. Once registered, you can use as many days each month as you choose (TTH or just Tuesdays, for example). *While we do have a rest time at the beginning of Stay & Play, it does not last for more than 30 minutes. Therefore, Stay & Play is discouraged for children in the toddler's class or those children who need a longer rest before 2:00pm.* If space permits, you may schedule (in advance) a drop-in day for Stay & Play with the director. You will be billed for the extra charge through brightwheel.

### **Summer Program:**

Our summer program ran for four weeks in June for 2-4 days a week. Registration for summer 2026 is first come/first served and takes place in February.

### **Supplies:**

Class supply lists are emailed out over the summer and posted on Class Dojo. Please bring in the supplies during the first couple of weeks of school. Supply lists vary from class to class.

#### **Every day, your child needs to bring to school:**

- A water bottle, snack, and lunch (all labeled with your child's name)
- At least one change of clothes, underwear, and socks in a labeled bag. This can be left at school and replenished as needed.
- Most children bring these items in a backpack or bag.

#### **If you have a child in diapers also bring:**

- supply of diapers
- 2 packages of wipes (please bring in 2 more packages of wipes with each new supply of diapers)

### **Sign In & Out logs:**

A VCP staff member or the child's parent or guardian will sign each child in and out each day. ***Once signed out, you are responsible for your child.***

### **Preparing Your Child for School:**

When you are talking about the Preschool with your child, talk about it as a loving and safe place. Before school begins, practice telling the story of the routine that will happen on school days. Act it out with your child and use their toys to act it out when they are playing. Try to do this every day for a couple of weeks before school begins, especially if your child seems nervous about starting school. When bringing your child to preschool, make sure your child is secure in the knowledge that you have kissed them good-bye, that they are loved, that the teachers at VCP will take care of their needs, and that someone will always pick them up after preschool. Listen and connect with their feelings and concerns. Be interested in your child's play and activities while at school. To get your child to talk about their day, you can say, "I noticed you painted today." Or, "I saw a photo of you digging in the sand."

Communication is important for a successful program. Teachers are prepared to partner with you so that your child has the best possible preschool experience. The director wants to know your questions and concerns and will gladly meet with you to discuss them.

### **Arrival and Departure Procedures:**

These procedures are to help keep everyone healthy and safe in accordance with Austin Public Health guidelines and State Minimum Standards for Childcare Centers.

1. **Drop Off/Pick Up:** Please come to the playground gate for drop off. Regular drop off time begins at 9:00 am. Do not come inside but wait outside the gate for a staff member to greet your child. Procedures for Early drop-off are different: parents come through the purple door and go to room 10 between 8-9am. For pick up at 1:00pm, parents/caregivers may come onto the playground to pick up their child. The playground gate is locked unless a VCP staff member is standing next to it. VCP staff will unlock the playground gate once parents arrive for pick up. If you choose to come inside earlier in the school day, please ring the bell at the purple door or use the parent pin code to enter at the purple door. Pick up for Stay & Play is on the playground and all children should be picked up by 2:00 pm. If the weather conditions do not allow for drop off or pick up on the playground, please use your pin code to come in at the purple door. The Director will post these changes on Class Dojo.
2. **Pin Code for Purple Door:** The director will provide each parent with an individual pin code for the purple door before the first day of school. This pin code is not to be shared with others and will open the purple preschool door between 8:00am-2:15pm on school days. Please contact the director if a person on your child's pick-up list comes to school on a regular basis and needs a code. Other people who occasionally pick up your child should walk up to the playground gate or ring the bell at the purple door.
3. **Health Checks:** It is critically important that children and staff stay home when they are sick. At drop off time, a staff member will perform a health check each morning, including taking temperatures with an infrared thermometer and assessing the child's general well-being.
4. **Handwashing:** Children may be offered hand sanitizer when entering the playground (especially if they have a runny nose) and will wash hands upon entering the building, before eating, coming into contact with bodily fluids, and after toileting.
5. **Locked Playground Gate:** The playground gate will remain locked except when a staff member is near the gate to monitor children and caregivers going in and out. Caregivers (parents/guardians/sitters) who are authorized to pick up preschool children may come into the building at any time during the school day through the purple door using their assigned pin code or by ringing the bell for staff to let them inside. Children may go through the gate only when accompanied by a caregiver or staff member.

6. **Notification of Communicable Diseases:** Parents/guardians should immediately notify the VCP Director if their child has tested positive for a communicable disease (including flu or COVID-19). VCP is required to report certain illnesses to Texas DSHS. For a list of communicable diseases:  
<https://www.dshs.texas.gov/idps-home/school-communicable-disease-chart>
7. **Late Pick-Up:** If you arrive late and there is no one on the playground, please come to the purple door and ring the bell or enter your pin code to open the door.

