

# sprouts

PRESCHOOL



GROWING  
CHILDREN  
WHO LOVE  
GOD  
LOVE PEOPLE  
& LOVE  
LEARNING

PARENT  
STUDENT  
HANDBOOK

# Parent/Student Handbook

## 2024-2025

<b>Days &amp; hours of operation:</b>	Mondays-Thursdays 9:00-2:00 September-May
<b>Address:</b>	5733 N. Custer Road McKinney, Texas 75071
<b>Phone:</b>	972.529.2945
<b>Website:</b>	<a href="http://www.sproutspreschool.org">www.sproutspreschool.org</a>
<b>Director:</b>	Ashten Dorris <a href="mailto:ashten@sproutspreschool.org">ashten@sproutspreschool.org</a>
<b>Assistant Director:</b>	Mary Wells <a href="mailto:mary@sproutspreschool.org">mary@sproutspreschool.org</a>

### Rhea's Mill Baptist Church

<b>Services:</b>	Sunday Bible Study - 9:30am Sunday Worship - 11:00am
<b>Address:</b>	5733 N. Custer Road McKinney, Texas 75071
<b>Phone:</b>	972.562.2947
<b>Website:</b>	<a href="http://www.rheasmill.org">www.rheasmill.org</a>

# Welcome to Sprouts

## **Our Mission**

Sprouts is committed to growing children who love God, love people, and love learning. We value a safe and nurturing environment, a Bible-based curriculum, creative hands-on learning, character building, Kindergarten readiness, social, emotional and physical development, and age-appropriate activities.

## **Our Program**

Our program philosophy is based on the premise that children learn about the world around them through active play. Learning takes place as young children touch, manipulate, and experiment with their environment and interact with people. The emphasis is on the experience of the children rather than the results from those experiences.

Our goal is to help your children develop spiritually, mentally, emotionally and socially. To reach this goal, we have chosen the Phase Foundations and First Look Weekday curriculums. These curriculums promote “hands on” learning experiences and emphasize total development. Your child will be taught through learning centers including art, blocks, books, listening, home living, music, science, writing and puzzles. Daily emphasis of hands-on learning activities appropriate for each age group will teach Bible stories, verses, and truths. Other supplementary texts will be used to enrich this material.

In addition to Phase Foundations and First Look Weekday, our TK program uses The Creative Curriculum. The Creative Curriculum emphasizes numbers, letters, shapes, colors, phonetic sounds, language development, and writing. While attending our Pre-K and TK classes, your child will be preparing for conventional Kindergarten both socially and academically.

All classrooms will have a scheduled snack, lunch, rest, indoor/outdoor activity time and daily chapel class.

Our staff consists of well-trained Christian educators who care about young children and who communicate care through love and individual attention. All staff members are CPR/First Aide certified, FBI fingerprinted/background-checked and attend 24 hours of continuing education classes yearly. WE are not able to honor parents’ requests for specific teachers, but strongly believe our entire staff is highly qualified. Students are placed in classrooms based on their age on September 1st, of that year. Children learn best when they are placed in a classroom with children their age.

Sprouts Resource Room is fully stocked with a variety of toys. We ask for students to refrain from bringing toys from home, unless a teacher specifically requests it for an assignment. Also, students should not bring in any technology (cell phones, smart watches, iPads, etc.), Sprouts Preschool is not responsible for the loss or replacement of any toy or device brought from home.

Parent policies will be updated annually, usually during summer break. In the event, a policy needs to be revised during a school year, parents will be notified by email. Our Parent Policies can be viewed online anytime at [www.sproutspreschool.org](http://www.sproutspreschool.org).

### **Bible**

Bible memory is an important part of Sprouts. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.” Knowledge of the Bible is one of the greatest assets anyone can have in addition to the moral and spiritual values that result from memorizing Scripture. Character development is the most important work of a school. No other training affords greater opportunities for laying the foundation for Christian character.

### **Notice of Nondiscriminatory Policy**

Sprouts admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Sprouts does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, or other school-administered programs.

### **Open Door Policy**

Sprouts observes an Open Door Policy for the parents of students currently enrolled in the Preschool. Parents are welcome to observe the classroom, pick up their child, or speak with the Director at any time during the school day. If a parent desires to speak with a teacher concerning their child, we ask that an appointment be made with the teacher after school to avoid disrupting the class during regular school hours. Appointments can be made with the teacher by calling or emailing the office or the teacher directly.

### **Admissions/Enrollment**

We accept children ages 6 months through 2 years old for our Mother’s Day Out programs. Potty trained children, 3 and 4 years old by September 1, can register for our Preschool program. Children who are 5 years old by September 1, may enroll in our Transitional Kindergarten program. All children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted as our capabilities

allow.

Enrollment forms may be found on the Sprouts website at [www.sproutspreschool.org](http://www.sproutspreschool.org). FOR RETURNING STUDENTS: All information needed to register will be sent out via email prior to enrollment. Completed enrollment forms and a **NON-REFUNDABLE Registration Fee** are required for enrollment. **Updated shot records must be submitted in ProCare.** Once registration is complete, a confirmation phone call will be made. **SIBLINGS OF RETURNING STUDENTS:** In order to register a new child, you will complete the registration forms through the link sent out prior to enrollment. Once registration has been completed, a confirmation phone call will be made. **NEW STUDENTS:** Begin the registration process by applying online. Once you've applied online, you will receive a confirmation phone call. **Failure to return completed documents will result in a delay in your child's first day of attendance at school.**

Registration for the following school year takes place at the end of January for current students and their siblings. Returning students have priority for registration, if completed by the deadline. Open registration for new students begins early February. When classes are full, applicants are placed on a waiting list. Current students and siblings are placed on a waiting list. Waiting list priority is given on a first come, first served basis.

