

Westminster Presbyterian Preschool & Kindergarten

Family Handbook
2026 - 2027



Celebrating 60 years
of excellence in
early childhood education



Westminster Presbyterian
Preschool & Kindergarten

Family Handbook

WELCOME

Each year Westminster provides an exceptional early childhood experience for each child in our program. The staff is committed to implementing a child-centered and balanced personalized learning environment where individual strengths are encouraged. We realize and value the trust you have placed in us and are grateful you have chosen Westminster to share in the excitement of the growth, development and educational success with you and your child.

Mrs. Tricia Morris
School Director

HISTORY

The Westminster Presbyterian Church School began in the spring of 1966 when a Mother's Day Out Cooperative Program was established by Westminster Presbyterian Women, then called the Women of the Church. Fifteen church and neighborhood families joined in the program so that the mothers of the children could participate on a rotating basis in special enrichment programs and fellowship sponsored by the women's organization as well as attend to family and personal needs. The effectiveness of the program was evident to the Westminster Session (the governing body of elders), which authorized creation of a Kindergarten class. In the fall of 1969, that class began, the Toddler program continued and the Westminster Presbyterian Church Preschool was born. Like the Toddler program that preceded it, the Preschool was and continues to be wholly owned and operated by Westminster Presbyterian Church (WPC) as a service to its members and the surrounding community. The school operates as part of the church's mission to bring excellence to preschool education. Mrs. Debbie Eppeland, a member of the church, was the organizing Director of the Toddler program. She and Mrs. Marilyn Adams led the teaching and play activities. Mrs. Eppeland continued as Director until spring of 1982. Beginning in January 1995, Mrs. Cristine L. Connolly was named as the Director and successfully served the school for the next 30 years. In 2025, WPC hired Mrs. Tricia Morris to take the helm. Her background includes a B.S. degree in Human Development from Vanderbilt University. She previously served as the Director and Assistant Head of School at Saint Michael Episcopal School.

PHILOSOPHY

At Westminster, we honor each child as a unique individual, nurturing their gifts and supporting growth across all areas of development—cognitive, social, emotional, physical, creative, and spiritual. Our warm, welcoming environment encourages children to learn at their own pace through active, hands-on experiences that spark curiosity, problem-solving, and imagination.

Play is at the heart of learning, integrating knowledge across subjects while fostering independence, responsibility, and collaboration. Through outdoor play, interactive centers and creative expression in art, music, movement, literature, and dramatic play, children cultivate confidence, curiosity, and a lifelong love of learning. Guided by Christian virtues of compassion, perseverance, and respect, we nurture an appreciation of diversity and affirm the unique worth of every child.

In partnership with families, we create a supportive community where relationships form the foundation of all learning, and where every child is empowered to thrive, discover, and succeed.

ACCIDENTS

If a child is injured at any time while at school, the school will contact the parent immediately. Also, written documentation will be noted. If parents are not available, the school will care for the child until parents are reached. ~ ~ *However, it is the responsibility of the parent to keep phone numbers accurate and updated. If cell phone numbers are listed as potential contacts, they should be on while the child is at school.* If we are unable to reach the parent, we will call the person designated on the child's emergency contact. If necessary, 911 would be called and the child transported to the hospital designated by the parent on form. A copy of the accident report is given to parents and a copy is kept at school. Any needed first aid treatment will be administered. In the case of a critical injury or illness, the school will call the physician named by the parent and call for an emergency vehicle. Likewise, if a child becomes ill at school, parents will be notified to come for the child. Children who are sick are separated from the remainder of the group and kept isolated as much as possible until the parent arrives. The child will be supervised at all times. All staff are certified in CPR (5.A.15) and First Aid Training every two years. All classrooms have first aid totes that also travel with the class to playgrounds. Additionally, a minor injury form is completed and shared with the parent. WPPK does not have a nurse on site.

ADMISSIONS

The admission process begins in September of each year. Those interested in admission must complete our online application and submit the application fee. Applications do not roll over from year to year. A new application must be submitted each year. There is no testing as part of the admission process. Parents can also schedule a tour online. Tours are usually offered in October - December. Families who have completed an application and attended a tour should maintain contact with the school (email or phone) in December to express continued interest in placement. Currently enrolled families register in January. Once this is completed, we move to our applicant pool to offer available spaces. Siblings, church members and returning families are given preference in enrollment. Alumni are also given consideration as enrollment allows. Families who have attended a tour and have maintained contact are given the next priority. Our goal is to maintain balances in classes with gender, birthdays, new and returning children and overall development. The program compiles and provides program information to families in a language the family can understand. This information includes program policies and operating procedures.

Admission records accessibility (746.601) All children's records are accessible to our licensing representative, staff, and administration during hours of operation and parents during conferences. Records are kept for three months after a child is considered "unenrolled."

BIRTHDAY CELEBRATIONS

You are welcome to celebrate your child's birthday by providing a special snack (appropriate portion) for the class. Please arrange this with the teacher well in advance. Knowing the excitement felt in this celebration, we ask that you plan for special activities to occur away from school. The birthday snack policy aligns with our school policy on snacks/lunches.

Some classes choose to select one day a month to recognize class birthdays for that month while others allow for the children to have his/her own designated day. Each teacher will provide the classroom protocol for that age group to celebrate a child's birthday. No crafts, games, etc. are to be brought to school. Per licensing, no balloons or candles are allowed in birthday celebrations.

Birthdays are recognized monthly at Chapel with a birthday blessing. Parents are welcome to attend. All children receive a birthday button to celebrate the special day!

CARPOOL

Written carpool procedures address all aspects of the arrival, departure, and transportation of children. The procedures ensure the safety of all children as pedestrians and as passengers and address special circumstances in picking up children at the end of the day.

Each child is brought to school and picked up daily through carpool (except Toddlers). Families have the opportunity to arrange carpools prior to the beginning of school. Each child is issued a carpool number and will only be released to that authorized person with that number unless we are notified in writing. Families purchase 3 carpool tags through Spirit Wear and use them for the time enrolled at Westminster.

CHILD SAFETY DURING CARPOOL

NO ELECTRONIC DEVICES - We ask all families to be mindful of the importance of safety during the running of carpool. No driver shall be using a cell phone, tablet, laptop or other electronic devices during carpool, from entry until exiting the school property. Use of cell phones in any capacity is prohibited. Children will not be loaded into a car if a driver is on a cell phone.

For the safety of the children, we adopt the following:

- Carpool traffic flows east on Devonshire only
- Upon entering the north carpool driveway, NO CELL PHONES may be used
- Hang your carpool tag from rear view mirror facing outward (12:00 or 2:00)
- All Toddler and any other walk-ins must park on the southwest side Devonshire lot ONLY
- There is no parking and walking in on the east side while carpool is actively running
- Please keep your children safe during carpool by being seated in a moving car. Do not allow children to hang out of windows or stand through sunroofs.
- Please pull up to the available person assisting with carpool to wait for your child/children.
- Put your car in park.
- Once your child is loaded, please slowly pull up and out of the immediate line to buckle children.
- Do not park in the fire lane or under the porte cochere.
- NEVER leave children in an unattended vehicle.
- Do not allow children to run ahead of you in a parking lot – hold your child's hand!
- Always drive slowly and cautiously and aware of safety for all.
- If weather is conducive and you arrive before the carpool line begins to move, we ask that cars wait in carpool line with engines turned off so engines do not idle. (5.A.25)

No pick-ups from the playground are permitted.

Carpool replacement/additional tags during the school year are billed to SchoolCues at \$15.00 per tag.

Morning carpool runs from 9:00 - 9:15 and afternoon carpool runs from 12:00 - 12:15 and again from 2:00 – 2:15. If you arrive after the pick up carpool is completed, there will be a late fee of \$1.00 per minute (for noon and any 2:00 pick up).

Any carpool changes must be communicated either via email or phone call to the office. Email notifications are acceptable up to 11:45/1:45. After 11:45/1:45, a phone call must be made to the school office to communicate any carpool change. Any individual given authorization to pick up a child, other than parents, is verified by SchoolCues & photo ID. Parent authorizes WPPK to release child ONLY to individuals listed and provided by the parent on their SchoolCues account. Name and phone number is provided for each individual. Children are only released to parent, guardian or designated person by the parent after ID is verified.

If you need to pick up your child early, please check in at the office first to sign out your child and plan to depart before carpool begins. If you arrive in the morning after carpool has closed the doors, you must sign in at the office and walk your child to the classroom to connect with the teacher.

The school must also be notified in writing on your enrollment form if there is an individual who is NOT to be in contact with your child. A photo may be requested.

All children arrive at school at 9:00 through morning carpool except our Toddlers. Toddlers must be walked inside through the south entrance and signed into the classroom. Families have the option to either use carpool at 12:00 and 2:00 or to walk in from the south entrance at these times.

Please pull up through the Porte cochere when you are first in line so we can load three cars at a time.

Keep distance between cars to a minimum to pull cars in off of Devonshire

Pull to the far east lot to buckle in children and make sure all of your drivers are aware of this

Please do not park under the porte cochere or on the outside of it in the opposite direction or in the "AUCTION WINNER" space.

CHAPEL

Chapel is provided on a weekly basis. This time together includes songs, stories, prayer and a Bible lesson to reinforce our Christian faith and monthly values. Birthday blessings are celebrated monthly for our children. Parents are welcome to attend Chapel at any time.

CHILD ABUSE AWARENESS

The members of Westminster Presbyterian Church and Preschool & Kindergarten are committed to the safety, welfare and protection of all children participating in our program. This commitment includes protecting them from abuse or harassment of any form, whether physical, mental or sexual and from any individual (i.e., parent, peer, or staff member).