Pick-up from Preschool is between 12:45 p.m. and 1:00 p.m. You are considered late as of 1:05 and will be charged a late fee. **The fee for a late pick-up is \$15.00 plus \$1 per minute after 1:05.** (The late charge for children in Stay & Play begins at 2:05.) The director will bill you for the late fee. When a child is late being picked up, the designated person-in-charge will stay with the child.

We will take the following steps if a parent or designee is late to pick up a child:

- o At 5 minutes late, we will try to contact the parent or designee
- o At 10 minutes late, we will try to contact other people on the authorized list
- o At 30 minutes, if we are unable to reach anyone, we may call the police and/or Child Protective Services.

If we have a concern about a child's safety when a person on the authorized list picks up a child, we will contact another person on the authorized list. If the person of concern takes the child, we may contact the police and/or Child Protective Services.

Please call the Preschool if you are unavoidably detained. Our staff has other obligations after school and your consideration and assistance in this matter is appreciated.

We strongly encourage parents to give us multiple local emergency numbers and to list multiple persons on your authorized release form. In fact, many of our parents find it helpful to have other preschool parents on their release forms. If you run late, it is convenient to be able to contact another parent (and the director) to arrange for that parent to stay with your child until you arrive (and thus avoid the late fee).

We also encourage you to refrain from using electronic devices when you are dropping off or picking up your child. These are important times to be free to communicate with your child's teacher and with your child.

Once your child is signed out, you are responsible for maintaining supervision of your child.

**Clothing:**

- Children should wear comfortable, washable PLAY CLOTHES in which they can move easily and are free to play and explore. **Clothing should be simple enough for the child to manage alone.** Please keep in mind that any clothing worn to VCP will be subjected

- to paint, glue, sand, dirt, water, and a variety of developmentally appropriate sensory materials.
- Sneakers or closed toe shoes are best for sturdy footing and maneuvering on our playground and they provide protection for little toes. Students may take off their shoes to be barefoot on the playground and in the classroom (except when the weather is very cold).
  - Each child needs at least one extra change of labeled clothes kept at the school. This should include shirt, pants, underwear, and socks. Your child's change of clothes will need to be replenished when used and rotated out according to the season.
  - Necklaces or strings that can get caught around a child's neck will not be worn on the playground. Students may put these items in their backpack and can be worn in the classroom.

**Personal items:**

We understand that children enjoy bringing their personal items to school. However, personal items can cause major disruptions in the classroom. **Please leave toys at home or in the car.** Some teachers may designate a "show and tell" day and will communicate directly with you about those procedures. VCP is not responsible for personal items that become lost or broken while at school. A possible exception is if a child is having separation issues, then the teacher may suggest bringing a comfort stuffie or blanket from home.

**Open Door Policy:**

Parents are welcome to visit the school any time during operation hours to observe their child and program activities without having approval. The purple door is always locked and can be accessed using the parent pin code and/or ringing the bell during school hours. The playground gate will be locked except during drop-off and pick-up times when a staff member is present to monitor children going in and out.

**Parent-Teacher Conferences:**

We want to be partners with you in the education of your child. If you have questions or concerns, we want to help you to the best of our abilities. Arrival and departure time is a good time for a quick review (less than one minute) of the child's physical and emotional state. If your child gets injured or sick at school, we will ask you to sign an incident report. In addition, because our primary responsibility is to supervise the children, please be aware that teachers may not be able to discuss issues with you during the school day. Talking with parents or checking phones for texts or voicemails during the day limits the teacher's availability to supervise their class. Therefore, please leave messages with the director during the school day.

We are always happy to schedule a meeting before, during, or after school to discuss concerns at length and formal parent-teacher conferences will be scheduled twice during the preschool year. Conferences are an important time to discuss your child's development in depth with their teacher. Check your calendar for the pre-arranged dates. School will be closed on these days, but childcare will be provided for your conference time.

### **Calendars and Newsletters:**

A calendar and newsletter will be emailed out every month, and will also be available on the class dojo app. They are valuable resources for information regarding the school. Please consult your calendars weekly or daily. A weekly update will also be emailed out to parents at the beginning of each week.

### **Volunteers:**

Children like to see that their parents are interested in their preschool experiences. If you have a special talent or hobby, we welcome your skills at VCP. If you would like to do a special art activity, read a story, share a special holiday or cultural activity, or have a special music time with the children, contact the director. Parents are a valuable resource for the preschool staff and we appreciate your help. A regular volunteer will need to pass a background check.

### **Substitute Teachers:**

There are times when a teacher is absent, and we need to place a substitute teacher in the classroom. Parents are the primary source of our substitute pool. If you are interested in becoming a substitute, please contact the director. Substitutes are required to have pre-service training, complete employment paperwork, and pass a criminal history background check.

### **Grievance Procedures:**

Parents are urged to discuss concerns and questions with their child's teacher. Any situation that cannot be resolved at the teacher level should be referred to the director. In some cases, there will be a joint conference with the teacher and the director. If the parent is dissatisfied after the meeting with the director, they may ask to meet with the VCP Board to review their concerns.