### Financial Policies

<b>Registration Fee</b>	\$25.00
<b>Supply Fee</b>	\$225 (2 days) \$275 (3 days) \$325 (4 days)
<b>Monthly Tuition</b>	\$275 (2 days) \$350 (3 days) \$425 (4 days) \$450 (Transitional Kindergarten)

**Registration fees are non-refundable and are due at the time of enrollment.** Annual tuition has been divided into nine equal payments to be paid out during the school year. Tuition rates will not be prorated for holidays or other absences.

Tuition is due on the 1st of each month from from September 1st through May 1st. Our primary method of payment is Tuition Express, an automatic payment system which deducts payment from your checking account or credit card. Any payments returned to us unpaid will be assessed a charge of \$10.00.

If payment is not made by the 5th of the month, there will be a late fee applied. Late fees begin at \$5 on the 5th and increase by \$1 per day until payment is made. If your tuition is

going to be late, notify the Director. Please be informed you **will not** be receiving a monthly statement. Statements for paid tuition are available at [myprocare.com](http://myprocare.com).

**Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illnesses, holidays, inclement weather days, vacations, etc. The Director must approve any exceptions. Should the preschool, or an individual classroom, need to close for any reason, tuition will not be refunded or reduced for closures of less than a two week period. If the closure extends beyond two weeks, tuition drafts will cease until Sprouts Preschool resumes. Sprouts Preschool reserves the right to prorate the child's account upon return or refund the prorated tuition. The two week grace period is non-refundable. Refunds will not be made for absences.**

If, by chance, Sprouts Preschool, or your child's class, is shut down, parents will be responsible for tuition for up to a two-week period per each occurrence to maintain your child's enrollment. Parents would not be financially responsible for tuition if school closes beyond a two-week period. Registration fees are non-refundable.

Parents who choose to keep their child at home until they are comfortable sending their child to school, are required to pay their monthly tuition to maintain enrollment.

### **Calendar**

Sprouts Preschool is open Monday-Thursday from September 4, 2024 through May 15, 2025, excluding school holidays and inclement weather days. Our program will follow the Prosper Independent School District calendar for holiday closings or delays. If Prosper is delayed two hours, Sprouts Preschool is closed. If PISD is closed, Sprouts Preschool is closed. Please follow the news stations for Prosper ISD information. We will update our Facebook page and teachers will update parents by using their ProCare communication app. A detailed school calendar is posted on our website. Sprouts Preschool is a private facility and not required to provide inclement weather makeup days.

Sometimes the weather becomes hazardous during the school day. If Prosper ISD, Celina ISD, or the Sprouts Director declares an early release due to weather, parents will be telephoned and asked to pick up their children. If a parent cannot be reached, the person listed on the Emergency Consent Form will be contacted. Children will be supervised at all times by Sprouts staff until all children are picked up.

## **Attendance**

**Sign in/Sign out Procedure:** Sprouts Preschool uses ProCare Connect to track attendance. When a parent registered a child, both parents will receive an invitation to download the ProCare app. The invitation will be sent out the email address we have on file for the parents. **Each parent receives a unique code, so parents cannot share a ProCare email invite.** Once a parent has downloaded the ProCare app, they may scan their child in or out of school using our daily QR code. **PARENTS SHOULD NOT share their ProCare code, nor should they allow someone else to use their cell phone to sign their cell phone to sign their child in or out.**

**The use of the ProCare app is limited to parents or legal guardians.** Authorized pick up persons must request an individual PIN code to use on our Sprouts Preschool kiosks located in each classroom.

When dropping off a child in the mornings, you must scan the daily QR code and sign the screen to properly sign in. The ProCare app records the date, arrival time and signature of the person dropping off. When picking up your child, you must scan the QR code and sign out. The sign in/out process is mandated by the State of Texas for licensing purposes.

**Notification of Absence:** Please call the school at 972-529-2945, or text us using the ProCare app, before 9:00 a.m. if your child is going to be absent. When leaving a message, please state the reason for their absence. Refunds will not be made for absences.

## **Arrival/Departure**

**Arrival:** Sprouts Preschool is open from 9:00 a.m. to 2:00 p.m., Monday through Thursday. Drop off is between 9:00 and 9:15. Everyone must enter and exit through the Main Entrance at the front of the building. For the safety and security of the children, all doors will be locked at 9:15 each morning. Between 9:00- 9:15, you may escort your child to his/her classroom. Please drop your child off in a prompt manner. Linger around the classroom often causes anxiety for the child.

Try your best to be on time for school. Should you arrive late, be sure to come to the main entrance and ring the doorbell. The front doors will be locked. Parents who are late may have to wait for a staff member to escort their child to class.

In order for a child to be dropped off at Sprouts Preschool, the child must be escorted into the building and signed in on the ProCare app. Dropping children off outside the building is not an option.

**Departure:** Picking up your child on time should be a priority. Pick up is 2:00-2:15 p.m. Doors will be unlocked for pick up beginning at 1:55 p.m. each afternoon for parents who would like to pick up a few minutes early. Children will be released only to parents for persons listed on the enrollment forms who have proper identifications. Persons other than a parent picking up a child must have a PIN code issued through ProCare.

