



Pflugerville Community Church Preschool

1214 E. Pfennig Lane
Pflugerville, Texas 78660
(512) 731-9275
Laurie Mazoch, Director

Show me your ways, Lord,
teach me your paths.
Guide me in your truth and teach me,
for you are God my Savior,
and my hope is in you all day long.
Psalm 25:4-5

2021-2022 Parent Handbook

Welcome

We are delighted you have chosen Pflugerville Community Church Preschool. Perhaps one of the most important decisions parents make is the selection of their children's school. A positive experience in the early childhood sets the tone for the school years to follow. There are many factors to consider such as school philosophy, appropriate curriculum and staff qualifications, as well as practical matters such as convenience and schedule. But above all, the needs of the individual child must be considered.

Our goal at Pflugerville Community Church Preschool is to meet each child's social, intellectual, emotional, physical and spiritual needs in an atmosphere that is loving and caring.

We strive to encourage your child's positive self-esteem and individuality, while fostering respect for others and the world around him.

Our classrooms are designed with children in mind. Research shows that children need to follow their natural dispositions. They need to explore, wonder, question, create and do. The developmentally appropriate curriculum at PCC Preschool is based on the principle that children construct knowledge from actual experiences in the environment.

Philosophy

Pflugerville Community Church Preschool believes that each child should be recognized as an individual and be encouraged to reach his or her full potential. Our goal is to provide your child with an atmosphere that will promote emotional, intellectual, social and physical growth.

All children are unique. PCC Preschool will use developmentally appropriate guidance to insure your child's safe and healthy path through each stage of his/her development.

PCC Preschool activities will include bible education, music, stories, plays, class projects, cooking, science, math and games to stimulate learning, as well as structured indoor and outdoor activities.

PCC Preschool will provide opportunities to develop self confidence, social interaction, and self expression in a setting that encourages faith and understanding of God's world.

Curriculum*

Pflugerville Community Church Preschool's curriculum is based on the belief that children learn through play. PCC Preschool offers a quality curriculum that engages children in thinking, reasoning and communicating with others and is supplemented with Handwriting Without Tears, CATCH PE, Scholastic Early Childhood Program, and the TEA Texas Prekindergarten Guidelines. Children respond to the challenges and acquire important life skills through centers which lead to the important growth of their intellectual and social development. This is fundamental to their future academic success.

Classrooms include learning centers, which vary somewhat for each age level. Examples of these centers include dramatic play, art, books, science, math, blocks and manipulatives. The teachers base their weekly plans on different themes or units. The units chosen are relevant, understandable, and suitable for the children's age level, and capable of leading to many activities and discussions.

Bible: Bible education is included in our curriculum and is planned to enhance the units or themes for that week. A short prayer is said at snack time and lunch with all the children. PCC Preschool encourages loving, caring relationships with others in a Christian environment.

Music: Children in all classes experience music daily. Emphasis is on enjoyment of music and movement. Children are exposed to instruments, rhythm, finger plays, singing, and music from other cultures.

Spanish: Children in all classes will receive an oral introduction to Spanish once a week. Our Spanish teacher will play games, sing songs and teach basic terms to enable children to experience a different but valuable language.

Chapel: Chapel time celebration is offered weekly. Chapel will focus on age appropriate Bible stories with songs and activities as well as an emphasis on values such as honesty, love, responsibility, kindness, accountability, cooperation, fairness and tolerance.

**Please see COVID19 attachment.*

Program Days and Hours of Operation

We provide classroom instruction to children 18 months thru 5 years. There are 2-day, 3-day, and 5-day programs available to meet the needs of each family. We have low student to teacher ratios to provide more individualized time for each child.

Pflugerville Community Church Preschool will experience music, Spanish, cooking/science lab, body movement and Bible stories at no additional cost. These activities are provided in addition to our weekly theme-based curriculum.