### **Parent Group:**

The Parent Group's mission is to provide support to the preschool children, staff, and parents through parental participation and education. The group's goals shall generally include support of classroom activities, director, staff, children, and parents. The VCP parent group is open to all parents of enrolled students. Participation is on a voluntary basis. No dues or fees are required for membership.

### **Water, Lunch and Snack:**

You will need to send a water bottle, snack, and lunch with your child every day.

Guidelines for snack and lunch:

- Send finger foods or individual serving products which are easy for children to open and eat. Send eating utensils when needed.
- Send foods that your child can eat independently and without making a large mess.
- Pre-cut fruit that you send to school.
- Make sure to cut up foods that can be choking hazards (like grapes).
- We cannot heat or refrigerate food. If food needs to be kept cold, include a freezer pack.
- Send food in containers that your child can open themselves. Consider one container with different compartments (like a bento box). Have your child practice at home -

- opening and closing containers, putting it in and taking it out of the lunch box, putting the lunch box in their backpack.
- Label snacks and containers and lids with your child's name.
  - **Do not send candy or sweets in your child's lunch and snacks.** When candy and sweets are in a lunch or snack, it is the first thing a child will eat, and it may be one of the only things a child eats. VCP recommends sending one of your child's favorite foods in their lunch or snack each day instead. We have sweets to celebrate a birthday or holiday, but do not want them at school every day.
  - **Do send healthy, nutritional lunches.** Well-balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies. You will be notified if a child in the classroom has a food allergy and certain food items are prohibited.
  - Mothers have a right to breastfeed their children and may provide breast milk for their child while in care. Any mother who desires to breastfeed may use one of the unused rooms to feed their child.
  - **Do not send soda or juice to school with your children.** We always have a supply of drinking water available for the children. Each child is responsible for bringing a labeled and filled water bottle to school each day. The bottle will go home at the end of the day for cleaning.
  - **Clean water bottles and lunch boxes regularly.** Water bottles can get moldy when not cleaned.

### **Pizza Day:**

On Pizza Day, instead of bringing your child's lunch, you may bring \$5.00 to school along with a water bottle and snack. We order pizza from a local pizzeria (Craig-O's pepperoni and cheese pizzas) and eat together as a school. Pizza days are on alternating Wednesdays and Thursdays, once a month. You can pay for the entire year via brightwheel (\$40.50). Individual pizza days can be billed through brightwheel at \$5.50. Please let the director know if your child has any food restrictions.

### **Toilet Learning, Toileting Procedures, and Toileting Policies:**

**Toilet Learning** – Toilet learning is the ongoing process of learning about bodily waste (we make pee and poop), where waste goes (diapers and toilets), and how to manage toileting procedures (incorporating language development, body awareness, managing clothing, managing the toilet, toilet paper, and handwashing, etc.). Toilet learning includes both the **process** (diapering through practicing toileting skills) and the **outcome** (sitting on the toilet to pee and poop independently). The staff at VCP use developmentally appropriate and anatomically correct language to discuss toilet learning.

**Toileting Procedures** - There are diaper-changing tables and restrooms with toilets and sinks in the toddler classroom and the 2 year-old classroom. There are no changing tables, toilets or sinks in the 3 year-old and 4 year-old classrooms. Children in the 3s and 4s classes need to be mostly independent with their toileting skills since they walk down the hallway to the restrooms. If a child needs the restroom outside of the time when the whole class goes, then the teacher calls for the director or floating teacher to take the child to the restroom.

**Toileting Policies** – Parents will tell their child’s teacher when they are getting ready for their child to ditch diapers, begin using the toilet, and start wearing underwear. This process is a time-intensive project that parents take on at home, where the child is most comfortable and will receive the most one-on-one support. **A child is ready to wear underwear at school when they have peed and pooped consistently on the toilet at home for at least 3 consecutive days. For the first week of wearing underwear at school, parents will come in with their child at drop-off to help them use the school toilet.** The staff will celebrate with your child when they are successful, but we will not give out rewards for toileting at school. Parents can get feedback from teachers and have a reward system at home if they choose.

Starting this process at home when you can be attentive to your child’s cues will set them up for success and decreased frustration, as well as keep them and the other children at school safer by helping to keep our classroom environment sanitary and manageable. It is not feasible for the teacher to give your child the required attention needed for the first few days of using the toilet and wearing underwear. Even after success at home, accidents will happen at school. This is normal and the staff will help children clean up and move on with their day. Most children become independent with toileting between 2-3 years of age. If you would like more information about toilet learning, please ask your child’s teacher or the director. VCP highly recommends the online toileting workshop provided by Dr. Becky at Good Inside. The workshop includes a detailed handbook with lots of “scripts” for parents. You can find it here:

<https://learning.goodinside.com/courses/potty-handbook-a-step-by-step-guide-to-potty-learning>