We ask that if someone else will be picking up your child from school, please notify the teacher or director in writing in advance. Students will only be released to persons who are designated and authorized by the parents. Once clearance has been given by the director, a PIN number will be issued, indicating approval for release. A call to the parents will be made before Sprouts can release the student to the unauthorized person when there is no written notice in advance.

I understand that if a parent or authorized person appears to be impaired when picking up child(ren), Sprouts will take measures to ensure my child(ren) is/are transported from Sprouts safely. Sprouts will attempt to contact an alternative parent or authorized person to transport the child home. If those measures are not successful, Sprouts will contact RMBC on call Pastor and will notify law enforcement if necessary.

There is a \$15.00 late fee for any students picked up after 2:15 p.m. plus a \$1.00 per minute fee after 2:15 p.m. If you arrive to pick up after 2:15, your child will be waiting in the office and you may pay the late fee at this time. There are no exceptions.

**Picking up Early:** If you plan to pick up your child from school early, please notify teachers at drop off. Notifying the teachers in advance will allow teachers to have your child ready. For classrooms that nap, we try our best not to disturb the classes during naptime because it disturbs the children who are napping.

**Cell Phone Usage:** Proper communication between teacher and parent is a priority at Sprouts Preschool. In order to have optimum communication we ask **parents to refrain from using their cell phones during drop off and pick up, except when scanning in or out on the app.**

**Entering the Building:** Use the main entrance of the church to enter Sprouts Preschool. Do not use the doors on the north side of the building as these doors remain locked at all times for the safety and security of the children. The main doors on the west side of the building will remain locked from 9:15 a.m. until 1:55 p.m. each day to ensure the safety of our students. For parents who arrive late, you must come through the main doors and check in at the office.



## **Behavior Management**

We believe discipline and guidance should be loving, consistent and based on understanding individual needs and development. Young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings). While helping a child deal with these issues, we may need to provide one-on-one supervision. This supervision will be provided at the expense of the parent. If parents are unwilling to pay for one-on-one supervision, the child may not be allowed to remain at the preschool.

Sprouts Preschool maintains these rules of conduct for each classroom. To minimize inappropriate behavior, we use age appropriate lesson plans that provide a variety of hands-on activities, low teacher-child ratios, and positive guidance. However, any behavior considered inappropriate will first be redirected in a positive manner. If this fails and the behavior continues and could be harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be warranted. A “time-out” will be used if a child continues with the repeated inappropriate behavior and chooses to ignore the teacher’s directions. A time-out will last, in minutes, no longer than the child’s age (i.e. a 3 year old will be in time out three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on the premises. Please refer to Appendix 1 for a complete discipline and guidance policy. Sprouts Preschool reserves the right to dismiss a child, upon two weeks’ notice, for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

## **Withdrawal/Dismissal**

Following a two-week notice, parents may withdraw their child from our program at no penalty. Written notification must be provided to the director two weeks prior to the date of the withdrawal. If a two-week notice cannot be given, a half-month’s tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable. Sprouts Preschool will not prorate the remaining tuition due when a student unenrolls after April 1, 2025. Payment for the remaining annual tuition balance will be required. Sprouts Preschool reserves the right to dismiss a child, upon two weeks’ notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication

will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

### **Health and Medical Information**

A complete, accurate, and up-to-date Immunization Record along with a Health Statement from your health care professional must be provided to Sprouts Preschool. The Health Statement should state your child has been examined within the past year and is able to participate in the Sprouts Preschool program. These documents must be on file in the office by September 1st, 2024. Your child's start date will be delayed until we receive updated immunization records. No exceptions will be made to this rule. Immunization records must be kept current. IF your child is unable to receive an immunization, a notarized vaccine exemption form must be on file. The staff at Sprouts Preschool is encouraged but not required to have immunizations against flu, COVID, pertussis and chicken pox.

All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child. A copy of the Injury/Illness Report form is available in the office, and a parent's signature is required on this form.

The Department of Health and Human Services requires that each 4 and 5 year old have a hearing and vision screening. It is the parent's responsibility to have the child screened and submit the paperwork to Sprouts Preschool when registering.

Please notify the director upon registration if your child has a special need. Under certain circumstances, we may ask to observe your child. Should your child have a special need, Sprouts Preschool staff will try its best to accommodate. It is a priority for our staff to set all children up for success.

### **Response Time**

Responding to parent emails in a timely fashion is a priority for our staff. Sometimes, we get busy loving on the children during the day. Please allow up to 48 business hours for us to respond to emails. Keep in mind, Sprouts Preschool staff is not allowed to be on their phones while caring for your children.

### **Child Abuse**

The State of Texas is a mandatory reporting state with regards to abuse. All Sprouts Preschool personnel are required by law to report all suspected cases of child abuse or neglect and attend annual training. Any such abuse will not be tolerated by an employee

towards a child, parent or any other staff member. At Sprouts Preschool, our goal is to provide a safe, nurturing environment for children, and our staff has been trained to recognize the warning signs of abuse. IF you have concerns, please notify the director immediately or contact the Texas Department of Protective and Regulatory services at <https://www.dfps.state.tx.us> or the Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (972) 633-6600 (caccollincounty.org)

See Appendix 2 for Physical and Behavioral Indicators of Child Abuse.