Staff participates in required training every year. Internal procedures for reporting any suspicion of child abuse on a child are to be reported immediately to the Director. Documentation will be written and a phone call will be made to the licensing hot line or intake. Confidentiality is the highest priority. There will be no discussions with fellow staff members or other families at the school or outside the school by the staff member. All communication is directed between the Director and employee only. Community Resources are available to families and will be shared or families directed toward such services with confidentiality.

Child Abuse Awareness, Prevention, Response

- . (a) Notwithstanding Section 261.001, in Minimum Standards:
 - . (1) "Abuse" means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
 - . (2) "Exploitation" means the illegal or improper use of a child or of the resources of a child for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility or program as further described by rule or policy.
 - . (3) "Neglect" means a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy.
- . (b) Except as provided by Section 261.404, a state agency that operates, licenses, certifies, registers, or lists a facility in which children are located or provides oversight of a program that serves children shall make a prompt, thorough investigation of a report that a child has been or may be abused, neglected, or exploited in the facility or program. The primary purpose of the investigation shall be the protection of the child.

Texas Abuse and Neglect Hotline: 1-800-252-5400

In Texas, individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff members receive training in identifying and reporting suspected abuse or neglect. The Texas Department of Family and Protective Services will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. Westminster Preschool will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

CHRISTIAN EDUCATION

The purpose of implementing a Christian Education program is to support and nurture the spiritual development of the child with the physical, emotional, social, cognitive and creative. We want each child to know in him/herself the God-given skill, abilities, and talents he/she has. Each day with children grants new opportunities for providing guidance at teachable moments when a child's spirit is receptive to challenge, direction, and encouragement. In partnership with parents, we can contribute to each child's moral and character development. In addition to an environment rooted in Christian values, our approach to communication, social and emotional goals for children, intentional interactions, relationships with families, and commitment to nurturing each child's development are grounded in a strong Christian foundation. Christian Education is an active part of our classroom environments along with our Fine Arts classes and programs.

CLASS AVAILABILITY

In order to provide the highest quality Christian early childhood education and to maintain NAEYC accreditation status, Westminster provides the following age groupings:

Class	Days	Ratio
Kindergarten	M-F	2:16
(M 9:00-12:00 / Tues – Fri. 9:00 – 2:00)		
Four yr. olds	M-F	1:14
(M/W/F 9:00 - 12:00, Tues & Thurs 9:00 – 2:00)		
Three yr. olds	M-F	1:10
Three yr. olds	M/W/F	1:10
Older Twos	M/W/F	1:8
Older Twos	T/Th	1:8
Young Twos	M/W	2:8
Young Twos	T/Th	2:8
Toddler 12-23 mos.	M	2:8
Toddler 12-23 mos.	W	2:8
Toddler 18-23 mos.	M/W	2:8
Toddler 12-23 mos.	T/Th	2:8

- August 31 is our date for determining eligibility for classes.
- All 4's, 3's and Older 2's classes have Assistant Teachers rotating to maximize the teaching and environment.
- Unless designated otherwise, all classes meet from 9:00 - 12:00 for the days the child is registered.
- Children enrolled in the 5-day 3's must be fully independent with all toileting needs. All children in a 4's class & Kindergarten must be fully independent with toileting.
- Children enrolled in classes do not transition to different classes during the school year. This consistency and continuity for the class facilitates all learning and relationship building between teacher and child/family. Stability supports predictability for children's social and emotional development. The calendar year generally operates from September – May.

CLASS PLACEMENT POLICY

As we develop the classes for each year, there are many variables to consider, keeping in mind that a balanced class impacts the success of the school year for all. Classes are balanced by: birthdays, developmental readiness, academic strengths and areas for growth, new children and returning children, individual needs of children, gender, and social/emotional development. A child's chronological age may not always equal a child's developmental or maturational age. The teacher from the previous year also adds any insight she may have. Each placement is given careful and individual consideration for the achievement of the overall class. Once the process is complete, there is no ability to move among classes. At any time an opening occurs, these same variables are implemented into the decision process. Class placements and a personal welcome email will be communicated by the teacher in mid-to late August.

COMMUNICATION

The school prioritizes open, ongoing communication between families and the school community. Communication begins with a welcome email in August and continues throughout the year to support strong, positive relationships.

Partnerships are respectful of each family's composition, language, and culture, and support each child's development and learning. Families are encouraged to be active participants in their child's educational growth.

Weekly communication is shared electronically or sent home in your child's bag. The Director's Weekly Peek provides weekly updates and reminders. School-wide WPPK Wonders newsletters are sent electronically every month.

Teachers from all classes share a *Classroom Connection* with updates on classroom activities, milestones, learning experiences, and key information such as schedules and curriculum.

The Child Information sheet (7B.3) completed by parents as part of your enrollment packet allows parents to share information with the teacher about your goals and expectations for your child, child's interests, developmental needs and to share any concerns for your child. This facilitates the teachers planning for and knowing your child. This form is kept in the child's file at school and is shared only with the Director and the teacher of your child.

Parents are encouraged to communicate regularly with teachers to share concerns, celebrations, observations, ideas for home-school connections, discuss services, collaborate on solutions, and plan for a successful year. (7.C). To discuss a concern at length, it is advised that you schedule a mutually convenient time for a meeting or phone call. We value open, ongoing communication that supports a strong, two-way partnership with families.

The Director is available to parents in an open door format. Please contact at your convenience to discuss needs, concerns, development stages, school placement, or other individual issues via phone or appointment.

Other Communication: WPPK maintains a link on the school website for released recall notices and important product safety recall communication received from US Consumer Product Safety Commission for your convenience.

CONFERENCES

Parent/Teacher conferences for 2's through Kindergarten are scheduled twice a year. These days are posted on the school calendar. This valuable time allows for personal, one-on-one dialogue with parents to share growth and development success of your child. Teachers present developmental timelines, developmentally appropriate practices and planning tools, along with thoughtful, reflective, data-based classroom observations. If there are any developmental concerns, they can be discussed at this time along with what is observed and why this is a concern. (7B.3). Please feel free to schedule an additional meeting if your allotted time is not adequate. Conferencing classes do not meet on conference days. Supervision is provided for enrolled Westminster children during the hours of 8:30 – 12:30. We value this time with our families and feel strongly about parent attendance. Families' schedules and availability are considered as part of this planning (7.A.14).

CONFIDENTIALITY

Westminster respects each family's right to privacy and handles all personal matters pertaining to a child or family in a confidential manner. All information provided by parents as part of the child's enrollment process to the school is kept in an individual file in the school office. No one may access the files unless requested and approved by the school Director or Office Administrator. The following

individuals are authorized to have access to a child's enrollment file and the contents thereof on an as needed basis:

- The licensing representative from the THHS upon the school's annual review or follow up visits
- The validator assigned by NAEYC relating to accreditation
- The child's teacher as needed to verify or retrieve information
- The school administration (School Director & Office Administrator) as needed
- A medical screener in reviewing health record status
- In accordance with HIPAA (the federal Health Insurance Portability and Accountability Act of 1996), we safeguard the confidentiality of health records.
- A representative from the Parents' Club in updating/creating the annual directory and email correspondence files
- The parent or legal guardian designated on file

CRISIS ACTION PLAN

In an attempt to address potential crisis activity that could occur while children are in our care, the following information is shared with our families. We ask that you keep in mind the age of your children when considering sharing any information with them regarding a national emergency crisis. Given the many variables that could affect our situation, we have agreed upon the following plan:

1. Terrorist action outside the United States
 - Maintain school as usual and keep attention focused on current event. Release children to parents at their discretion.
2. Terrorist action here in the United States
 - Maintain school as usual and keep children calm until all parents have been contacted to release children to them via carpool.
3. Terrorist action in Dallas
 - Maintain school as usual; keep children calm until all parents have been contacted to organize release of children to them. Evacuate the children from school via carpool as quickly and orderly as possible within the time frame given.
 - If evacuation is not possible or advisable from reliable sources, we will remain on site until notified that the emergency no longer exists. Parents would be allowed to pick up their children at their own discretion.

All decisions will be based on credible information. It is important to separate rumor from reality. Contact with police and fire stations will be maintained to keep in the communication loop. Once a plan of action has been decided upon, school personnel will be instructed to act accordingly. We take the responsibility to keep our children safe and calm seriously and do not want to take any action that could be counter productive or dangerous. The welfare of our children and staff is equally important. It is not our intent to keep your children from you if the security situation should become serious. Children will be allowed to leave with parental permission.

CURRICULUM

Westminster adheres to implementing a developmentally appropriate, play-based curriculum that supports the whole child—socially, emotionally, physically, cognitively, creatively, and spiritually. Learning experiences are age-appropriate, hands-on, and responsive to children's interests. It

encourages active exploration, choice, and meaningful engagement and allows for flexibility within the curriculum. Children are active participants in their learning, with teachers serving as facilitators who guide, observe, and support each child's growth. Self-selection is important in the process of learning as well as monitoring the inclusion of all curriculum areas for the child. Extended periods of play allow children to develop concentration, problem-solving, and critical thinking skills. Monthly units and classroom experiences integrate all areas of learning, including language and literacy, math, science, creative arts, fine and gross motor development, and social interaction. Curriculum planning is informed by ongoing observation and assessment. Age-level goals and profiles outline developmental expectations and guide instruction while allowing flexibility to meet individual needs. Learning centers integrate expressive and receptive language, provide opportunities for small-group, whole-group, and individualized instruction, fostering independence, collaboration, and responsibility while cultivating an enjoyment of the learning process. This developmental program is based on the assumption that growth is sequential, children pass through predictable, sequenced stages of development, a child's maturational age may not always equal a child's chronological age and the program adapts to each child's pace.