Program:

Monday/Wednesday/Friday

Tuesday/Thursday

Monday – Friday

9:00 am – 2:00 pm

- Early drop off is available at 8:00 am for an additional charge. Please call the preschool if interested.
- After care is offered until 4:30 pm for an additional charge. Contact Ms. Karen at 512.762.2170 if interested.
- Children are placed in appropriate classes based on their age on September 1st.
- The preschool is in operation from September through May following the Pflugerville ISD Elementary School calendar for vacation days and holidays.
- Pflugerville Community Church Preschool also offers summer camps.

Child/Staff Ratio:

2 yr. olds	8 children/ 1 teacher, 1 co-teacher
3 yr. olds	9 children/ 1 teacher or 12 children to 2 teachers
4 yr. olds (<i>Kindergarten Readiness</i>)	9 children/ 1 teacher or 15 children/ 2 teachers

*3 yr. olds and 4 yr. olds have shared co-teacher
 *3 yr. old should be potty trained or actively working on.

Enrollment and Registration Information

Admission Form: State Licensing’s Standards require that current children’s records be maintained in the preschool office. Enrollment forms must be provided before your child can be left at our facility. Information on the registration form must be kept up to date at all times. You are responsible for keeping this information up-to-date. Your email address is a vital part of this registration form as much of our communication is conducted by email.

Physician’s Statement: Licensing Standards required that each preschool child have a health statement. This form may be initially completed by a child’s parent but a statement from a physician must be provided within 12 months of enrollment. The statement from the parent requires information that the child has been examined within the past 12 months and list the name, address and phone number of the child’s physician.

Immunization Form: Texas child care regulations require a current record of your child’s immunizations be on file in the PCC Preschool office by the first day of school. Signature of personal physician, health care clinic, or stamp is required on the form. You will be notified if your child reaches the age of required immunizations during the school year. All immunizations must be up-to-date for the child’s age

Tuition and Registration Fees

Classes have a limited amount of space. Once classes have filled a waiting list will be started. If an opening becomes available, the spot will be offered to the first child on the waiting list. Please provide 30 days notice if withdrawing your child from our program.

Registration fee:	
Monday – Friday	\$80
Monday/Wednesday/Friday	\$70
Tuesday/Thursday	\$50

Registration fees and snack and supply are due at the time of enrollment and are non-refundable. If the child leaves at any time and wishes to reenroll they will need to pay another registration fee. The registration fee may not be transferred to another child.

Tuition fee per month:

Monday – Friday	\$445
Monday/Wednesday/Friday	\$270
Tuesday/Thursday	\$220

Tuition is figured on a yearly basis and therefore the amount is not flexible with long or short months. Tuition is not prorated due to absences or holidays. Staffing and other operational expenses are arranged on the basis of fixed enrollment levels and must be met on continuing basis. Refunds or reductions in tuition are not available for the time a child is absent. Tuition checks are deposited at noon on Fridays. Credit card payment is available, the family will be responsible for the 3% fee.

Full tuition is due on the first-class day of the month. A late fee goes into effect after the 5th of the month. Checks should be made payable to Pflugerville Community Church Preschool.

Late fees: A \$20.00 late fee per child is incurred if tuition is not paid by the 5th of the month. If there is a reason your payment will be late please let the director know as soon as possible.

Early (8 am) Drop Off Fee:

Monday – Friday	\$40
Monday/Wednesday/Friday	\$30
Tuesday/Thursday	\$20

Extended hour fees are per month and morning only.

Late pick up charges: A late fee will be charged when picking up after 2:10 pm. The preschool clocks will be used to determine lateness:

Late fees are as follows: 10 minutes \$10, 15 minutes \$20, and *\$1.00 for each additional minute.*

Returned check charge: There is a \$25.00 fee charged for all returned checks.

Arrivals and Release Policy*

Children must be brought into and picked up from their classroom by an adult and left only when a Pflugerville Community Church Preschool staff member is present. Parents are required by state law to sign their child in and out daily on the classroom clipboard as well as add the time dropped off and picked up.