### **Medication**

No medication will be administered to your child while at Sprouts Preschool. Some exceptions are given for emergency situations as in the case of an allergic reaction. In this situation, the parent will provide a detailed note of instruction to the school office. Caregivers may not apply powders, creams, ointments, or lotions without the parent's written permission. If the parent supplies these items, permission is implied and you do not need to give permission for each use. If your child is sick, they must remain home.

No medicine may be kept in your child's bag, lunch box, etc. **No medications are to be included in juice cups, bottles, etc.**

### **Illnesses**

Our facility is designed for well children. Children should not be at school if they cannot participate comfortably in all Sprouts Preschool activities, including outdoor play. Children should not be at school if the child's illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of other children in their care.

**Your child's health is important to us.** For the protection of your child, as well as others, **children must not be brought to Sprouts Preschool if they are ill.** Children should be kept home if any of the following symptoms/conditions exist or have existed in the past **24 hours**:

- Temperatures 100 degrees and higher
- Vomiting within 24 hours
- More than one episode of diarrhea or loose stool
- Any symptoms of usual childhood disease
- An unidentified rash
- Pink eye or Matted eyes
- Possible communicable disease
- Common cold, with excessive cough or nasal discharge (Green or yellow)

Sore throat  
Croup  
Any skin infections (boils, ringworm, impetigo, etc.)  
Suspected mononucleosis  
Exposure to someone with COVID  
Ear-ache/Ear infection that is causing pain/discomfort  
If your child has any communicable illnesses (i.e., virus, strep throat, chicken pox) he/she must remain home until he/she is no longer contagious.  
Lice

If your child develops a fever or any other symptoms while at Sprouts Preschool, you will be notified to pick up your child immediately. We reserve the right to notify parents if their child displays symptoms other than those listed above (headache, earache, etc.) and does not feel well enough to participate in classroom activities. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. A late fee will be assessed if the child is not picked up within an hour from notification of the onset of illness. Please notify the director if your child is ill with a communicable disease (i.e. chicken pox, lice, COVID, etc). Sprouts Preschool reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help Sprouts Preschool have a healthy environment for all children.

Sprouts Preschool reserves the right to temp check adults and children at any time.

Once we are notified a child or Sprouts Preschool employee has tested positive for COVID-19, we will immediately 1.) report the information to our local health authority. 2.) contact our Child Care Regulation Licensing Inspector, and 3.) notify all Sprouts Preschool parents. Based on the individual circumstances, local authorities will advise Sprouts Preschool on operational procedures. Child or employee confidentiality will be a priority.

See Appendix 2 for a list of possible communicable diseases.

### **Emergency Situations**

If a child at Sprouts Preschool has an emergency situation, a non-routine situation, or requires medical treatment by a health-care professional or hospitalization, we will notify the parent or guardian immediately, while ensuring the safety of the child. If the building is rendered unsafe due to severe weather or fire, we will ensure the safety of the children and notify parents as soon as possible. For children who receive head bumps (any bump above

the shoulders), teachers will complete an incident report and will contact parents promptly. When a child gets a minor cut, bruise, or bump teachers will notify parents using an **INCIDENT REPORT** at pick up. Parents will be asked to sign the Incident Report.

Please note that all injuries are documented. If your child is injured at school, you will be notified verbally and in writing. An Incident Report will be completed for all accidents no matter how small. Even if no mark is present, bruises or complications may appear later. If the accident soils the child's clothes, extra clothing from the child's backpack will be used. The soiled clothes will be bagged and sent home.

In the case of an injured student, the degree of injury will be evaluated by the Director. If necessary, the parents will be notified immediately. If the injury is serious enough to warrant emergency medical attention, the Director will call 911. It should be determined if the parents authorize that the student be transported to the hospital or if they would prefer to do so themselves, unless the Director determines that the life of the child is at stake. In that event, the child will be transported to the hospital listed in the child's file by ambulance, or if not indicated the local services will determine the closest and best location for the child which can include Centennial Hospital in Frisco, Baylor McKinney, Children's Plano, Baylor Frisco. The parents will be immediately contacted. Parents are financially responsible for the emergency services, including but not limited to ambulance and emergency room costs.

The Director **must be informed** if the child is taken to the hospital by parents because of an accident which occurred on school property during school hours.

### **Children with Special Needs**

If your child has been diagnosed with special needs, notify the Sprouts Preschool office. Once provided with the proper documentation, Sprouts Preschool staff will work alongside your healthcare provider/qualified professional who made the diagnosis to make accommodations as necessary. Sprouts Preschool staff will utilize any adaptive equipment deemed necessary by the professional. The equipment must be provided. With parental request and approval, Sprouts Preschool staff will ensure the child receives services needed while in our care. Teachers will integrate appropriate activities and adapt equipment as needed.

### **Food Allergies**

In recent years, we have seen an increasing number of food allergies. If your child has a known food allergy that has been diagnosed by a health-care professional, you must have a food allergy emergency plan in your child's file at the school. The food allergy emergency plan must be prepared by your child's health care provider and signed and dated by both

the healthcare provider and the parent. The food allergy plan must include:

1. A list of each food the child is allergic to
2. Possible symptoms if exposed to a food on the list
3. The steps to take if the child has an allergic reaction
4. Photo of the child

## **Nutrition**

**Parents must provide a nutritional snack** to be served to their child each day. Also, **parents must provide a nutritional lunch and a drink** to be served at lunch time. Pack your child's snack and lunch in different containers and label them accordingly.