Creative expression is encouraged through art, music, movement, literature, and dramatic play within a rich, supportive environment. Christian values such as compassion, respect, responsibility, and perseverance are woven throughout the program. Westminster values diversity and supports family perspectives while honoring each child's unique strengths and pace of development.

CUSTODY

If the school needs to be aware of specific circumstances in this situation, please notify us in writing. This would include, but not limited to, visitations or interactions on site, authorization or restriction for pick up from school, or any pertinent legal action set in place by the court regarding access to a child.

DENTAL EMERGENCIES

In the event of a situation that results in a child's tooth being pushed back, chipped or knocked out of the mouth, the staff is trained to follow set procedures to handle the situation. Parents are notified immediately to pick up the child for a dentist follow up.

DEVELOPMENTAL PROFILE & STANDARDIZED TESTING

Each age level has written goals and an age level student developmental profile reflecting developmentally appropriate learning for each age level. Parents receive a copy of their child's age level goals at the Fall Orientation and again at the fall conferences. The student profile form is our conference tool as we meet with parents both fall and spring to discuss and share each area of development and how the child progresses through the school year. On-going informal assessments are integral to understand and support each child's learning. This includes one-on-one discussions, side-by-side observation, providing intentional experiences in all curriculum areas and dating the experience and observing the child in the class whole group, small groups, outside, Fine Arts classes and other school experiences. Some children will complete 100% of the age level profile and continue to move on to the next age level and some will complete 75-85% at year-end. It is not our expectation that ALL children will master 100% of the content of the profile.

The student developmental profile supports each child's individual pace of growth and learning and allows teachers to track areas of strength as well as areas that will benefit from additional time, guidance and more exposure to learn the skills. Through ongoing, dated observations, teachers monitor progress over time, adjust teaching strategies, and communicate development and learning

with families. Children of the same age may progress and master skills at different rates throughout the year.

When continued chronological assessments indicate that an outside evaluation would be beneficial to gain additional perspective on a child, a confidential referral will be discussed with the family explaining the concern, suggesting next steps, describing developmental needs and learning style, making adaptations and sharing available resources to explore.

Program staff use both formal and informal communication methods—including conferences, phone conversations, and meetings—to partner with families and learn about family structure, child-rearing practices, and cultural, linguistic, and family perspectives. (7.A.2) Families are informed about the purpose, methods, and timing of assessments, how family input is included, how information is shared, and how assessment data is used to support learning and planning. (7.B.3)

Developmental profiles are used in planning, individualized instruction, and monitoring progress across all areas of development for each child, including social, emotional, cognitive, language, physical, and spiritual growth.

Westminster does not use standardized testing to rank, group, or label children.

DIRECTORY

Our school directory is for the convenience of our school families and may not be used for solicitation of our families for any reason. Directories may be purchased each year.

DRESS FOR SCHOOL

Children come to school to play, interact and have fun! Cooking, motor skills, outdoor play and art are a daily part of the curriculum. Children should dress comfortably and casually to actively participate in their day. As careful as the staff tries to be, occasionally situations occur. Paint smocks are worn for art. Sturdy flexible tennis shoes are best for running and climbing outdoors; flip flops, crocs or some sandals or boots oftentimes make it difficult for children to fully participate. Children in the 3's classes and younger should keep a full change of clothes (top, bottom, underwear, socks) at school with their name labeled on the bag and should be changed seasonally. Weather permitting, children will go outdoors daily and should dress for all seasons of weather for outdoor activities.

For comfort and ease during active play, we ask that girls wear modesty shorts or leggings under dresses and skirts. This helps ensure children can fully participate in classroom activities, outdoor play, and movement experiences with confidence.

EDUCATIONAL GOALS / OBJECTIVES

To provide a program that is sensitive to each child's needs.

To provide a curriculum that adapts and modifies for differences in age, ability, and developmental stage.

To provide learning opportunities consistent with goals and objectives for each age level.

To support children and families to feel welcome in the school and to facilitate any needed adjustments to the program, schedule, friends or connections.

To create an environment where children can engage in problem solving, exploring, risk-taking, and applying knowledge in new and creative ways through meaningful experiences.

To empower children to take control of their learning.

To allow each child to respond in his/her own way and at his/her own pace.

To guide/support children in positive ways.

To support curiosity and value play as the child's mode and language of learning.

To recognize that families are a vital link in the educational success of each child.

To communicate that teachers and families work in partnership to facilitate success for children.

To provide experiences that are sensitive to the home, beliefs, values and language of our families.

To support the total development of each child: moral, social, physical, emotional, cognitive, creative and spiritual.

To emphasize a Christian spirit through prayers, Christian education monthly, weekly Chapel, role modeling and Social Responsibility Projects.

EMERGENCY PREPAREDNESS

It is imperative that all families keep cell phones on, charged and be available in case of an emergency. Again, we will require that home, cell phone numbers, and work phone numbers be accurate along with the names and phone numbers of individuals who are authorized to pick up your child. Parents will identify on enrollment forms a specific doctor and medical facility to transport the child if needed for medical attention. If required in an emergency, the school is authorized to call 911 emergency services to make arrangements for emergency transport for medical attention. The Director accompanies the child en route until parents arrive. A comprehensive binder is kept in the office with all needed medical information along with contact and insurance information to take with a child to a medical facility or in case of evacuation from school. This binder is also taken on practice fire drills, lock down and weather practices. All staff are trained every 2 years in pediatric first-aid and CPR. If a child has a known medical or developmental condition, this is noted on the Health History form along with the Notarized Consent for Medical Treatment form. WPPK has a developed Emergency Preparedness Plan that is inclusive of:

Emergency Contacts:

- Fire/Rescue/Police
- Hospital
- Poison Control
- Utility Emergency Information
- Alarm Company Information

Emergency Evacuation/Relocation/Sheltering/Lock-down/Parent Reunification.

This plan is posted in each classroom, workroom, office, Staff Handbook and is reviewed annually during In-service with all staff and at New Staff Orientation. Information includes:

- staff responsibility to move children through any "practice"
- staff responsibility of how staff will continue to care for children until release
- staff responsibility of how staff will reunify children and parents following an emergency
- Fire Drill is practiced monthly
- Sheltering (weather, severe weather, tornado, person in area) is practiced four times a year
- "Safety" practice (keeping children safe to protect them from a volatile person on premises) is practiced every other month.

EXTENDED DAY CLASS OPTIONS

Westminster offers optional extended days for Older 2's - 4's. In order to provide the highest quality learning opportunities, we maintain low teacher-child ratios. Classes are from 12:15 – 2:00. On these days, children bring their healthy lunches. We offer fall and spring sessions. The days the classes are offered vary and will be communicated on the registration form in September. Friday Fun Days are offered for our Toddlers during regular school hours. Families may sign up for individual Fridays, giving children an extra morning at school filled with play art sensory activities and a snack. Registration for all extended day classes is done via email in September for classes in September – December and then again in January for classes in January - May. The fee is separate from tuition and is non-refundable. Financial matters must be current to register.

FALL ORIENTATIONS

Each September the teaching team for the age levels Older 2's – Kindergarten provide an opportunity for parents to attend their age level meeting. This personalized, in room time is to provide an overview of the year; curriculum areas, goals, benchmarks, Fine Arts classes, daily/weekly schedules, volunteer opportunities, conferences, etc. As we walk parents through the year, our goal is to provide an overview that will be insightful and helpful in seeing the scope and sequence of the year along with a time for dialogue and questions. This meeting is noted on our annual calendar for parents to attend. The meeting is scheduled on a day while children are already in class.

FIELD TRIPS

These are planned for children in the Kindergarten class only. They are planned to expand and enrich the children's learning experiences. If a trip is planned, the teacher will notify parents and a sign is posted outdoors 48 hours in advance in a prominent place (school entry on large poster board). The posting remains until class returns from the field trip. Parents have stated and provided signed approval to go on field trips. Parents provide the transportation. Teachers do not drive on field trips. In order for a parent to drive, proof of insurance and drivers license must be given to the office. All drivers complete a Safety Transportation training module. Teachers have training in CPR and First aid with rescue breathing and choking and carry a First Aid bag, emergency medical consent forms and emergency contact information for each child. All children & teachers wear their Westminster T-shirts to communicate identity along with a tag identifying school and school phone number. All drivers must follow the same map with destination address and phone number on map. Parents have a list of children in their vehicles and all vehicles along with cell phone numbers of all parents driving. Younger children of a driver may not attend the field trip. Supervising adults carry a list of children's names on the field trip and check the list frequently to account for the presence of all children by name and number in group at regulated times. Time and count are recorded. If your child has a "medical need" that could create an emergency, the parent must drive the child. Any food allergy or allergy medications (epi pen) are carried for the child by teachers. Children are transported in required seat safety restraints in vehicles. Staff follows a designated protocol for field trips. Driving parents return a signed list of children to the office upon returning from the field trip.

FINE ARTS CLASSES

Westminster offers many programs as part of our daily curriculum. The length of the class time as well as the frequency of attendance depends on the age of the children. Currently the following classes are provided:

MUSIC	(offered weekly for Toddler - K)
LIBRARY/LITERACY	(offered weekly for Toddler – K)
MOTOR SKILLS	(offered weekly for 5 day 3's - K)
CAPERS	(offered weekly for 4's & K)
ACE	(offered weekly for 4's & K)
SPANISH	(offered weekly for 3's & 4's, K attend twice weekly)

These classes are selected for their value to enrich the total development of the child. Classes may be added or deleted upon annual review.