#### **Signs of Readiness for Using the Toilet -**

1. Ability to follow simple instructions, like “pull down pants” or “sit on toilet”
2. Tendency to stay dry for at least two hours
3. Tendency to be dry after naps
4. Regular and predictable bowel movements
5. Curiosity about bathroom activities, potty, etc.
6. Discomfort with dirty diapers
7. Ability to understand bathroom and related body part words
8. Signs of feeling “older” and a bit more independent
9. Communication of wants and needs – communication can be verbal or non-verbal

#### **Birthdays:**

- Simple recognition is given to your child on their birthday. You may bring a treat for the children in your child’s class. This is the time when the children can enjoy a sweet treat together! Please check with your child’s teacher for ideas and information about food allergies.
- In honor of your child’s birthday, you are welcome to donate their favorite book to the school. Books can be new or gently used. This is a great way to help add to VCP’s library and make your child feel special. The book can be inscribed as follows: *“This book is dedicated to VCP in honor of Addie Smith’s 3<sup>rd</sup> birthday, August 17<sup>th</sup> 2015”*. The director can also give book ideas. VCP has a library wishlist on Amazon:  
<https://www.amazon.com/hz/wishlist/genericItemsPage/U9K8OT0A7FJB>

**Chapel:**

The director will lead chapel weekly. The days will be posted on your monthly calendar and alternate so that all children can attend twice a month. Chapel lasts 10-15 minutes and includes singing, a prayer, and a mindfulness activity. Parents are welcome to come to chapel!

If you are interested in Violet Crown City Church's worship services times or ministry and outreach programs, please visit <https://www.violetcrown.church/>.

**Class Dojo:**

Each teacher will use the app, Class Dojo, to send out photos and announcements about life during the school day. By signing up, you are allowing the teacher to post photos of your child in the app. Only you and the other parents in your child's class have access to these photos. Look for an email inviting you to join the Class Dojo at the beginning of the school year.

**Outdoor Play and Weather:**

At VCP, the children and staff spend much of the day in our outdoor playground space. The playground is our outdoor classroom. Parents should dress their child according to the weather for the day, preferably in layers if the weather is cool in the morning. We still go outside when it is raining, except when there is lightning within 7 miles of VCP or Travis County is under a tornado warning. We will limit our time outside to 30 minutes or less at a time for the following temperatures:

- Above 101 degrees Fahrenheit
- Below 28 degrees Fahrenheit

The staff will monitor children for over-heating when the weather is hot. We always provide shade and water. The staff will also monitor children when the weather is cold and will have additional layers, jackets, hats, and gloves for the children to borrow.

When the children and staff cannot go outside because of extreme weather, we will provide gross motor activities in the dance room, up and down the hallways, or under the covered walkways next to the activity center.

**Additional Activities:**

Our floating teacher, Laya Waldman, will teach a 20 minute yoga class once a week. Check the monthly calendar for yoga days. Periodically throughout the year we will provide special activities for your children. These activities may include music, face-painting, storytelling, holiday parties, etc. In addition, we have several community events for VCP families throughout the year. These activities are designed to create an atmosphere of fun and family at VCP. Your calendar and newsletter will inform you of these special events.

VCP has a policy of not posting photographs of the Preschool children's faces on the internet without the express permission of the parent (which is why VCP uses Class Dojo). We encourage parents who take photos during special activities to be sensitive to the desires of families when it comes to internet postings.

**Pets:**

Pets are an important way for children to learn about responsibility, kindness, and empathy. Each classroom may at some time have a class pet. Children will have an opportunity to help care for their class pets.

**Screen Time:**

Due to the short length of our daily program, screen time is not a part of our curriculum. However, from time to time, we may supplement our curriculum with a short video. Videos are no longer than 10 minutes and only developmentally appropriate videos or educational video are shown.

**Water Play:**

During hot Texas weather, we may provide water play for the children. Water play involves sprinklers, water tables and other various water toys, but not pools or standing water higher than 2 inches. In addition, we have "Splash Days" during our summer session. You will be notified of these days on the monthly calendar. On splash days, we ask that children wear appropriate clothing. It is important to send a labeled towel on water day.

**Sunscreen and Bug Repellant:**

Our playground provides a lot of shade. Each class is outside for approximately 1-2 hours or more per day. If you would like your child to wear sunscreen at school, please apply it at home. **We will not apply sunscreen to your child at school.** We do not typically have issues with mosquitos, but some people are very sensitive to bug bites. You can choose to apply bug repellent at home. **We will not apply bug repellent at school.** Do not keep sunscreen or bug repellent in your child's backpack at school.

**Discipline:**

One of the main objectives of VCP is to help children develop self-regulation and self-control. Our guidance technique offers children clear expectations and options to create a positive environment. The staff at VCP provides guidance and structure which:

1. shows each child understanding;
2. sets reasonable limits and is developmentally appropriate;
3. is individualized, consistent, loving, and firm;
4. helps the child to learn appropriate ways of expressing needs, desires, and emotions.