If bringing snacks to share with the class, only store-bought and prepackaged food is permitted. The items must be sealed in the original container. Snacks may not have nonedible items on top (rings, magnets, etc.) Parents must notify teachers 24 hours in advance to give teachers time to post an allergy alert. A 24-hour notice is required for any "special" snack/lunch sent in from parents for students to share. This allows time for teachers to post an Allergy Alert outside the classroom door, which is a requirement of The Department of Health and Human Services. If a parent does not notify the teacher in time to post the 24 hour notice, the teacher may send the item home with the children at the end of the day or send the item back home with the parent who provided it.

According to state guidelines, a child's lunch should include something from each of the four basic food groups. All lunches must be ready to eat. **The only foods we will heat are bottles and baby food.** The Texas Department of Health and Human Services requires that water be offered during all snacks, meals and other physical activities. Therefore, every child needs to bring a spill proof water bottle labeled with their first and last name. **NO GLASS containers or glass water bottles.** Keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hot dogs, pineapple chunks, and hard candy. Please do not send soda or candy. Sugar and caffeine may cause undue hyperactivity before naptime. Teachers will not serve a child any foods that are identified on the child's food emergency plan. Sprouts Preschool is not responsible for the nutritional value of your child's lunch or for meeting your child's daily food needs.

Students will be encouraged to stay seated during their lunch period, speak with quiet voices, and dispose of all trash. Students are not allowed to share their lunches.

If a mother needs to breastfeed a child, there is a rocking chair in the infant classroom. Moms have the right to breastfeed or provide breast milk for their child while in Sprouts Preschool's care.

Before snack and lunch time, each class says a prayer. We strive to instill in children a love for God and a strong faith in his many blessings.

### **Safe Sleep for Infants (under 12 months):**

Infants not yet able to turn over on their own must be placed in a face-up sleeping position. If infants arrive in restrictive devices (car seat, stroller, etc.) awake or asleep, they must be removed from the device and handed to staff by the parent. Children 12 months and under must nap in a crib. There may not be anything in the crib with the child. Babies may not have loveys or blankets. Babies may have a pacifier, but the pacifier may not have a string or lovey attached. Sleep sacks are forbidden.

See Appendix 3 for the full Safe Sleep Policy.

### **Naptime**

All children in 2s and under classes are required to participate in naptime. Children are not required to fall asleep, but they are required to rest quietly while their classmates sleep. Be sure to provide a comfy nap mat and lovey for your child. We will work with your child to make every effort to help him/her become a successful napper. If your child has trouble napping at home, work with them in order to set them up for success. Practice using the nap mat at home. Talk to your child about lying quietly while others sleep. IF your child is unable to remain quiet during nap time, you may be asked to pick him/her up before naptime. **If you plan to pick your child up early from school, notify teachers at drop off.** Notifying teachers in advance will allow them to have your child ready to go. For classrooms with napping children, we try to best not disturb the room during naptime.

### **Toilet Training**

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Bring a supply of underwear, clearly labeled with your child's name, as well as multiple changes of clothing, socks, and shoes.

Children will not be forced to use the toilet at any time.

Keep in mind, all PreK students (ages 3-5) must be potty trained. This means your child **wears underwear, verbalizes the need to go in advance**, pulls down/up their underwear/pants **without assistance**, and wipes **independently**. Please dress your child in clothes he/she can manage independently. An elastic waistband is one example. Snaps and buttons are often too difficult for children to manage alone. Classrooms for older children are

not designed with changing tables and are not equipped for children who are not potty trained. Although we anticipate accidents, we expect children ages 3, 4 and 5 years of age to be potty trained.

If your child is enrolled in a 3-5 year old PreK or TK program and is not potty trained when school starts, we are happy to save your child a spot on the class roster until your child is fully potty trained. Tuition will still be due.

### **Personal Belongings**

Dress your child in comfortable clothes, remembering that children will experience messy activities at school. **Closed toed shoes are highly recommended for outdoor playground and gym activities.** All children need to bring a complete change of clothing, including shirt, pants, socks, underclothes and shoes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Make sure these items are clearly labeled and brought each day. If a child soils their clothing, they will be changed, and the soiled clothing will be sent home for washing. We go outside year round. Coats and mittens are a necessity during winter. Please dress your child in weather appropriate clothes.

Children in the 2 year old classes need to bring a nap mat, blanket and sleeping bag for rest time every day. Younger children need to bring a diaper bag stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed), baby spoon, and bottles needed for the day. All bottles need to be brought ready for feeding. Per the Texas Department of Family and Protective Services, all bottles need to be labeled with the child's full name. If bottles are not labeled, staff will use a permanent marker to label it.

For children who wear diapers or Pull-Ups, a supply of at least 3-4 diapers should be provided for the daily needs of the child. Diapers should be individually labeled with the child's name. Diaper rash ointment and lotion must be provided, if necessary, and labeled with the child's name.

Do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring a specific item. Special toys may be lost or broken. It is easier for your child to take turns, which is the groundwork for learning to share, with the toys we provide. The activities planned by your child's teacher support the overall theme of the day.

### **Emergency Preparedness Plan**

Your child's safety is our main priority. Fire drills are performed monthly. Tornado/Shelter-in-Place drills and Lockdown drills are performed every other month.



Emergency information is posted on each phone and emergency maps are posted in each classroom.