Permission of the parent must be given for the release of a child to anyone other than the parent. Authorized persons must be listed on the admission form. Teachers will be given a copy of the authorized list of people who may pick up a child. If they are not listed, prior arrangements must be made and proper I.D. (driver’s license) presented in order to obtain the release of the child.

PCC Preschool has an open-door policy. Parents and visitors are welcome in the building at any time. Visitor’s must “check-in” at the office and will tour with the director. To help achieve the goal of allowing your child to become independent and well adjusted, we recommend the following practices with the children ages two and older:

- If possible, children should be walked in, not carried.
- Present your child to the teacher upon arrival.
- Good-byes should be sweet and brief with reassurance about the planned pick-up time.
- Parents should encourage children to make friends with teachers and children.

- On the way to the Center, parents should talk to children about the wonderful things they will do at the preschool.
- On the way home, parents should talk with their child about what activities they did at preschool that day.

**Please see COVID19 attachment.*

Supply and Snack Fee

Pflugerville Community Church Preschool charges an annual snack and supply fee.

Monday – Friday	\$80
Monday/Wednesday/Friday	\$70
Tuesday/Thursday	\$50

Half of the snack and supply fee is due September and the other half due January.

Snacks will be provided during the mornings. A snack calendar will be posted in your child’s classroom. Some snacks will be made by the children. Cooking and tasting of different food is an important aspect of our curriculum. School supplies will be provided by the preschool. This fee also covers picture processing for end of the year gifts. The two year old class is responsible for their own wipes if needed. One container per child is required. The snack and supply fee are nonrefundable.

Lunches

Pflugerville Community Church Preschool is committed to good nutrition as an integral part of the early childhood experience. Children benefit physically as well as mentally when they are taught good nutrition. **ALL CHILDREN NEED TO BRING A NUTRITIOUS, BALANCED LUNCH FROM HOME EACH DAY.** Please pack lunches that do not require refrigeration or the microwave. Label all lunchboxes, containers and thermoses with child’s first name and last initial. Please limit the use of sweets. Please do not send lunches in glass containers.

Please make sure your child’s teacher and director is aware of your child’s allergies upon enrolling (nuts, latex, fire ants, etc.). Peanut products are allowed in a classroom unless a student presents with an EpiPen. A peanut allergy will deem the classroom a “Peanut free zone”. We will not serve a child a food identified on the child’s food allergy alert plan. We do not use any nuts during our cooking class and we strongly discourage the sharing of food between students. This is true for all other food and life-threatening allergies. You will be made aware of these allergies for each classroom. Our staff is trained in CPR/First Aid, including the use of an EpiPen. Please make sure your teacher has one clearly labeled with your child’s name and that it is not expired.

The following foods are choking hazards in children, especially under the age of three:

Hot dogs, grapes, nuts, candy, raw carrots, corn, peas, peanut butter

Cut food into smalls, bite size pieces.

A supply of fresh drinking water will be available to children throughout the day. Your child will be asked to bring a labeled sippy cup or water bottle to be taken outside during play times. Designated water breaks will be taken while outside.

Any parent wishing to breastfeed their child during hours of operation will be able to utilize a comfortable, private area in the facility where a comfortable adult sized chair will be provided. Your child will be offered breast milk if that is what you provide.

Potty Training

Children entering the three-year-old program need to be potty trained. Any extenuating circumstances should be discussed with the director. For young children, being potty trained is a significant step toward independence, self-reliance, and personal responsibility. Achieving this developmental milestone can be an important indicator of readiness for preschool. Mastery of potty training enables the child and teacher to spend time fully engaged in the learning activities of the day. Realizing that control of body functions is a developmental process, it is

important to watch for signs of readiness, and use that window of opportunity for training. Signs of readiness include:

- being able to walk and take clothing on and off;
- understanding what is expected,
- interpreting body signals,
- expressing needs in words or gestures;
- showing an interest in toileting
- indicating discomfort when wet or soiled.