We will only use positive methods of discipline that encourage self-regulation and self-direction. Harsh, cruel, and unusual treatment of any child is strictly prohibited! We expect parents to comply with our discipline and guidance policies while on school property. We also encourage you to learn and use positive guidance techniques at home with your children.

If a child's behavior becomes a chronic concern and is unresponsive to the teacher's attempts to alter the behavior, the Preschool may follow any of these steps appropriate to the situation:

1. Hold a conference with the parents, teacher and director to discuss the situation and to develop methods of correcting the behavior;
2. Ask the parent to have the child examined by a pediatrician;
3. Ask the parent to have the child evaluated by a child guidance professional, such as a speech therapist, behavior therapist, or occupational therapist.

The Preschool reserves the right to request the immediate withdrawal of a child.

**Health:**

The Texas Department of Family and Protective Services and the City of Austin Health Department have set forth health policies that regulate childcare programs. VCP is required by law to follow these mandates. We will make no exceptions.

**We will not admit an ill child for care if one or more of the following exists:**

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a healthcare professional indicates that you can include the child in the child-care center's activities:
  - a. **Infrared temperature greater than 100.0 degrees Fahrenheit**
  - b. **Symptoms and signs of possible illness such as shortness of breath or difficulty breathing, cough, chills or repeated shaking with chills, muscle aches, sore throat, loss of taste or smell, lethargy, abnormal breathing, diarrhea or vomiting in the last 24 hours, rash with fever, mouth sores with drooling, red, sore, or discharging eye(s), behavior change or other signs that the child may be ill; or**
4. A health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

*Children in group care are at a greater risk for illness. Research recommends thorough handwashing for staff and children and exclusion of ill children as the best ways to reduce the risk of illness. Parents can help by picking up an ill child promptly.*

Children who have lice may return to school after the lice and nits are removed.

No student will be allowed to attend class without proper medical forms on file. Please keep us updated as immunizations occur.

Should a child have any contagious disease, please notify the Preschool so that other parents can be alerted to the fact that their child may have been exposed. A courtesy message or e-mail to the Preschool office when a child will be absent is appreciated. Children who develop symptoms of illness during the course of the day will be sent home. If there is a medical emergency, VCP will call 911, and the child's physician may be called.

Each morning, the teachers will perform a health check of each child. This health check, required by Child Care Licensing, is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

**The Preschool personnel will not administer medicine.** Parents may come up to VCP and administer medication to their child during the school day. (If the child needs an over-the-counter medicine to reduce fever, then the child must stay home until they are fever-free for over 24 hours without fever-reducing medicine.)

As part of our commitment to provide your child with a safe, pest-free learning environment, we may periodically apply pesticides to help manage insects or pathogens. Pesticide applications are made by licensed technicians and information about the specific pesticides used will be available upon request. We will not apply insect repellent to children.

Like many older structures, asbestos is present in our building. We follow safety protocols to prevent exposure and make sure our air quality is excellent. If you would like to see our management plan and copies of our inspections, please contact the director. **Please do not puncture or otherwise damage our walls.** If you do so, please contact the director immediately.

#### **Hearing and Vision Screenings:**

**It is required by the State of Texas for all 4-year-olds and 5-year-olds to have a hearing and vision screening.** Please have the screening performed by your physician at your child's 4-year and 5-year well check. We must have a copy of the results on file. The Director is required to report the results to the Texas Health and Human Services Department each year. Capital Area Speech will come to VCP in the fall to provide these screenings for a modest fee if a parent chooses.

From <https://dshs.texas.gov/vhs/rules.shtm>:

(1) Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the Summer, the child's vision and hearing must be tested within 120 days of the beginning of the following school year.

(2) Children enrolled in pre-kindergarten and kindergarten must be screened each year within 120 days of enrollment.

(5) Children enrolled in a facility who turn four years of age after September 1 of that year are exempt from screening until the following September.

#### **Immunizations:**

In addition to protecting the individual, vaccines help protect our vulnerable community, such as pregnant moms, babies, and immune-compromised people.

**To enroll in the VCP program, each child must have proof of the completed immunizations as defined by the Texas Department of State Health Services.** The director will provide a list of all

required vaccinations with the enrollment forms. Immunization records must have the child's first and last name, date of birth, name and address of the physician, and a physician's signature or signature stamp. If the child is missing a vaccine or next dose within the state requirements, then the child is on a delayed immunization schedule and must also have an affidavit on file. If immunizations are not up to date, an immunization exemption affidavit must be on file before the child can attend school. Exemption affidavit information:

<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-immunization-exemptions>

**Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities:**

<https://www.dshs.texas.gov/immunizations/school/requirements>

**Allergies:**

Children's allergies can be severe, and we will work with families when a child has a food allergy. At this time, we do not feel we need to impose a campus-wide ban on any food products, but there may be a food restriction in your child's class. Your child's teacher will tell you if there is a child with a food allergy and a class food restriction. In the case of a school-sponsored event, we will inform parents of the menu ahead of time so that parents whose child has food allergies can take appropriate action, such as providing alternate food, if necessary. If you want to bring a birthday snack, please check with your child's teacher ahead of time. The teacher can help you decide on a birthday snack that can be served to all the children in the class.