In an emergency, the first responsibility of the Sprouts Preschool staff is to move children to a designated safe area or alternate shelter. During natural disasters such as severe weather or tornadoes, students will evacuate to the interior bathrooms of the church. In the event it is necessary to evacuate the building, all Sprouts Preschool staff, volunteers and Rhea's Mill Baptist Church Staff will exit the building and meet in the West part of the parking lot. In the event of an emergency requiring lock-down of the school, children will remain in their classrooms. Doors will remain locked and lights will be turned off. Teachers will provide calm, quiet activities for the children until the lock-down is lifted.

The building is equipped with a smoke alarm. Fire Extinguishers are located in hallways. In the event of a Fire, teachers are to take their students to the West side of the parking lot and stand on the yellow parking lines. Should evacuation be necessary, teachers will take their sign-in sheets to make certain all children are accounted for. Teachers are responsible for bringing their clipboards, emergency numbers, and First Aid box.

In the event of severe weather or tornado warnings, the teacher will take her class sign-in sheet, and flash light to the main bathrooms located next to the gym or the fellowship hall. Children will be kept in the safe area until the all clear is given.

During a lockdown drill, students and teachers remain in the classroom with doors and windows locked. No one is allowed to exit the building and no one is allowed to enter the building. This includes parents. If you are already in the building, you will not be able to exit. if you are outside the building, you will not be allowed to enter. The building is in lockdown mode. Possible lockdown situations include intruders inside or outside the building, medical emergencies for staff and students, and other situations where it is necessary to "freeze" all students and staff simultaneously in the building. The teachers are to place children in a safe corner away from windows and doors. Teachers are to remain calm and try to keep children quiet.

If the threat requires the children to be removed from the property, all Sprouts Preschool students, staff, volunteers and Rhea's Mill Baptist Church Staff will go to Kroger located at 1250 N. Preston Rd. Prosper, TX 75078. Teachers will care for children in the parking lot of Kroger.

In the event of an emergency requiring evacuation we will take all children and staff to the Kroger parking lot, in Prosper. Each teacher will be responsible for bringing their first aid kit,

parent contact information and student rosters, which are located on their sign-in clipboards. These clipboards contain all phone numbers and emergency numbers of parents/guardians. Children will be taken in vehicles of staff members and a head count will be taken before leaving the building and upon arrival of Kroger. Staff will communicate by cell phone with local authorities in the event of an emergency and staff cell phones will be used to contact parents/guardians.

All students, staff and volunteers will exit under the direction of the Sprouts Preschool director and assistant director. All students will be accounted for by using the daily sign-in/sign-out devices. Teachers, assistants and Sprouts Preschool support staff will escort children at all times. Children who are under 24 months of age will be transported in evacuation cribs. Emergency contact information and medical treatment authorization forms will be transported by the Sprouts Preschool Directors. During an evacuation, parents will be notified via personal cell phones. Staff will verify the identity of those picking up children using our regular operating procedures (ProCare tablet, picture ID).

Communication with parents, licensing and authorities will be made by cell phones. Office staff and teachers will use personal cell phones to text and call parents. Sprouts Preschool staff will also update our Facebook page with information as appropriate.

The preschool classrooms have windows and remain reasonably light even when lights are off. Therefore, it is unlikely that school would need to be closed early. Each classroom is equipped with a flashlight. If, however, the decision is made to close early, parents will be called to pick up their child.

### **Gang-Free Zone**

Sprouts Preschool is a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalties under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### **Pet Free Zone**

Sprouts Preschool is a pet-free zone. Except for service animals, no animals are allowed on the premises. Refrain from bringing all pets and animals into the facility.

### **Water Procedures**

At Sprouts Preschool, water play could include sprinkler play, sensory table, and/or water bucket play.

**Sunscreen** and **insect repellent** will not be applied by Sprouts Preschool staff. If a parent would like their child to have the protection of these products, apply them before sending your child to school.

### **Outdoor Playground**

Keep in mind, we play on the outdoor playground regularly during both summer and winter months. Dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. **For the safety of the children, closed toed shoes are highly recommended for the outdoor playground areas.** Weather permitting, children are expected to go outside every day.

### **Physical Activity**

Sprouts Preschool strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time. Toddler and preschool children will participate in a minimum of 35 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.

We will promote all children's active play every day. Children have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in:

- active play outdoors when weather permits
- two or more structured or teacher-led activities or games that promote movement over the course of the day.
- continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom, the gym, or on the playground when weather permits. When practicing in physical activity, children's clothing should protect them

from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or gym during the scheduled outside time. Classroom teachers have activities planned in advance for “rainy days”.

Sprouts Preschool defines weather permitting as temperatures ranging between 32 degrees F and 100 degrees F. AS long as the wind chill index or outdoor temperature is 32 degrees F or above children will be allowed outside. When the heat index for outdoor temperature is 100 degrees F or below children will be allowed to go outside. Children will be allowed to take water bottles to help stay hydrated.

### **Birthdays and Other Celebrations**

Children love celebrating their birthdays. We want them to feel special at school as well, but please check with your child’s teacher before planning a birthday celebration at school. Teachers celebrate birthdays in a variety of ways, so just make sure to ask first.

If you are planning to bring a special snack for your child’s birthday, inform the teacher a minimum of one school day prior so she can make arrangements for snack time. Teachers can also make you aware of any allergies of the students in her care. The “food” you send in for your child’s birthday must be store bought and enclosed in the original container. Cupcakes/cookies may not have anything nonedible on top (ring, magnets, etc.).