Emergency and Safety Plans

Emergency Release: In the event an emergency affects a child, every attempt will be made to contact their parent or guardian. Should an emergency occur, and a parent cannot be reached an emergency release form for each child, signed by their parent, is kept on file. This release states that a doctor may administer any necessary treatment should an emergency occur.

The following safety precautions have been established to help ensure the safety of children and staff:

- Emergency evacuation drills are held regularly without notice.
- Parents present should participate in the drill.
- Emergency exit plans are posted in every classroom.
- The daily record of children's arrival and departures is used as an attendance checklist during safety drills.
- All classroom staff is trained in First Aid and CPR.

Our facility has an emergency preparedness plan. We follow all state guidelines for monthly fire drills, severe weather drills, sheltering in place, lock down and emergency evacuations. In event of a threat to our safety or natural disaster, our first choice will be to shelter in place. Parents will be contacted by phone and kept informed until it is safe to evacuate the building. If an evacuation is necessary, we will relocate all students to Pfennig Lane Vet Clinic until all students are safely reunited with a parent or legal guardian (listed on the student's admission form).

Pfennig Lane Vet Clinic, 1106 Pfennig Lane, Pflugerville, Texas 78660

All staff has received instruction regarding the handling of any emergency and responsibilities have been delegated to ensure the safety of the children. You may review our emergency preparedness plan in the director's office.

Health Policy*

Your child's health is a matter of great importance to us. Precautions are taken to safeguard the health of every child and staff member including refusing to admit sick children into the school and isolating children who become sick while at school.

Please keep your child at home is he or she is:

- giving evidence of a cold (green drainage, runny nose, coughing, sneezing, watery eyes)
- has an oral temperature of 101 degrees or higher or an ear temperature above 100 (must be fever free 24 hrs. without acetaminophen or ibuprophen before returning to school.)
- has an upset stomach (vomiting or diarrhea) within the last 24 hrs.
- reddened eyes with discharge or crusted eyelids
- rashes of any form (small pinpoint or large blisters)
- has head lice

If your child has the following illnesses, they should stay home for the recommended time:

- ***Ear infections: after 2 doses of antibiotics***
- ***Strep throat: after 2 doses of antibiotics***

- *Chicken Pox: until pox are dried and scabbed*
- *Pink Eye: after 36 hours of treatment*
- *Impetigo: after 48 hours of antibiotics and all sores are closed*

If your child becomes ill during school hours, you will be notified immediately, and your child will be brought to the office where he/she will be supervised until you arrive. If you cannot be reached, we will notify the person you have designated on your admission form as the person to contact.

If your child for any reason is not able to play outside, please keep him/her at home.

If your child has an illness diagnosed by the doctor as contagious, notify the school immediately so that other parents can be alerted to the fact that their child may have been exposed.

If your child experiences a minor injury at school, the teacher will treat the wound and send home an explanatory note. In case of a more severe injury, any head trauma, or if the child becomes sick, first aid will be administered, and every effort will be made to reach parents. In major medical situations, 911 emergency services will be called first.

The following procedure will be followed.

1. Call 911
2. Give appropriate first aid/CPR
3. Notify child's physician
4. Contact parents
5. Continue to supervise all children

**Please see COVID19 attachment.*

Recess Policy

The American Academy of Pediatrics believes that recess is a crucial and necessary component of a child's development. Recess promotes opportunities for physical exercise and social development.

Children are expected to come to school prepared to participate in outdoor recess. When winter weather conditions exist, it is essential that children have the proper clothing such as a warm coat, hat and/or mittens/gloves for healthy and safe outdoor play.

The outside temperature including wind chill helps to determine cold weather safety. When the outside temperature/wind chill is below 40 degrees Fahrenheit, recess will be held indoors.

If your child for any reason is not able to play outside, please keep him/her at home.