If your child has allergies, we need to have an allergy action form on file (filled out by your child's doctor) which will help us to provide a safe place for your child and to take appropriate action in case of a reaction.

**Emergencies:**

**If a child is sick or injured:**

In most cases, the child will be in the office with the director following notification by the staff. A parent/guardian will be notified by phone and asked to pick up the child.

**If a child is seriously injured or ill:**

EMS will be called immediately. Parents will also receive a call as soon as possible. The director will accompany the child to the hospital.

**In the event of a fire:**

Each class will exit according to the Fire Marshall's approved evacuation plan that is posted. Parents/guardians will be notified by Remind101 as soon as children are safely evacuated and will be given information on the status of the emergency and pick up procedures.

**In the event of a tornado or severe storm warnings:**

All classes will relocate to interior restrooms in a sitting position with their arms covering their heads. Parents/guardians will be notified by Remind101 as soon as children are safely evacuated and will be given information on the status of the emergency and pick up procedures.

In the event of an explosion, toxic fumes, etc. that would necessitate the removal of the children from the area:

The classes would exit to the parking lot and be escorted by staff to **Crestview Baptist Church** (7600 Woodrow Ave., 512-454-6641). If required by public safety officials, children will be transported to the alternate sites by staff vehicles. Parents/guardians will be notified by Remind101 as soon as children are safely evacuated and will be given information on the status of the emergency and pick up procedures.

Alternate sites are: **Tarrytown UMC** (2531 Exposition, 512-472-3111), **St. John's UMC** (2140 Allendale Rd., 512-452-5737), **Memorial UMC** (6100 Berkman, 512-467-9740).

In the event of a potentially dangerous person in the vicinity:

Staff will bring children into their classrooms, lock their doors, close curtains and blinds and seat the children against the hall wall. Parents/guardians will be notified by Remind101 as soon as children are safely locked down and will be given information on the status of the emergency and pick up procedures.

In the event of a potentially dangerous person inside the building:

Staff will bring children into their classrooms, lock their doors, close curtains and blinds and seat the children against the hall wall. Children on the playground will be evacuated to Crestview Baptist Church. Parents/guardians will be notified by Remind101 as soon as children are safely locked down and will be given information on the status of the emergency and pick up procedures.

The children and teachers practice fire drills every month and tornado drills and lock down drills four times a year.

**IT IS VERY IMPORTANT THAT WE HAVE A WAY OF CONTACTING YOU DURING THE SCHOOL DAY!**

**Remind Alerts and App:**

In case of any school-wide emergency or closure, we will send a group text via **Remind101** to parents.

**Parents need to sign up to receive the text!!!**

To receive messages via text, text **@violetcp** to 81010. You can opt-out of messages at any time by replying, 'unsubscribe @violetcp'.

What is REMIND101 and why is it safe? Remind101 is a one-way text messaging and email system. With Remind101, all personal information remains completely confidential. Teachers will never see your phone number, nor will you see theirs. Visit [remind101.com](http://remind101.com) to learn more.

#### **Inclement Weather and School Closures:**

VCP will follow AISD's pattern for opening and closing school during severe weather. If AISD announces a two hour delay, we will have a two hour delay. If AISD closes, we will close. We will follow AISD's lead on make-up days.

VCP may deny admission on any given day at the discretion of the director for reasons including, but not limited to: unsafe building conditions, safety of children, staffing shortages, or failure to pay tuition.

#### **School Security Procedures:**

Doors and gates to the outside remain locked during school hours. A security keypad is on the purple preschool door. Parents will be given a unique pin code at the beginning of the school year via email. Please be aware of any person entering the building with you who does not seem to be part of the school or church program. Please escort those persons straight to the Director or notify the Director.

Children can only be released to people specified on enrollment forms. We will require a photo ID for people we do not know. It is important for you to let the director and teacher know, in writing, if you have a person who is not specified on your registration form picking up. If there is a court order affecting the life of your child which restricts access to your child, you must provide a certified copy of the order. We will keep the copy on file. If there is shared custody, we must have a copy of the written and signed shared custody statement.

#### **Staff Hired as Babysitters:**

We recognize that there are times when parents may choose to ask a staff member to babysit for them after school hours and off the school grounds. We do not condone nor prohibit this practice. However, our school situation is very different from home situations. We have many safety and supervision policies in place that may not be in place in a home. Therefore, parents who employ preschool staff in their home do so at their own risk.

#### **Minimum Standards:**

We are licensed with the Texas Department of Health and Human Services Commission. You have a right to review minimum standards at anytime. A copy of the Minimum Standards are in the director's office or can be reviewed on the Internet at

<https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-provider/s/child-care-licensing/minimum-standards>. In addition, you have a right to review our most

recent licensing report, which is posted in the lobby and can be seen on the DFPS website. Questions and concerns can be directed to our local licensing office: **512-834-3105**.