Gang-Free Zone Requirement (746.501.(b).2.(A-C) March 2023

This posting is a result of House Bill 2086 that passed effective September 1, 2009. This statute requires that information about gang-free zones be distributed/communicated to parents and guardians of children in care at licensed child care centers. Under the Texas Penal Code any area within 1000' of a child-care center is "identified as" a gang-free zone where criminal offenses related to organized criminal activity are subject to a harsher penalty. Parents are informed of this by:

- (A) providing the information in the operational policies,
- (B) distributing information in writing to parents or
- (C) informing parents verbally as part of an individual or group parent orientation.

GRIEVANCE COMMUNICATION

Teachers and parents should initiate communication with each other to review or discuss situations of concern. The design of the meeting would be to address the issues of concern by either party and to develop a plan of action to resolve the issue. We value the partnership we have with our families and seek to maintain open communication. If after a sufficient period of time either parents or teacher are uncomfortable with the results, a meeting can be requested with the Director to review the strategies thus far and to develop potential further approaches to confront and resolve concerns. If after an appropriate trial period parents are uncomfortable with the results of their decisions made with the Director, they may submit a letter requesting the Preschool Committee to review the issue including a narrative of the issues of concern, the steps taken thus far, and the approach they would like taken. This narrative shall be delivered in a sealed envelope to the school office addressed to the Preschool Committee. Upon review, the Committee Chair determines if the issues warrant the involvement of the Committee. The decision of the Chair of the Committee is final. The decision of whether a parent is asked to withdraw a child temporarily or permanently ultimately rests solely with the Director. All parties involved in any dispute shall maintain confidentiality to secure the integrity of this system and ensure respect for all involved. Program staff encourages families to raise concerns and work collaboratively with them to find mutually satisfying agreed upon solutions. We want to make every effort to find a suitable solution. The decision to disenroll a child/family is difficult for all and is only made with time, conversations, prayer, implementing options and compassionate communication. Although not exhaustive, some reasons the school could make this decision could include:

- Child is unable to adjust to the program after reasonable amount of time

- Ongoing physical or verbal aggression toward other children or staff
- Ongoing uncontrollable tantrums/outbursts
- Excessive biting
- Parent refuses to abide by school policies and procedures or Licensing/Accreditation protocol
- Continuous non-payment of fees/tuition
- Parent is physically or verbally aggressive or combative toward staff or administration
- Potentially dangerous behavior by child or parent

GUIDANCE

When the environment supports the developmental stage of the child, there is little need to interfere with the learning process. Redirecting a child into appropriate activities and modeling acceptable behavior and communication is the role of the teacher. Children are encouraged and shown how to deal with confrontation or frustration in an acceptable manner. All guidance techniques are designed to prevent difficult situations from occurring. Strategies include the class size, the expectations and goals of the class, the emotional environment, and the schedule of the day which all contribute to children being successful. Through reminders, redirection, choices, time away from activity and removal, any undesirable behavior is addressed with compassion, with age appropriate methodology and with the goal to teach and not punish. If necessary, the parents will be contacted to discuss with the teacher and Director how to approach and resolve any situation. Teachers address persistent challenging behavior by assessing the intent or drive behind the behavior, developing alternative choices for the child, teaching and modeling alternative social-emotional skills, making environmental/classroom modifications as available, gathering data from observation of the child, documenting incidents (frequency, setting), conferring with the family to engage in shared discussions, possibly meeting with a qualified professional/specialist for insight, classroom observation and/or support and using positive communication and expectations to support the child. Our goal would be to create a team approach for success. Each classroom teacher will determine when contact with a parent needs to be made. In most cases, it will be when the behavior has been repeated multiple times, the behavior becomes a distraction in the learning environment, harm is inflicted upon other children or adults (physically or verbally) and we are not seeing implemented classroom internal measures developing to gain self control and reduce the occurrence of the negative behavior.

Staff will never use physical punishment (shaking, hitting) or verbal punitive language of any kind in guiding children. Staff will never use threats, teasing, mocking, belittling derogatory remarks or withhold any food item as a means to guide children. After a reasonable duration of time to communicate concerns, confer with parents, implement alternative measures (e.g., classroom schedule, adjustment of the length of school day, shadowing, etc.) and review documented timeline, parents will be notified verbally in a private meeting of a school decision. Ultimately, the school will decide if a child is asked to leave temporarily (a specific period of time) or permanently. If permanently, the school will partner with the family in an attempt to locate an alternate school placement better suited to the child's needs at that time of development.

HAND SANITIZER (IN OR ON SCHOOL TOTES)

WPPK does not use or have on site any hand sanitizer dispensers and ask that families not attach containers to school totes. Soap and water are used to wash hands as needed throughout each day. Hand washing is the single most important way to prevent the spread of infection. Children wash hands upon arrival, before and after eating, after toileting, after wiping their nose, before using any water play, after using the sand table and after playing outside. Parents give consent for their child to participate in water table play on their SchoolCues account.

HEALTH HISTORY

A Health History form documenting immunization is required to be on file and kept current by all families for any child enrolled. This must be on file before the first day of school to identify the child has been examined within the past year by a health-care professional and stating the child is able to fully participate in the program. Vision and hearing screening are noted and required on your Health History form for children age 4 and older at the beginning of each school year. This is administered by a family physician, health care professional or appropriate screener. Parents may provide a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the family is a member.

HEALTHFUL ENVIRONMENT

Procedures for standard precautions are used and include the following:

- A. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized
- B. Staff uses barriers (including gloves) and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and that reduce the spread of infectious disease
- C. When spills of body fluids occur, staff cleans them up immediately with detergent followed by water rinsing.
- D. Staff cleans rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- E. Staff adheres to strict diapering policies. Staff disposes of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.
- F. If children soil clothes at school (vomit or body), these are not rinsed at school as this increases the spread of infection.

The staff functions in all proactive and precautionary ways to maintain a healthy environment. We carefully monitor any developing or reoccurring health situation and communicate to families. Our cleaning service mid-day and nightly ensures all surfaces and areas are disinfected and sanitized. Good hygiene is practiced by washing hands often and regularly with soap and water, especially upon arrival, after outside play, before and after water play, before any food preparation, after coughing or sneezing. We encourage children to cough in their elbow vs hand. Parents are asked to keep children home for at least 24 hours after there is no fever or signs of a fever (without the use of fever-reducing medicine). Children with a temperature of 100.0 degrees or greater will be sent home and expected NOT to return for at least 24 hours and be determined to be fever-free without the use of fever reducing medicine.

IMMUNIZATIONS

Each child is required to provide documentation of current immunizations as verified by a physician prior to the first day of school. This mandatory procedure by the Texas Department of Public Health protects all children from unnecessary illness. As you have updates in immunizations throughout the year, please provide them to the office for our records as our records are reviewed frequently and annually for appropriate documentation. All children enrolled in a 4 year old and Kindergarten class must provide evidence of a hearing and vision screening noted on the annual medical form. Currently, a TB test is not required for children. If a family does not immunize or chooses to under immunize due to a medical situation or family beliefs, an affidavit document is on file identifying exemptions for immunization requirements by the Texas Department of State Health Services (TDSHS). The school requests a letter from the medical/doctor to communicate the decision to delay immunizations. If a

non-immunized or under-immunized child is exposed to a communicable disease or disease that is typically covered by a vaccine (e.g., measles, mumps, chicken pox), the school will immediately separate the child and move to the office area while notifying the parent for prompt pickup. The child will be excluded from school until the TDSHS has determined that the risk of communicable disease has passed. A copy of a current insurance card is part of the enrollment process and kept in a child's file. At this time, WPPK does not require staff to provide a history of immunizations as part of hiring practice.

INDEPENDENCE WITH TOILETING

Children who enroll in the 5-day 3's class, all 4's classes or Kindergarten must be fully independent with all hygiene needs.

Children enrolled in Toddlers, 2's, and M/W/F 3's classes do not need to be fully independent with toileting needs at the start of the school year. A child is ready when he/she can walk, is lessening the frequency of going potty, wakes up dry from a nap, takes diapers off, understands language used for bathroom needs, begins to express the need when they need to use the toilet, understands where to go and what to do, expresses discomfort when soiled, etc. We encourage families to have experienced at least 2-3 full weeks of success (no accidents during the day) at home before coming to school with underwear. At school, children are one of many in a group setting (1 of 8 - 10), making more transitions (further distances from a potty when at music, library, outdoors), etc. which can add stress to the child's success. We also do not want to give a child mixed messages but want to fully support the process at school. This then requires the child to be further along in the process at home before expecting success at school. We ask parents to be in conversation with teachers before the transition from diapers or pull ups.

Parents can facilitate the process by having access quickly and easily to the potty, dressing the child in clothes that can be taken off and put back on without assistance from the teacher (underpants must be worn for hygiene and sanitation), reinforce efforts made by the child to accomplish this task, never scold or punish a child for an accident and go slowly. Allow time for practice.

If a child is having multiple accidents in a day, the child is not independent and is not ready to wear underpants to school. We will place a pull up or diaper back on the child and communicate with the parents about non-readiness at school. Our goal is to support success when the child's development is in place.

When a child has continuous toileting accidents at school, it creates a shift in staffing, classroom dynamics, sanitation needs, possibly closes down a classroom until cleaning can be addressed. Frequent occurrences interfere with the daily class activities and engagement. Accidents are always addressed with respect and gentleness.