Medication Policy

PCC Preschool will not administer medication except for allergic conditions. If your child has a severe allergy that requires medication, you will be required to complete a medication form. Medications will be stored in a secure location out of children's reach. We will always notify you if we administer the medication. If your child needs sunscreen or insect repellent, it is your responsibility to provide and put on your child before school.

Allergy Policy

The church is a shared space with many people. For this reason, we cannot guarantee the absence of specific allergens. The staff will make reasonable accommodations if your child has an allergy. If your child has an allergy, please have an allergy form and plan filled out and signed by your doctor. We make every effort to avoid the product in our snacks and watch for them in lunches of their classmates. We do accept daily storage of an Epi-pen or inhaler as well as antihistamines for diagnosed food allergies. In the event of allergic reaction to contact with a food, we will follow the child's action plan and then proceed to the Epi-pen. Each child with a

diagnosed food allergy has specific plans to follow for their medication. These plans are given to us and signed by the child's physician. We will keep and store all necessary medication for that child in his/her classroom.

Employee Vaccination Policy

The Department of Family and Protective Services recommends "Each employee receive vaccines for the vaccine-preventable diseases". (42.04305) Pflugerville Community Church Preschool recommends a flu shot for all healthy, able employees.

Tuberculin Requirements

The Travis County and Cities Health Department does not require TB testing for licensed preschools at this time.

Vision and Hearing Screening

The Texas Department of Health requires screening of all children 4 & 5 years of age for hearing and vision problems. This screening must be done within 120 days of the child's fourth birthday or 120 days of enrollment at age four. This should be done by a health professional at your child's well check. *School age children are screened regularly by school personnel.

Abuse & Neglect of Children

Our facility takes very seriously any suspicions of abuse or neglect including the sexual abuse of children. State law requires that all employees receive at least one hour of training addressing prevention techniques and recognition of signs of abuse and/or neglect. We are also mandated by law to report any suspected form of abuse or neglect. Employees have been trained to recognize, document and report to center director any signs or suspicion

Insect Repellent/Sunscreen

If you would like to have your child wear sunscreen or bug repellent during outdoor playtime, we ask that you apply the sunscreen or bug repellent to your child prior to them coming to school each day.

Gang Free Zone

Pflugerville Community Church preschool is a gang-free zone. We adhere to all Texas Penal Code that no gang activity will occur within 100 feet of our center. We have notice of this posted on the display board.

Parent Visits*

Pflugerville Community Church Preschool has an open-door policy. Parents are welcome at any time but please take in consideration class schedules and how the disruption will affect your child.

**Please see COVID19 attachment.*

Miscellaneous

What to bring:

- Play clothes. Please do not dress your child in their Sunday best. Children are encouraged to wear play clothes in order to comfortably participate in the many activities indoors and outdoors. Please keep in mind that some of our activities are messy and may stain clothes.
- Rubber-soled shoes with laces or Velcro. Sandals and boots can be slippery on the playscape.
- Small blanket, pillow or nap mat for nap time (except pre-k class). Security items are welcome, but please keep to a reasonable size.
- Change of clothes that fit and are seasonable appropriate.
- Nutritious lunch and drink in a lunchbox with your child's name on it.
- For two-year olds please bring sufficient diapers and wipes for your child in their backpack each day.
- Water bottle labeled with child's name first name and last initial.

What *not* to bring:

Toys of any kind unless requested by a teacher. Specifically, no weapons of any kind.

No gum, candy, balloons, candles, or party favors as for these may prove to be an unsafe hazard to children.

Celebrations and Birthdays

Parties will be scheduled for all the major holidays. Classes will hold special events throughout the year. Teachers will post a sign-up sheet with each opportunity for special requests. Parents are encouraged to volunteer for and participate in these celebrations. If your child would like to bring a birthday snack, please contact your child's teacher in advance so they can plan accordingly. We ask that if your child has a food allergy and cannot participate in eating food brought in during special day celebrations that you provide something special for them. We can store the items at the school if you would like to have it available for your child but ask that you label it accordingly.