**Reporting Abuse and Neglect:**

VCP's staff are required to receive annual training on the prevention, recognition, and reporting of child abuse and neglect. All Preschool staff receive training annually to enable them to identify abuse and neglect and all staff are required by Texas state law to report any suspected child abuse/neglect to the Texas Department of Family and Protective Services (TDFPS) and any applicable law enforcement without prior consultation of any family member involved. Parent awareness of signs and symptoms of child abuse and neglect, including warning signs that a child might be a victim, is vital to the health of our community. Such information is available through the Preschool office or by contacting Texas Child Care Licensing.

Parents should be aware of the following contact information:

**Local Child Care Licensing**

**512-834-3105**

**Licensing Web Site**

<https://www.hhs.texas.gov/services/safety/child-care>

**Texas Child Abuse Hotline**

**800-252-5400**

**Open Carry:**

Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the childcare center. **For all other persons, firearms, hunting knives, bows and arrows and other weapons are prohibited on the premises of Violet Crown City Church and Violet Crown Preschool.**

**Smoking, Alcohol, Drugs and Gangs:**

Smoking, alcohol, weapons, and drugs are strictly prohibited in and around all areas of Violet Crown City Church property during the school's operational hours and at any school function when children are present. VCP is a gang-free zone.

**Review of Operational Policies:**

Our policies and handbook are updated as needed. If our operational policies change, you will be given a new handbook and will be asked to sign a new agreement form. You have a right to discuss, address and ask questions about VCP's policies with the director.

■ **End of VCP Parent Handbook**

## **Rights of a Parent/Guardian with a Child in a Day-Care Center in Texas**

**Texas Senate Bill 1098 ensures that the parent or guardian of a child at a child-care facility has the right to:**

- Enter and examine the child-care facility during the facility's hours of operation without advance notice;
- File a complaint against the child-care facility;
- Review the child-care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive from the child-care facility the commission's inspection reports for the childcare facility and information about how to access the child-care facility's compliance history online;
- Have the child-care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- Be provided the contact information for the division responsible for regulating the childcare facility, including the division's name, address, and phone number;
- Inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - o Video recordings of the alleged incident are available;
  - o The parent or guardian of the child is not allowed to retain any part of the video recording depicting a child who is not the parent's or guardian's child; and
  - o Before allowing a parent or guardian to inspect a video recording, a child-care facility must provide written notice to the parent or guardian of any other child captured in the video recording.
  - o This does not affect the ability of a law enforcement agency or the department to access a video recording as part of an investigation of an incident depicted in the video recording.
- Obtain a copy of the child-care facility's policies and procedures;
- Review, on the request of the parent or guardian, the facility's:
  - o staff training records; and
  - o any in-house staff training curriculum used by the facility; and
- Be free from any retaliatory action by the child-care facility for exercising any of the parent's or guardian's rights.
- A child-care facility shall provide the parent or guardian of the child with a written copy of this no later than September 30, 2023.

## A Parent's Guide to Daycare in Texas

A child care program can have a tremendous influence on your child. A good program may improve language skills, social skills, and build self-esteem. While no child care operation can replace a parent's love and attention, well-chosen child care can complement your efforts and enhance your child's development.

When you choose regulated child care you and your family join in new experiences and relationships. You, the child care director and/or primary caregivers have a responsibility to protect the health, safety and well-being of your child. The Texas Child Care Licensing Division, is part of this partnership, too.

### **Who is Child Care Licensing (CCL) and what do they do?**

The Child Care Licensing Division (CCL) protects children in child care settings through regulation and education. With the assistance of child care providers and experts in areas such as child development, early childhood education, fire safety, health and sanitation, Child Care Licensing develops minimum standards.

CCL inspects licensed child care centers, such as before and after-school programs, school-age programs, and licensed and registered child care homes to make sure these operations meet the minimum standards for their child care program. All regulated child care operations must meet basic health and safety requirements.

CCL also investigates all reports of abuse or neglect and violations of the minimum standards and licensing laws. One example would be a report of an individual providing child care to an unrelated child without a permit. These operations are unregulated and considered illegal operations.

### **What should you know when searching for a child care program?**

While each child care operation is responsible for meeting minimum standards, many child care operations exceed these requirements. Each operation has its own special personality and approach to educating and caring for children. Your child will benefit from the time you spend researching and choosing a child care operation that meets the needs of your child and your family. Child care is a choice. Make it an informed one by following these steps:

1. Research your options. If possible, begin gathering basic information several months before you think you will need child care. Many operations have waiting lists.
  - Check out this website -  
[https://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp) to find regulated child care operations. You can also view details about services offered by the child care operation, inspection dates, and any minimum standard violations.
  - Check out this website -  
<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards> - to view the minimum standards for the type of child care program you are interested in