LANGUAGE & SPEECH SCREENING

Each year the school provides an on-site opportunity for speech/language evaluation by certified therapists for children ages four - kindergarten. This service is optional and is offered for convenience. Written results, including any recommended further professional evaluation, will be given to the parents. Three year olds can be screened for speech/language concerns by request.

MEDICATIONS AT SCHOOL

The school does not administer any medication while the child is here. This includes sunscreen on your child or insect repellent spray. Safeguards are used with all medications for children. If there is an extenuating circumstance, the following procedures must be followed:

- medication must be labeled in its original container.
- medication must have the physician's name, child's first & last name, and dosage printed on the label.
- medication must be currently dated and the period of time the medication is to be administered.
- The expiration date of any medication must be written on the original package, written on the authorization form, written on the outside of the storage bag, noted on the Office Administration calendar to remind of expiration and notification date to family with sufficient time to replace. Expired medication will not be administered.
- Authorization to Administer Medication form must be signed and dated in the office by authorizing parent/guardian.
- only prescription medication will be administered – no over the counter medications.
- medication must be given to the office and not to a teacher or sent in a child's school tote.

Please inform the school if your child has taken any medication (cough, cold, allergy) prior to coming to school so we can be aware of any changes in normal behavior.

The Director and Office Administrator complete training for Medication Administering and adhere to the "5 RIGHTS" to medication administration.

- 1) Verify it is the RIGHT child (full name of child to whom medication is given)
- 2) Verify it is the RIGHT medication (name of medication is recorded)
- 3) Verify it is the RIGHT dose
- 4) Verify it is the RIGHT time to administer (date, time, amount of medication recorded)
- 5) Verify it is the RIGHT method to administer (name of employee administering medication)

Medication records are kept for one full school year. Medication is kept out of reach of children in the office and stored in a non-food area. Expired medication is returned to adults. When a child leaves WPPK, any medication on site is also returned to the parent.

NAEYC ACCREDITATION / CHILD CARE REGULATION LICENSING

The school is licensed under the Texas Department of Health and Human Services and is reviewed/inspected annually through an unannounced on-site visit. Specific areas are reviewed each visit. This report is posted on the Parent Communication Board upon receipt of inspection. Additionally, Westminster is accredited under NAEYC (National Association for the Education of Young Children) through the National Academy of Early Childhood Programs. The first accreditation was received in May 1997. This expresses our commitment to early childhood through higher standards of excellence in all areas of the program. Although many schools choose not to persevere through the stringent process, Westminster made the commitment to continue with this level of accreditation and again received the accreditation in 2000, 2003, 2008, 2013, 2018 and 2023. This process involves the full participation of our staff, Preschool Committee, Administration and parents to achieve this goal. Feedback and perspective from families allows for an ongoing monitoring system to ensure that all program goals and requirements are met and provide a format for families to offer reflections and insight. Either organization may be contacted to express compliments or concerns against the school or express concerns with compliance with licensing standards. Parents are welcome to review the

licensing standards booklet kept in the office at any time. Updates were provided December 2024. Parents can log on to the web site below for the licensing Minimum Standards booklet online and to review any citations or non-compliance.

NAEYC phone number	800-424-2460
Texas Department of Health and Human Services	214-583-4253
Web Site	www.hhs.texas.gov
Child Care Regulation (Licensing)	800-582-6036
Abuse Hot Line	800-252-5400

PARENT INVOLVEMENT

Parents are welcome in our school to share in the excitement of their child's learning. We support an open door policy and welcome parents and involvement throughout the year. However, the overall emotional atmosphere is a high priority for all the children in the class. Parents may not disrupt the teacher's role, distract her focus on the class or children, interfere with her job of teaching, or contribute to an unsettled environment for the children. Opportunities to participate in the classroom increase with the child's age. The beginning of each year requires time to allow the children to settle into the new year, new friends, a new classroom and to build comfortable relationships.

Parents will receive a Time & Talent sheet as part of their Enrollment Packet to complete and return to the office. This communicates to us your interest areas for volunteering that allows you to share your interests and skills (7A.7). Also, as part of registration, the Parents Club (PC) welcomes nominations and support through various positions available on the PC Board. PC involvement is an on-going volunteer opportunity throughout the year.

Parents who indicate interest to volunteer in the school or substitute in classrooms under the supervision of the teaching staff, must be familiar with the policies and procedures of the school for health, safety and emergency procedures, be familiar with the guidance policy & child abuse policy along with regulatory requirements.

PARENTS CLUB

The Westminster Parents Club (PC) is a voluntary organization made up of parents of Westminster Presbyterian Preschool & Kindergarten. The Parents Club mission is to support the school through volunteer hours, vision setting and financial gifts. Fundraising activities have included ads in the annual Directory, the Auction/Parent Social Party, Spring Carnival and special events. The organization also strives to show support and appreciation to the teachers through gifts, luncheons, and special activities. Dues are paid in the spring for the upcoming school year. Dues and fundraising have contributed to the purchase of computer systems for teachers, Fine Arts activities, storytellers, puppet shows, playground enhancements and expansions, teacher equipment, curriculum materials, luncheons, music-art-library-Spanish curriculum, furniture, Professional Development conferences, and many other additions which enrich our program. The Parents Club welcomes you sharing your time and talents with the school. Each spring the PC extends an invitation to all families, current and incoming, to nominate oneself or another for the various positions on the PC Board. Parents can volunteer for carpool assistance, conference days, breakfast, staff lunches, classroom volunteers and other opportunities. Please contact the President who is listed in the school Directory. The program's advisory groups include families as members and active participants. Staff or other families in the program encourage and support family members in taking on leadership roles.

PARENT VOLUNTEERING

If a parent is volunteering in the school or visiting for any purpose, sign in at the office and put on a nametag. Form 2985 Affidavit for Application is completed by anyone wishing to volunteer at the school. Parents also sign a form that identifies they are familiar with the philosophy of the school, guidance procedures, child abuse awareness and our accreditation standards.

PHOTOS OF CHILDREN

Each year individual and class school pictures are taken and available for purchase to our families. In addition, photos are taken randomly for a child's portfolio, displays around the school, Classroom Connections, school newsletters or the website. A photo consent form to allow or disallow your child/ren's photos to be published is included in the enrollment packet.

POLICY AND PROCEDURE UPDATES

When WPPK adopts new policies or procedures, parents are informed through SchoolCues communication, Weekly Peek, weekly Classroom Connection, monthly school newsletter, Parents Club communication, in advance of registration for a new school year or email communication to ensure all families feel well informed several times. Paper communication can also be sent home via school totes.

POLICY ON ILLNESSES/COMMUNICABLE DISEASES/LICE

Any and all illnesses experienced after a child has been at school must be communicated to the school office within 24 hours of onset. The following is a list of school policies for illnesses:

Fever - exclude from school until fever has been absent for 24 hours without the use of fever-reducing medicines. Children with a fever of 100.0 degrees or greater will be sent home and expected not to return for at least 24 hours. Fevers are determined by use of a temporal thermometer.

Chicken Pox - exclude from school until child is fever free, crusts have formed, no additional care is required and there is no evidence of secondary infection.

Diarrhea – exclude from school until stools are normal.

Hand/Foot/Mouth – symptoms present 3-6 days after exposure. Fever, sore throat, runny nose, blisters appear at mouth, palms, soles of feet, bottom area lasting 1 week. Person-to-person contact transmission with respiratory droplet or fecal-oral contact. Exclude from school until all sores or fluid-filled blisters have dried; no open blisters or excessive drooling.

Impetigo – red pimples, fluid filled blisters, oozing rash with crusty yellow scabs. Exclude from school until treatment has begun and open lesions are gone. Doctor note or dated prescription required. Areas are covered while at school to prevent scratching and spreading.

Lice - If your child has a confirmed case of lice (with live bugs), please notify the school as soon as possible. It is the parents' responsibility to ensure that the affected child receives appropriate treatment and returns to school bug and nit free.

Pink Eye – conjunctivitis is an inflammation of the mucous membrane that lines eye and eyelids and is spread by direct contact with secretions. Exclude from school until 48 hours after treatment begins. Submit note from physician or prescription copy. There needs to be an absence of eye discharge to return to school.

Fifth's Disease (Parvovirus) – bright red patch/rash on cheeks. Lace-like pattern may appear on torso and extremities for 5-10 days. Long incubation period. Child is not contagious once rash is present. Exclude from school if fever is present.

Pinworm – perianal itching, worms are visible in stool. Eggs can live on animal fur, in sandbox, on clothes, toys. Hand hygiene is important. Spread by scratching area and eggs transferring from nails to objects touched. Exclude from school until 48 hours of treatment.

Ringworm – red scaly patch presents and grows in size. Scalp ringworm spread with shared hair products or accessories. Exclude from school until 48 hours of treatment. Must be covered while at school.

Strep Throat - exclude from school until fever free and 24 hours after medication treatment.

Molloscum – presents as raised pink shiny bumps or nodules with a dimple at center on skin. Spread by direct contact of the infected skin, sharing towels. May spread by scratching and touching other skin areas. Must be covered while at school.

Our goal is to be PROACTIVE in keeping children *and* staff healthy and to minimize continued exposure and transmission of childhood diseases. To protect the welfare of all children and staff, teachers may question the health of your child and will bring the concern to the attention of the Director. The Director will make the final decision as to whether your child will remain at school.