Christmas Program and Graduation

Both evenings are a full facility event with every child in our preschool participating. Many families like to reserve seating in the Sanctuary for these very special programs. In consideration of everyone who would like to attend these events, please only reserve no more than 4 seats per family. Additional family members are welcome to sit throughout the Sanctuary, but this allows special seating access for everyone.

- Seats may only be reserved on the day of the event.

Dress Code

Children will go outside daily, weather permitting, and so dress your child appropriately. Tennis shoes with socks are recommended and encouraged. Children are also encouraged to wear play clothes. Many activities are messy, and clothes may be stained.

Transportation

Pflugerville Community Church preschool does not provide transportation.

Field Trips

Field trips are not taken at Pflugerville Community Church Preschool. The preschool will have fun days such as: dinosaur dig, transportation parade, bike day and community helper visits, such as Firefighter/Police Officer, Veterinarian etc.

Animals

Our teachers may have small animals in their classrooms to enhance learning experiences. They will be maintained in a sanitary manner and children's safety will be considered.

Water Activities

Pflugerville community Church Preschool will notify parents in writing of any planned water activities involving their child.

Parent Communication

A parent communication bulletin board is in the classrooms. We also use a take-home folder for communication. Please check and empty this folder each preschool day to find important notices, teacher communication and your child's work. A newsletter will also be distributed monthly with upcoming information. Please inform your child's teacher of any changes in your child's daily routine, such as family illness, death, or separation that may affect your child's day at school. Calling the office to let us know if your child will not be in school is greatly appreciated. The classroom teacher will telephone if a child is absent 2 days.

Parent Conferences

Parents are invited to set up a conference time with the classroom teacher or with administrative staff at any time during the year. Preschool teachers will initiate parent conferences for every child in March or April. The teacher, parent, or administrative staff may set up other conferences as the need arises. Setting a specific time to talk to the teacher is much more rewarding for both parties than attempting to have a discussion as children and parents come and go or while the teacher's supervision is needed to guide the activities of the day. If you have concerns regarding any policies or procedures of this facility, you are encouraged to discuss them with the facility director.

Bad Weather Policy

For bad weather, we follow the Pflugerville ISD decision to cancel school. Please tune into the local TV or radio for local school closings. Bad weather days are not included in our calendar and will not be made up if a day is missed.

Discipline and Guidance Policy

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectation daily by speaking clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development. This is limited to not more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited.

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, nap, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L.

Biting/Hitting/Pinching Policy (EXPULSION/SUSPENSION POLICY)

Although biting is a developmentally appropriate behavior for many toddlers and young children, it can still lead to distress for the bitten child and their parents. We have a four-phased approach to biting to help alleviate this issue. This policy will also be used for pinching and hitting.

1. The first incident, parent will be notified immediately, and an incident report will be written up.
2. The second incident, the parent will be notified immediately and asked to come and pick their child up for the remainder of the day.
3. The third incident, the parent will be notified immediately, and their child will be suspended from attending school for one week.

4. The fourth incident, the director will consider the options of asking the parent to remove their child permanently from our program.

Fundraisers

Pflugerville Community Church Preschool is a ministry of Pflugerville Community Church. We rely on income from tuition, fees, and fundraising efforts. We appreciate and encourage your family's participation in any of the following ways:

T-Shirt Sales: The t-shirts with the Pflugerville Community Church logo are available for purchase throughout the year. Please look for our monthly Spirit Days when we encourage staff and students to wear their school shirts.

Book Orders: PCC Preschool receives bonus points from Scholastic book orders. These points are used to order books and other teaching supplies.

Photo Disclaimer

Pflugerville Community Church Preschool requests the right to photograph each student for use in our program only. Photos will be used for classroom décor, curriculum and scrapbooks. Photos may be used on our website if permission is given. *We will not share images with the public without parental notification and consent.* We are not liable for photos taken by parents at special events and then shared on social media sites.