Birthday parties are fun unless you are the only child not invited. Invitations may be passed out at Sprouts Preschool only if all students in the class are invited. Otherwise, mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. This personal information will only be shared after approval for the information to be shared has been given by the other families.

Sprouts Preschool will have class parties to observe Christmas, Valentine’s and Easter. Parents will be asked to sign up to bring party favors or snack items. Keep in mind that we are celebrating Jesus’ birth at Christmas and His resurrection at Easter. Therefore, we ask to keep Santa and Easter Bunny party items at a minimum. If you choose to bring fall or Halloween treats for classmates, refrain from using ghosts, goblins or other Halloween

characters. Out of respect for others, we ask parents to refrain from sending any items of a political nature.

### **Field Trips**

Sprouts will participate in one field trip to the pumpkin patch in the fall for the Pre4 classes. Parents will be informed of the details of the field trip in advance. All field trips will include a CPR/first-aid trained teacher, cell phone, first-aid kit, and emergency release information for each child. Parents will incur the cost of admission to the Pumpkin Patch for their child and themselves.

### **Lost and Found**

Lost and found items will be placed in a box in the Sprouts Office. Items not claimed within a reasonable amount of time will be thrown away or given to charity.

### **Newsletters**

Sprouts will provide a weekly newsletter to each family. This will be our way of communicating with you regarding special events, classroom news, concerns, and miscellaneous information. Please make it a priority to read these newsletters so you can be informed about the activities that concern you and your child at Sprouts.

### **Teacher Appreciation**

We like to praise our teachers for the work that they do. Sprouts would like to encourage you to please let us know if your child has informed you of something wonderful they have learned from their teacher or any praises you may have. Sprouts wants to recognize our teachers for a job well done.

Throughout each year we often have parents approach us about various staff's hobbies, favorite snacks, drinks, etc. If you would like such information, we have a Teachers Favorites questionnaire online on the Sprouts website.

### **Parental Involvement**

Involved parents help children see the importance of learning. All parents can help in some way. When volunteers are needed, the director will reach out to parents requesting volunteers. This is usually done through SignUp Genius. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give suggestions and feedback at any time.

We use Sprouts Preschool's Facebook page as our main way of updating parents on activities and events happening at Sprouts Preschool. Please follow us at <https://www.facebook.com/sproutspreschoolmckinneytx> for the latest notifications.

Feel free to visit our center anytime during our hours of operation.

All parents who wish to volunteer in the classroom during the year must have a criminal history check performed by the Sprouts Office.

### **Parent Concerns**

If at any time you feel the need to discuss any questions or concerns about our program, feel free to stop by the office or make an appointment with the director. Parents may review a copy of the minimum standards, the most recent licensing inspection report, or contact the local state licensing authority, The Department of Health and Human Services, at 550 E. 15th Street, Suite 120, Plano, TX 75074 or by phone at (800) 862-5252. The Texas Department of Health and Human Services hosts a child abuse hotline at 1-800-252-5400. The most recent inspection reports are posted on our bulletin board.

Should a parent have a conflict with another parent, please bring it to the attention of the director. She will be happy to handle the situation or mediate a meeting. Confronting another parent at Sprouts Preschool is not condoned.

### **Staff Disclaimer**

Sprouts Preschool does not encourage families to hire our staff to provide childcare outside of Sprouts Preschool hours. While we believe our staff is highly qualified and trained, any childcare services provided outside of Sprouts Preschool hours are not the responsibility of Sprouts Preschool and are at the discretion of the parent and another individual. As a parent, you are making a childcare decision for your child based on your personal criteria without regard to any experience at Sprouts Preschool and agree that Sprouts Preschool does not hold any liability for childcare needs fulfilled by any of our staff, current or former.

### **Church Doctrinal Statement**

I understand that the Sprouts Preschool is a ministry of Rhea's Mill Baptist Church and therefore conforms to the beliefs and statement of faith to which the church adheres. To review the full statement of faith, it can be found on the Sprouts website on the "Parent Handbook page, or a copy can be provided by the Sprouts Director upon request.

## **Appendix 1: Discipline and Guidance Policy**

Discipline must be:

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

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 expectations daily by using 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, which is limited to no 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, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time.

Sprouts Preschool will enforce class discipline by affirming positive behavior, keeping children aware of limits, and redirecting a child's interest. Refer to the Discipline/Guidance Policy above.

**ATTENTION:** Biting, disruptive, or destructive behavior will not be tolerated. Parents will be notified and asked to sign an acknowledgement form. After three occurrences, your child will be reevaluated for enrollment. Sprouts Preschool has the responsibility to protect the children in our care from harm as well as its property.

### **Biting/Hitting/Pushing Policy**

Sprouts Preschool policy on biting/hitting/pushing first and second offenses will be to get the

victim to confront the offender. After the victim (hurt child) has been calmed down, he/she goes with the help of the teacher to confront the offender (biter/hitter/pusher) to tell them how they felt and to not do it again. We feel it's very effective as no one (not even kids) like to be called on their behavior. We always tell the parents what has occurred and will send home an injury report. When a child continues to display behavior or discipline problems after the consultation mentioned in the above section, the director will call another conference. This will include the parents, teachers, and the directors of the preschool. A written plan will be implemented for use in the classroom. If after using the plan, the child is still disrupting the rest of the class, requiring individual teacher interaction or lack of participation in the program activities, the child will be released from the program.