- Children should not be at school if illness requires additional care that is unreasonable for staff to provide.
- Children should not be at school if illness has significant risk and is contagious.
- Practice good hand hygiene by washing hands often with soap and water, especially after coughing or sneezing. Turn off running water with a paper towel.
- Cover mouth and nose with a tissue when coughing or sneezing. If you don't have a tissue, cough or sneeze into your elbow and not into your hands.
- Stay home if your child is sick for at least 24 hours after there is no fever present without the use of fever-reducing medicine.
- Encourage children to drink plenty of clear fluids to keep from becoming dehydrated. Do not give medicines containing aspirin to your child.
- Children who become ill at school are separated from other children and provided space, supervision and comfort while waiting for a parent to pick them up.
- Vaccinations for seasonal flu and H1N1 should be discussed with your health professional. Additional information can be located at www.flu.gov or contact the CDC 1-800-232-4636 or cdcinfo@cdc.gov

~~All of these illnesses mandate parents notifying the school upon diagnosis from the doctor so same class families can be notified. ~~

If your child will not be attending school for the day or any extended period of time due to illness, please notify the school office so we can alert our families if needed. Children need to be kept at home if diagnosed with a contagious disease, have had fever, sore throat, earache, vomiting, and diarrhea in the past 24 hours or cannot fully participate in the program due to illness. Any child who has colored nasal discharge or persistent nasal discharge will be asked to be kept home.

~All children must be fever and rash free before returning to school.

~A doctor's note releasing the child to return to school may be required when the child has had a contagious illness.

~All children should be able to participate fully in all school activities without limitations or restrictions unless there are special circumstances.

~ WPPK does not implement scheduled health checks on children in attendance but reserves the right to implement temperature checks throughout the day if a child's health status is in question or concern during the school day.

PROFESSIONAL REFERRALS AND RESOURCES

When staff might have any concerns, the concern is shared and communicated to families in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps, and information about resources for assessment (7B.03). If at any time a child may need a thorough assessment for Occupational Therapy (OT), Physical Therapy (PT), Sensory Integration (SI), Speech/Language evaluation, emotional behaviors, social or any developmental concern or delay, the school has many connections for resources for professional consultants in specialized areas. We can facilitate the process for parents to contact community professionals for screenings, developmental assessments, diagnostic evaluations, motor development, social-emotional concerns, sensory integration therapy or academic support; but families initiate contact and make personal decisions about services.

Westminster partners with families to support language or cultural needs. At any time, a parent/family needs accommodation with language or other services, the school will make every reasonable attempt to meet this need.

A current professional reference and resource binder is available to offer sources of support (language, developmental needs, parenting, counseling, sensory integration, intervention, diagnostic assessment, etc.). The school does not advocate for any one provider but can offer varied resources for families.

RECORDS REQUESTS / TEACHER EVALUATIONS

As a family considers private school options beyond Westminster, the teachers welcome the opportunity to complete the requested teacher recommendations for the following school year. The following policy must be followed to ensure timeliness for the process:

- All records requests (paper or electronic) are delivered directly to the Director.
- All Teacher Recommendation requests (paper or electronic) are delivered to the classroom teacher.
- Parent must sign the release form to allow the teacher to complete the form.
- WPPK will not release or share information without written parental consent.
- There is a 1-week completion time provided to each teacher to forward the application to the requested school. Often a teacher will receive multiple requests in one week to complete. Teachers devote significant time to accurately and appropriately represent each child.
- *If a parent requests the form to be completed sooner than 1 week, there is a \$30.00 fee assessed per application to complete if the teacher can consider this expedited time.*
- All teacher recommendation forms are mailed directly school to school to ensure confidentiality.
- All financial matters must be in current standing with Westminster in order to forward the teacher recommendation.
- The school provides each family a total of 3 complimentary evaluations and/or recommendations. Beyond the three provided, there is a \$30.00 fee per recommendation / evaluation requested by the family. This includes school applications, psychological evaluations, speech/language evaluations, or other evaluations needed for professional services. When a teacher receives a bundle of evaluations to be completed for an outside referral or assessment, each evaluation is counted as one referral. Beyond 3, there is a \$30.00 fee. There is a \$45.00 fee for non-currently enrolled former children/families as well as referrals requested after the school year has finished; May – first day of the new school year.

REGISTRATION POLICY

Current families will complete their Placement Preference Form in December for the following school year. From these requests, teacher recommendations, and other pertinent information, the Director reviews and makes placement decisions for classes for the following school year. Often, all our first choices from parents cannot be met. Second and third placement options are offered when this occurs. Parents then receive a Confirmation Letter to notify them of their child's class.

Additional note for Kindergarten: The Kindergarten class is limited to 16 spaces. If the number of requested placements for Kindergarten were to exceed the available number of spaces, there is a policy in place in which to determine the initial 16 placements. The remaining children are placed on a wait list.

In January, parents secure their registration by submitting the completed Registration Form and Enrollment Agreement. All enrolling families are provided, read, sign and must return an Enrollment Agreement form as part of the enrollment packet of required forms. This agreement communicates financial commitment, obligation and expectation on the part of both the enrolling family and WPPK. *It is a binding agreement.* We will not consider a child enrolled until the signed Enrollment Agreement and signed and completed Registration Form have been received in the school office. Other required documents include:

- Health History – Child Information Sheet – Confidentiality Sheet

The Registration fee is posted on the parent's SchoolCues account upon receipt of the Registration Form and Enrollment Agreement. All financial matters must be current in order to register for the following school year. *A child is considered enrolled in the program once this formal application process has been made and signed forms are received.* Registration fees are not prorated or refunded and are not transferrable.

Tuition is paid in the following timeline: 50% on February 1 and the remaining 50% paid on March 1 .

Written notice must be given to the school by the parents if withdrawal procedures are necessary at any time. *Any existing enrollment openings for that age level are filled first before an attempt to fill a withdrawal can occur.* Notification from a family to withdraw is dated and ranked in order of receipt. Withdraw openings are filled in order of dated notification to the school for all age levels.

If Registration fees have been paid for the upcoming school year but a family's account does not remain current in financial standing for the duration of the school year, the placement(s) for the following school year could be canceled.

The financial obligation to pay for the full academic year tuition is unconditional and assumed at the time of registration. At the time of registration, no portion of any fees, paid or outstanding, will be canceled or refunded thereafter. No portion of the tuition shall be refunded for a student who is dismissed for disciplinary reasons, for absences, or if dismissed by Westminster Presbyterian Preschool & Kindergarten for reasons determined and communicated by the school. Each student's place is independent and no tuition can be transferred from one student to another. Under any payment option, all balances are due in full upon withdrawal or dismissal. Parent/Guardian agrees and accepts the obligation to pay the full tuition and fees for the student for the entire academic year, regardless of whether the student is absent, withdrawn, dismissed or otherwise ceases to attend the school for all or a portion of the academic year. Because the School makes financial commitments based on anticipated enrollment, the retention of sums paid and the requirement to pay sums outstanding, if any, shall be deemed liquidated damages, it being impractical to fix actual damages resulting from a student's withdrawal.

In the event a family needs to withdraw from the school for the upcoming school year prior to April 1 of the current school year *and* a written notice is given to the Director prior to April 1 of the current school year, the financial obligation for the upcoming school year will be terminated once the placement of another student is made to secure the enrollment, subject to the school's placement policy. *No withdrawals are accepted after April 1* and the family is responsible for the full tuition of the upcoming school year. If another family does not secure the enrollment space by May 1 of that year, the school will not attempt to secure enrollment with another family.

SCHOOLCUES

SchoolCues is our school management system used to streamline the process of registration, annual enrollment, billing and payments, as well as send school-wide communication. Each family creates an account to log into and securely and privately manage individual child and family information. All forms are updated and uploaded annually for families to access. Parent Alert is added to our SchoolCues system for immediate communication with families for emergency and non-emergency situations.

SAFETY POLICIES AND PROCEDURES

Policy on Biting – We want all children to be safe while at school. The policy for biting deals with the age and stage of development of the child. Although considered a “developmental normal phase” for toddlers age 12 – 24 months, it is unacceptable behavior for children age three and older. Biting can feel stressful and scary. There are no quick solutions to resolve the behavior. Biting is dealt with immediately after the occurrence by removing the child who bites from the vicinity of the bitten child. A short clear message is communicated. The child who is bitten receives comfort and appropriate first aid and parents are notified. Westminster discusses with the parents measures we will take to address the behavior. Under no circumstances should a child who bites be bitten in return. This conveys messages that it is OK to hurt someone. Excessive punishment can often set the behavior in a child. Our goal is to prevent reoccurrence and recognize the causes. We observe the child to check for environmental factors/triggers for the behavior. A written report is provided to the parents of the children involved to document the occurrence. The name of the biting child or the child who is bitten is not communicated. We approach each situation individually and make every effort to extinguish the behavior. If the pattern of behavior were to continue and several options to eliminate the action have not proven successful, the child will be removed from the program as a last resort until further determination can be made that the child is emotionally and behaviorally ready to return. Ultimately, the Director determines if the child's enrollment will be postponed until the following school year.

Clean/Sanitize - Anytime a classroom material/toy/item has been in contact with any bodily secretion (nose, mouth) the item must be removed from the classroom and placed in a container away from the children for non-use until the item is sterilized. The teachers clean/sanitize all surfaces children come in contact with in the classroom and clean table surfaces upon arrival each morning every day. Additionally, all used classroom areas are sanitized daily based on use.