State Licensing

Pflugerville Community Church Preschool is a licensed child-care facility. Therefore, all staff members follow the Minimum Standards Rules as outlined by the Texas Department of Family and Protective Services. A copy of the Minimum Standards for Child Care Centers will be available in the preschool office. The most recent Licensing inspection report will be posted at the facility. For any additional questions parents can contact DFPS by using the information below.

www.tdprs.state.tx.us

Child Care Licensing

14000 Summit Dr.

Austin, Texas 78728

(512) 834-3195

To report child abuse or neglect: 1-800-252-5400

Non-Discrimination

The Center does not discriminate. Children and staff of all races, nationalities, and religions are welcome. The Center respects cultural diversity. Pflugerville Community Church Preschool is an Equal Opportunity Employer.

COVID19 HANDBOOK ATTACHMENT

August 11, 2020

Dear Parents:

Our goal is to provide a welcoming school environment for your child. The following procedures, required by Texas Child Care Licensing, will allow us to do so safely each day. In addition, our classroom teacher/students ratios and some curriculum changes will further support safe social-distancing.

Each Morning:

Every day upon arrival, your child's temperature will need to be checked. Staff will also do a visual inspection for signs of illness and confirm that your child does not exhibit any sign of illness. A part of the sign-in document will have a line for your signature verifying that your child does not have the following symptoms: temperature of 100.4 or above, shortness of breath, sore throat, a cough, or diarrhea. Before entering the building, your child will be given hand sanitizer to clean their hands.

Arrival/Departure:

We have modified our drop off and pick-up procedures. Children will be dropped off and picked up outside as parents are not allowed inside the facility unless an emergency. Staff will greet the children outside, provide them with hand sanitizer, and take them to their classroom. Staff will also dismiss children outside. Please designate a parent to provide all drop-off and pick-up. In addition, it is suggested that older people such as grandparents and those with underlying medical conditions should not participate in drop-off and pick-up.

What to bring:

Parents will need to bring a backpack with the following included: lunch, water bottle and several change of clothes each day. Please label all items with your child's name.

Health:

- As always, please keep your child home if they are sick.
- Staff will wear face masks when mandated by local and/or federal government.
- Staff and children will wash hands often throughout the day with soap and water or hand sanitizer if soap and water are not easily accessible. We will also intensify our cleaning and disinfecting procedures with rigorous daily sanitizing of toys, games, and frequented surfaces.
- In an implementation of social distancing strategies, the children will be participating in the same group each day as well as with the same staff. If a child becomes ill during the day, we will isolate the child in a classroom with a staff member until they are picked up. If a staff member becomes ill during the day, she will immediately be sent home. We will be transparent of any information to our families as needed.
- If a child has been exposed to someone with a confirmed case of COVID-19, that child can not come to school for 14 days (including weekends.)

If your child has been around someone who has internationally traveled within 14 days, please let me know so we can follow recommended guidelines.

Curriculum changes:

In order to adhere to social-distance recommendations, our weekly Chapel and Spanish lessons will be provided to the classroom teachers. We will not be able to provide cooking lessons until restrictions have been lifted.

Please know we have your family's best interest at heart.

We are looking forward to a new school year with your child.



2021-2022

Pflugerville Community Church Preschool Parent Handbook

Please return this completed page to preschool and keep handbook for your records.

Child's Name _____

I hereby grant permission for my child's picture to be shared on our social media and website.

Parent Signature

Date

I have read and agree to the Discipline and Guidance Policy.

Signature

Date

My signature verifies that I have read the Pflugerville Community Church 2020-2021 Parent Handbook and kept a copy for future reference.

Signature

Date

Please check one: parent employee/caregiver household member of child-care home

Changes to the Parent Handbook

At its discretion, the Center may change any policy contained in this handbook. Parents will be notified in writing and through email of the changes made.