## Appendix 2:

A list of communicable diseases is as follows:

Acquired Immune Deficiency Syndrome (AIDS)	Pesticide poisoning
Aids Related Complex	Pink Eye
Amebiasis	Plague
Animal bite only by potential rabid animal	Poliomyelitis
Anthrax	Psittacosis
Botulism	Rabies
Brucellosis	Relapsing Fever
Campylobacterosis	Ringworm
Chancroid	R. Rickettsia
COVID-19	Rubella including congenital
Dengue	Salmonellosis
Diphtheria	Scabies
Encephalitis	Schistosomiasis
Giardiasis (acute)	Shigellosis
Gonorrhea	Smallpox
Granuloma Inguinale	Syphilis
Hansen's Disease (leprosy)	Tetanus
Hemorrhagic Fevers	Toxoplasmosis acute
Hepatitis	Trichinosis
Human Immunodeficiency Virus	Tuberculosis
Legionnaires' Disease	Tularemia
Lymphogranuloma Venereum	Typhoid Fever
Measles (rubeola)	Typhus
Meningococcal Disease	Vibrio Cholera
Mumps	Yellow Fever
Paralytic shellfish poisoning	Malaria
Pertussis	Meningitis

### **Appendix 3: Safe Sleep Policy**

Sprouts Preschool will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

\*Always put infants to sleep on their backs unless parents provide an Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional.

\*Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets CPSC federal requirements for full-size cribs and for non-full size cribs.

\*For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding (blankets, quilts or comforters), pillows, stuffed toys/animals, soft objects, bumper pads, liners, or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens or clothing.

\*Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.

\*Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.

\*If an infant needs extra warmth, use sleep sacks provided by the parents may be used as an alternative to blankets.

\*Place only one infant in a crib to sleep.

\*Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.

\*If the infant falls asleep in a restrictive device other than acrip (bouncy chair, swing or arrives asleep in a car seat) move the infant to a crib immediately, unless an Infant Sleep Exception/Health Care Professional Recommendation is provided and signed by the infant's health-care professional.

\*Our child care program is smoke-free.

\*Actively observe sleeping infants by sight and sound.

\*If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.

\*Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.

\*Do not swaddle an infant for sleep or rest unless Infant Sleep Exception/Health Care Professional Recommendation is provided and signed by the infant's health care professional.

## **Appendix 4: Potty Training Policy**

In the Sprouts Preschool parent handbook, we state that our potty policy is that all students 3 years old and up must be potty trained.

Classrooms, other than our infants, toddlers and 2's classes, are not equipped with changing stations, gloves, liners, etc. that are required by state licensing to be used when changing diapers.

Additionally, the 3's classrooms, Pre-K and TK classrooms have more children than the 2's classrooms. With the increased number of children in the classroom, it is too difficult for the teacher to attend to a child who has had an accident in the potty as they would be leaving the other children unsupervised or need to call to have a second person in the room. We do have float staff, but there is not a second staff member in the classroom at all times.

While we do want to work with our families and students on potty training, to be in compliance with state regulations and in considering what is in the best interest of the classroom, we can not allow children who are not potty trained to stay in our 3's or older classrooms.

### **The following is Sprouts Preschool's procedure for potty accidents:**

- First Accident: Director or Assistant director will tend to the accident and inform parents.
- Second Accident: Director or Assistant director will tend to the accident and inform parents.
- Third and Recurring Accidents: The parent will be called to come up and change the child, and will be asked to review and sign off on the potty policy as stated above with the director and/or assistant director

\*\*In the instance of ongoing recurrent accidents, the Director reserves the right to ask that the child be kept home until potty training is successful. Tuition will still be due in full.

All of our staff members are parents themselves, and we do understand that potty training can be a lengthy process. Please be assured that our policy is not to exclude potential students, but rather to ensure that state regulations are being followed and all students in the classrooms are being well attended to and supervised.

We appreciate your understanding in this matter. If you have any questions please stop by the office, call or email.

## **Appendix 5: Separation Anxiety/Cry Policy**

At Sprouts Preschool, our goal is to make every child feel safe and loved. Occasionally, even if they feel safe and loved, they simply miss their parents or struggle being away from home. This usually requires individual teacher interaction, as much as we love and understand the importance of this, Sprouts Preschool is not staffed for that long term.

Sprouts Preschool looks at each situation and child individually and works closely with staff and parents to make this a great experience. When a child continues to display emotional or physical separation anxiety Sprouts Preschool will use the following action plan to help meet the needs of the child.

### **The following Sprouts Preschool's procedure for separation anxiety/cry policy:**

-First Incident: Lead Teacher will ask for the float or aide to come be with the other students, so Lead Teacher can help comfort and bond with the child.

-Second Incident: Lead teacher will leave other students with a float or aide and remove the child from the classroom to our Sprouts office or for a walk in the hallway to attempt to get the child to calm down.

-Third Incident: The parent will be called to come up and meet with the child's teacher and assistant director and director where an action plan will be put into place.

-Recurring Incidents: After the action plan has been put into place and the child is still having a difficult time for up to two weeks, the director holds the right to dismiss the child from our program.

All of our staff members do understand that children being separate from their parents can be very difficult and cause anxiety and big emotions. Please be assured that our policy is not to exclude potential students, but rather to ensure that state regulations are being followed and all students in the classrooms are being well attended to and supervised.

We appreciate your understanding in this matter. If you have any questions, please stop by the office, call or email.