Emergency Relocation Policy - In an emergency situation where children needed to be relocated to our established relocation site at Wesley Prep (9200 Inwood Rd. - intersection of NW Highway and Inwood Rd.), families are notified via Parent Alert text and email as to the timing and procedure for safely getting each child. Parents should not come to the school until notified to do so through an

alert system. If authorities have issued a warning or alert, children will not be released until authorities lift the warning or alert.

Environmental Health -

- No-Smoking - Westminster is a smoke free environment.
- Supervision – all children are supervised at all times and never out of sight and/or sound of the adults who are responsible for them.
- Allergies / Peanuts - It is important to inform the school of any known allergies your child may have and to provide the school office with instruction in identifying symptoms and responding as recommended by your child's physician. Although not a peanut-free school, we are "allergy aware" for all allergy needs. Parents are required to complete a medical emergency form if medication is kept at school to control any allergic reaction (Benadryl or epi pen). All food allergies are posted in each classroom discreetly. When needed, a classroom will be identified as an "allergy aware" classroom.
- Sunscreen - Given the time constraint of one teacher applying sunscreen to 8 – 16 children thoroughly before going outside daily, it is the responsibility of the parent to apply sunscreen to the child before coming to school. The school will not apply nor keep sunscreen at school. Given that most products are effective with approximately 30 minutes of application time before exposure; this should be more effective if applied before coming to school. It is recommended that sunscreens be SPF 15 or higher and protect against UVA and UVB rays. Parents acknowledge this policy by signing a consent form that is kept in each child's file in the office.
- Insect Repellent - As with sunscreen, parents have the responsibility to apply insect repellent to the child before coming to school if they so desire. The school will not take the responsibility to thoroughly apply spray or cream or keep any on hand at the school. A repellent that contains 10-30% of DEET is considered effective and safe for child use. Parents acknowledge this policy by signing a consent form that is kept in each child's file in the office.
- Hand Sanitizer - The school does not permit children to use hand sanitizer as a means of cleansing hands. If soap & water are not readily available, an adult may use sanitizer until inside with access to soap and warm water to cleanse hands.
- Dress for outdoor physical activity - Children play outside daily; weather permitting (implies conditions do not pose any concern for health or safety for children) and we request that all children come to school dressed to play indoors and outside. WPPK maintains extra clothes on hand (jackets, sweaters, clothing to layer) if needed. Children who are not dressed accordingly for colder temperatures will need to sit and wait in the office and not be allowed to go outside with their class. In hotter temperatures, we monitor the outside temperature, the air pollution level and the ozone level to determine whether classes will play outside. Heat index of 90 – 95: 15 minutes in the sun, then up to 15 minutes in the shade. Heat index of 95 – 100: 5 minutes in the sun, then up to 25 minutes of shade play. Temperatures of 100 degrees and above, only shade play for 15 minutes. Water is always available and with children outdoors. Red or purple air-quality alert days, heat advisory days or heavy rain dictate indoor days. Each child takes a personal water bottle outside and teachers monitor children's intake of water while outside and once children return to the building. If temperatures are non-conducive for children to promote physical activity outdoors, the Movement Room supports large motor development and sustained physical activity for all ages. Hallways can also support large motor games of balance, coordination and large motor benchmarks. Physical activity plans and experiences support moderate and vigorous levels of engagement. Children are engaged daily in outdoor activities (child-selected and teacher-organized) for approximately 25 – 30 minutes. Kindergarten and 4's classes provide two outdoor times on longer days (until 2:00).
- Pest Management – the school and church contract with a pest control company to make monthly inspections of the school (indoors and outdoors) and to monitor needs. We use a

natural, non-toxic environmentally friendly garlic spray and granules to treat mosquito's outdoors. All treatments are scheduled and done when children are not present in the school.

- Open Carry Law 84th Session effective January 1, 2016. Per our Licensing standards, 746.3707: Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
(b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

Monthly Fire Drills / Severe Weather Drills / Safety Drills - Every month the children practice exiting the building safely and timely for fire drills. Primary and alternate routes are practiced. Severe weather drills are practiced four times a year. Safety drills are also practiced every other month. Evacuation routes for any drill are posted in all rooms and areas where children engage.

Missing Child – The safety of the children is our highest priority. All staff are oriented and trained in the policy of the school in regard to every child's safety and security at all times. The school has a policy in place to address this issue. Parents are notified along with State Licensing and possibly the police.

Natural Disaster – With the safety of the children our highest priority, based on the situation at hand, the school would make the decision to either stay on site or relocate to our evacuation location. Parents are notified immediately once the decision is made.

School Closing Policy - If a school closing is mandated by weather, families are notified through a Parent Alert text message in the morning by 7:00 a.m. If the school needed to close once children are in the building, a Parent Alert text notification would also be implemented. In most circumstances if HPISD is closed, WPPK will also close.

Security Threat/Lockdown Procedures – At any time if the safety of the children is challenged, the staff is trained to handle the situation with calm while protecting the children at all times. If a lockdown code was initiated, teachers lock themselves and children in their own individual area where they are unseen and quiet until all security concerns are cleared and a code word releases all. We use the language "safety practice" to not alarm any child. Parents are notified via a Parent Alert text/email if this procedure is ever necessary.

Utility Failure – In the event of a utility failure (such as loss of power, water, or heat), families will be contacted and an adjusted dismissal time may be implemented to ensure student safety.

SCHOLARSHIPS

In our ongoing commitment to support families, we offer a limited number of need-based scholarships. To make the application process as clear and efficient as possible, we have partnered with BeneFAQ, a trusted financial aid verification service owned by SchoolRIGHT, LLC. For families who wish to apply for a scholarship, an application through BeneFAQ must be submitted. Please contact the office for more information.

SCHOOL CALENDAR

Westminster follows HPISD annual calendar as closely as possible in regard to holidays or school closings. However, we are not obligated to provide the same number of school days as elementary schools and have more flexibility in the development of our calendar. The annual calendar is determined each spring and is published on the website and in the school directory. The annual school year typically runs from late August / early September until the 3rd week of May.

SCHOOLCUES

All financial transactions are processed through the online electronic SchoolCues school management system. No checks are processed. Parents create an account when they first enroll their child(ren) at WPPK and update their personal account each year as part of the registration process. Payments to SchoolCues can be made by ACH or credit card. The office is available to offer assistance with initial set-up.

SCHOOL EVENTS

Westminster plans events for families to come together to socialize as a "school" family. Many of these events contribute financially to the school and others are intended to just have fun:

Popsicles in the Park – This event in April or May allows for new families to meet and greet current school families and Parents Club members to build connections over the summer.

New Family Welcome – This family event is scheduled before the start of school to allow new families to connect with returning families. Parents Club determines date and location.

Visitation Day - This is the day prior to the beginning of school to allow for each child and the parents to meet teachers and visit the classroom as well as see friends. Our goal is to spark excitement and help children feel eager and confident about returning for their first day of school. This brief visit supports positive connections with classmates and teachers, introduces a sense of belonging to a class community, and helps build responsive, caring relationships.

Fall Orientations – Each September, our Older 2s, 3s, 4s, and Kindergarten teams host an orientation for families (during a regular school morning) to walk you through the year ahead. During this time, we share what to expect at your child's age level, how the year builds on previous experiences, and review goals, assessments, conferences, fine arts programming, and any curriculum updates designed to support your child's growth. Parents are expected to attend.

Class Picnics - Look for individual class time in the fall semester. This informal gathering allows for families to meet each other, visit and enjoy a casual time together with the class teacher and assistant.

Halloween Program – This fun, sing-a-long is for 4's & K classes to share with families.

Spring Carnival - This family event consists of a meal with games, crafts & activities for children. Sponsored by the Parents Club, this is a fun family gathering and is open to the community. Activities also partner with WPC.

Auction/Social Event - This is our largest fund raiser of the year hosted by the Parents Club. This event is an off site, night event for adults to enjoy dinner with Silent Auction and Live Auction items.

Christmas Giving Project - This involves the children and families of Westminster in assisting other families in need in December. Different recipients are chosen annually. We align this program with our Social Responsibility value of giving to others in our community.

Donuts with Dads - In February/March, all of our dads are invited to come to school for a special morning of donuts and photo buttons. This event is for children in 3's - Kindergarten classes.

Muffins with Moms - Moms are invited to come to school in May for a special Mother's Day celebration. This event is for children in 3's - Kindergarten classes.

End of Year Celebration Day - On the last day of school, families join in for an outdoor picnic with entertainment for the entire school.

SCHOOL ENROLLMENT PLACEMENT POLICY

As we develop the classes for each year, there are many issues to consider, keeping in mind that a balanced class impacts the success of the school year for all. Classes are balanced by birthdays, developmental readiness, academic strengths and areas for growth, new children and returning children, special needs of children, gender, and social needs. At any time an opening occurs, these same variables are implemented into the decision process. The teacher from the previous year also adds any feedback she may have. Once the classes are configured, changes can occur in our enrollment that requires restructuring classes from the original design. Each placement is given careful and individual consideration for the achievement of the overall class. Once the process is complete, there is no ability to move among classes. If a family releases an enrollment, the same variables are taken into consideration for that class in selecting a child to fill the withdrawal to ensure the best class dynamics and cohesiveness and success for all children enrolled in the class. Children do not change classes once the year begins.

WPPK offers an open enrollment policy understanding child development is unique and individualized. We strive to support families and children with inclusive accommodations based on need. Reasonable accommodations are considered and attempted to be offered within the program. This could include offering support service time within the school day, a shadow accompanying a child, lesson plans with modifications, adaptive equipment that can support a child or other shared concerns that can be considered to meet a developmental need.