- Talk to friends, family, and other parents about their recommendations of regulated child care.
2. Narrow your list to a few child care centers or homes that interest you.
    - Arrange to visit the child care operations to compare their programs. If you did not review the inspection reports on our website, you will want to ask each operation about their history with Licensing.
    - Visit the operation when children are in care so you can see the type of activities the children are engaged in and you can see how the caregiver interacts with children. Keep in mind the individual needs of your child. Imagine what it would be like to spend 10 hours every day in that environment. You may want to ask if you could bring your child to the operation and spend a couple of hours so your child can explore the operation and interact with the caregiver.
    - Meet with the caregiver or Director. Discuss any of your concerns and make sure your questions are answered to your satisfaction. If you have any reservations about the caregiver or the operation, trust your instincts and keep looking. You may want to come back to the operation unannounced.
  3. Make a pros and cons list and choose the most appropriate child care program for your child and your family. If you have any specific questions about an operation's compliance with minimum standards before you make your choice feel free to contact your [local Licensing office](#).

#### **What responsibilities do you have as a parent?**

It is important that you establish a good relationship with your child care operation. Parent involvement and active communication can ensure a positive child care experience for both you and your child. Here are some other responsibilities you have as a parent:

- Provide the necessary information. The child care operation must obtain certain information from the parent about their child upon enrollment. It is important you provide this information so the child care operation can ensure the health and safety of your child. Some examples are:
  - Complete list of emergency contacts and persons your child may be released to.
  - Emergency care authorization and physician information.
  - Current list of immunizations.
  - Preschool health statement.
  - Indication of any special needs or allergies.
  - Medication authorizations.
  - Read all the material the child care operation provides to you. A licensed or registered child care provider is required to provide you with a copy of their operational policies. It is important that you read, understand, and ask any questions.
  - Keep talking with your child's caregiver. Good communication with your child and child's caregiver is vital from the very beginning and will help ensure good care for your child. Be mindful that a caregiver's main responsibility is the supervision and care of children. If having a discussion with your caregiver becomes a distraction, it may be a good idea to set up a conference time.
  - Be your child's advocate. Ask your child about their day, what they did, who they saw or anything special that day. Share their excitement about new friends, new skills, listen to their concerns and give them a chance to boast about their achievements.

**What should you do when you have concerns?**

You may find yourself displeased about something that has happened at your child's child care operation. It is important you communicate your concerns with the director or caregiver. There may be a misunderstanding that can easily be resolved.

If you feel the situation isn't resolved and you believe the operation is not meeting the minimum standards, you should report your concerns to a local Licensing office or contact our **Child Abuse Hotline at 1-800-252-5400**. Licensing staff will investigate all reports of minimum standard violations.

If you suspect your child has been abused or neglected you must report the situation immediately to the Child Abuse Hotline. Parents who suspect that their child has been abused in child care sometimes remove their child from the operation, but do not report the problem. This leaves other children in danger. Be seriously concerned with your child care operation if you see that:

- Parents are not encouraged or allowed to visit the operation during the day.
- Children are left without direct adult supervision.
- Classrooms are continually out of control or there appears to be too many children in care.
- Caregivers are scolding and yelling at children.
- Caregivers are physically rough with children and allow rough play.
- The operation is unsanitary or has unsafe conditions.
- Your child is unhappy about being left at the facility and this doesn't improve over time.
- Your child comes home with unexplained bruises or injuries.
- Infants are napping in unsafe sleep conditions.

For more information:

**Texas Department of Family and Protective Services**

<https://www.dfps.state.tx.us/>

**Texas Health and Human Services**

<https://hhs.texas.gov/>

**Texas Abuse and Neglect Hotline: 800-252-5400**

# Benefits of Choosing Regulated Child Care

Child Care Regulation (CCR) regulates child care operations across Texas to protect the health, safety and well-being of children in child care settings through established evidence-based practices. These practices ensure that child care providers are qualified and prepared to care for young children and give parents peace of mind that their children will be in a safe and enriching environment.

## Benefits include:

- Providers who are committed to the child care profession.
- Providers and staff who meet minimum age, education and background check requirements.
- Accountability and compliance with state-developed health and safety standards.
- Access to resources, including financial assistance for qualifying families.

To locate a regulated child care operation and view operation inspection history, visit [txchildcarenetwork.org](http://txchildcarenetwork.org). To learn more about choosing regulated child care, email [unregulatedoperations@hhs.texas.gov](mailto:unregulatedoperations@hhs.texas.gov).

**Child Care Regulation**  
Unregulated Operations Unit  
[unregulatedoperations@hhs.texas.gov](mailto:unregulatedoperations@hhs.texas.gov)



## Child Day Care Operations in Texas

**9,629**

Licensed Child Care Centers

**1,624**

Licensed Child Care Homes

**3,290**

Registered Child Care Homes

**2,975**

Listed Family Homes

**17,518**

Capacity

**1.15M**

Total Child Day Care Operations Count

\*As of Aug. 31, 2019 | Source: 2019 Data Book



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