SECURITY / BUILDING SAFETY

Maintaining a safe and secure learning environment for our staff, children and families is a high priority at Westminster. Our goal is to be proactive with building security to prevent an incident from occurring. The following information outlines our commitment to safety and security for all:

- ✓ An armed security officer is on site from 8:30 – 2:30 on school days.
- ✓ All visitors must sign in at the school office and wear a Visitor Badge while in the building. This identifies exactly who is in the building and for what purpose.
- ✓ All families must sign in at the school office if arriving after the completion of carpool and carpool doors are closed or leaving early before noon or end-of-day carpool begins.
- ✓ All points of entry are locked at all times.
- ✓ Security cameras are mounted and record all activity in designated areas of activity/entry.
- ✓ During operation times of a regular school day, a secure entry system is in place. The security camera verifies identity for clearance and visitors can only enter after being granted entrance by school staff that remotely unlock the door. Cameras allow staff to verify each visitor's reason for being at the school. If an individual is not cleared, the security officer or an office staff will walk to the door to address the individual.
- ✓ Employees have electronic keycard access and wear WPPK Staff photo identification badges at all times while in the building to enter and move throughout the building areas.

WPPK and the Preschool Committee regularly review the security plan and policies to ensure that they are up to date and are in line with best practices. Additionally, staff is trained to respond to situations

that could occur. If a safety-related incident were to occur that required parent notification, WPPK would immediately contact parents with Parent Alert text/email messages. Parents need to be certain emails and cell phone contacts are kept current and accurate.

SNACKS / LUNCH

Snack and Lunch times afford the opportunity to address and practice manners, build social skills, develop listening and conversation skills, strengthen fine motor skills through the use of utensils and opening containers, etc. We support independence and self-help skills for all ages of children.

Snack will be served daily for all Toddlers. 2's - Kindergarten children will be served snack daily except on days designated as fresh snack day for that class when a parent provides the snack. Parents will contribute to fresh snack choices 2 times per week for all five-day classes. Health and nutrition are considered at all times along with any food allergies noted in a class. We feel part of our job is educating children about healthy and nutritious choices in food with emphasis on reducing sugar, fat, and calories. Staff checks for expiration date on any served fresh or packaged snacks. (5.B.4) Staff washes fresh fruit and vegetables before serving. (5.B.8). Parents are asked NOT to send a separate snack for the child UNLESS there is a food allergy to consider. Children eat school provided snacks together family style. Per state licensing regulations, if the parents want to provide a different snack for their child, WPPK must have written approval from (A) a physician or health-care professional with prescriptive authority if the diet relates to a disability that restricts the child's diet; or (B) a health-care professional or a registered or licensed dietician if the diet does not relate to a disability that restricts the child's diet.

Each child brings a water bottle to school. All drinking containers sent to school for a child are labeled with the child's name so there is no sharing or cross-over.

The school provides monthly snack menus that are posted on the Parent Communication Board and in each classroom. Selections are made based on health, nutrition, accessibility and availability, serving sizes, ages of children, etc. Examples of healthy snack choices are cheese, crackers, apples, strawberries, mangos, bananas, guacamole, bagels and cream cheese, yogurt, and nan bread and hummus.

Please avoid processed/packaged foods.

*****no donuts may be brought for fresh snack*****

*****Please be aware of any food allergies in the class*****

Staff do not offer children younger than four years these foods: whole grapes, hot dogs cut in rounds, nuts, seeds, peanuts, hard candy, dried fruit, marshmallows, spoonful of peanut butter, chunks of raw carrots, meat larger than can be swallowed whole, popcorn or any foods that could contribute to choking or create difficulty in swallowing. Staff cut foods into pieces no larger than ¼-inch square for infants and ½-inch square for toddler/ twos, according to each child's chewing and swallowing capability.

Our Accreditation encourages nutritious lunches for children. We do not plan or serve meals. Any portion of an uneaten meal will be sent home to inform the parent as to the intake of the meal that day. No food sent to school is warmed by oven or microwave – in any style of packaging (e.g., plastic containers, plastic wrap, Styrofoam, etc.). (5.B.9)

Children staying for Extended Day classes need to bring a nutritious lunch on that day. Water is served with lunch. We do not have refrigeration or heating available for snacks or lunches so some food items will need to be sent with a cold pack to keep food items cold and safe for eating later in the day. All food sent from home must be labeled with the child's name.

Kindergarten brings healthy lunches on Tuesday – Friday and 4's on Tuesday & Thursday. Please pack lunch items in containers that allow for independence by the child.

Due to their age, all classes in the Toddler program bring a lunch to be eaten while at school with peers.

Bottles sent to school are used for water only for children enrolled in the Toddler program. We do not have the ability to store or refrigerate milk or breast milk for a toddler. If milk is sent in a drinking container, it should be packed with cold packs to keep milk chilled and safe.

If a parent prefers to breastfeed her child, a private and comfortable place with adult-size seating is available in the Parlor or Library (746.501.24).

SOCIAL RESPONSIBILITY PROJECTS – 4'S & K CLASSES

Projects for the 4s and Kindergarten classes are designed as hands-on, child-to-child experiences that introduce the importance of giving back to others and to the community. Through these opportunities, children begin to learn that everyone—regardless of age—has something meaningful to offer.

These experiences help foster compassion, empathy, and a sense of responsibility toward the community and the environment, while also providing opportunities for families to partner with the school and church in service.

Past projects have included preparing sandwiches for Austin Street Shelter, hosting a toy drive at Christmas for children at The Family Place, creating birthday boxes for Captain Hope, assembling care packages for deployed service members, participating in The Birthday Project and Pennies for Peace, making Valentine cards for memory care residents, hosting school supply and peanut butter drives, creating birthday cards for veterans, and participating in environmental service projects.

Each year, selected service learning activities and partner organizations are shared with families during Fall Previews. Families are also welcome to suggest community resources or service opportunities that may provide meaningful experiences for WPPK children.

THINGS TO BRING / THINGS TO LEAVE AT HOME

The school canvas tote is the required school bag to be brought daily. Please do not bring dolls, toys, games, play weapons, candy, or make-up to school. We ask your assistance in having these items left in the car. Please limit bag charms that can be attached to the tote to 2. If an item is questionable, verify with the teacher or office first.

Each teacher has her individual plan and schedule for "Show & Share". Please check with her. Parents in Toddler Program - parents will bring their own diapers daily.

Parents sign a permission slip for the school to use Balmex for diapering when needed. Parents may indicate on the permission slip that they will provide their own diaper cream if necessary.

Pacifiers – only children in the Toddler program may bring pacifiers to school along with lovies.

TUITION

Tuition payments are paid in a single or 2-pay schedule through SchoolCues. Tuition is paid in the following timeline: 50% on February 1 and the remaining 50% paid on March 1. Payments are considered late if not paid through SchoolCues on the stated date. A late fee of \$100.00 per family will be assessed for late tuition payments. Parents are required to pay the annual tuition along with any additional fees unless the parents initiate formal written withdrawal and another child has secured the space. If tuition or other fees are not received or kept current, the Preschool Committee will make the decision as to the resolution of the situation. Westminster at its option may drop the student from enrollment and deny admissions for the duration of the school year. No child may register for or begin the following year with delinquent fees.

Financial information of any account is only provided to the individual whose name appears on the account and who issues payment to Westminster.

WATER ACTIVITIES

Water table activities provide children with opportunities for sensory exploration, fine motor development, and cooperative play. These experiences support early learning concepts such as pouring, measuring, and observing how water moves. Water table play is always supervised by a teacher, and children are guided in using materials appropriately. Water and materials are maintained regularly to ensure a clean and safe play environment.

If consent is not granted for your child(ren) to participate in water table play activities, written notice must be submitted to the Director.

Addendum September 2023 – Rights of Parents

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 child-care facility has the right to:

- enter and examine the child-care facility during the facility's hours of operation without advance notice (FH pg. 18);
- (2) file a complaint against the child-care facility (FH pg. 13);
- (3) review the child-care facility's publicly accessible records;
- (4) review the child-care facility's written records concerning the parent's or guardian's child (FH pg. 7);
- (5) receive from the child-care facility the commission's inspection reports for the child-care facility and information about how to access the child-care facility's compliance history online (FH pg. 17; annual report is posted on PARENT COMMUNICATION BOARD) ;
- (6) 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;
- (7) be provided the contact information for the division responsible for regulating the child-care facility, including the division's name, address, and phone number (FH pg. 17, posted in 2 areas of office);
- (8) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that (WPPK does not have any camera in classroom areas):
 - (A) video recordings of the alleged incident are available;
 - (B) 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
 - (C) the parent or guardian of any other child captured in the video recording receives notice from the facility under Subsection (c);
- (9) obtain a copy of the child-care facility's policies and procedures (FH);
- (10) review, on the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility; and
- (11) be free from any retaliatory action by the child-care facility for exercising any of the parent's or guardian's rights.

Added by Acts 2023, 88th Leg., R.S., Ch. 1158 (S.B. [1098](#)), Sec. 2, eff. September 1, 2023.

Right to Amend and Revise Policies

The policies and guidelines outlined in this handbook are intended to serve as a general reference for staff members. WPPK regularly reviews these guidelines and reserves the right to modify, amend, supplement, or rescind the policies, procedures, and benefits in this handbook at its sole discretion, at any time, with or without prior notice. We will make every effort to communicate significant updates to staff in a timely manner.

Non-Discrimination Policy

Westminster Presbyterian Preschool & Kindergarten does not discriminate against children on the basis of race, color, national origin, sex, gender, or ethnicity in its admission process or with regard to the rights, privileges, programs, and activities available to children at the school.