



PARENT HANDBOOK

LICENSED BY TEXAS HEALTH AND HUMAN SERVICES COMMISSION

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Welcome to The Yellow School at Memorial Drive Presbyterian Church!

We hope that this handbook will be of help to you as we work together.

We are delighted to have your family join our community and look forward to partnering with you in your child's growth and learning. Our mission is to provide a safe, nurturing, and engaging environment where children can explore, discover, and thrive.

This Parent Handbook is designed to give you an overview of our school, including important information about daily routines, policies, and expectations. We encourage you to review it carefully and reach out to the Director with any questions. We are here to support both you and your child throughout your time at The Yellow School.

At the end of this handbook, you will find an Acknowledgment Form. Please sign and return it to the Director after reviewing the information. This confirms that you have received the handbook and understand the guidelines that help us create a consistent and positive experience for all families.

While this handbook outlines many of our policies and procedures, it cannot anticipate every circumstance. The Director may adopt policies as needed, and The Yellow School reserves the right to add or update policies at any time. Families will be notified of any changes.

This handbook replaces all previous versions and is specific to The Yellow School. As a ministry of Memorial Drive Presbyterian Church (MDPC), some broader church policies may also apply.

We are honored that you have entrusted us with your child's early education and care. We look forward to building a positive partnership with your family and sharing in the joy of your child's learning journey.

STATE LICENSING

The Yellow School at MDPC is licensed by the State of Health and Human Services Commission to provide care for 85 children daily who are 3 years through PreK. As a licensed facility, we operate using the Minimum Standards for Day Care Centers as a basic guideline for setting policy and procedures. A copy of the Minimum Standards is available through the school office and online [HERE](#). Parents are welcome to review the State Minimum standards, and the center's most recent Licensing inspection report at any time. The report is posted in the front office of The Yellow School at MDPC, and the Standards can be obtained by asking the office staff.

The address of the local Licensing office is 1330 E. 40th Houston, Texas 77022 and the phone number of our licensing representative is 281-795-5392. The child abuse hotline is 1-800-252-5400. You may also report suspected abuse or neglect at www.txabusehotline.org

PROGRAM PHILOSOPHY AND PURPOSE

The Yellow School at Memorial Drive Presbyterian Church is an extension of the Christian Education ministry of the church. The early years of life are the most important for laying the foundations of faith and for social, emotional, and cognitive development. Knowing this, The Yellow School provides each child with acceptance, respect, and love in a Christian environment by caring adults; it offers a place where they can learn about their uniqueness as children of God, develop new relationships, and learn about their expanding world; it fosters an environment in which they are free to explore, experiment, make decisions, and learn to problem solve; and it provides curricula that teaches the skills needed for future school success (literacy, language, math, science, and social studies).

Within this framework, a child develops a positive self-image, a sense of self-worth, and the ability to self-regulate as we provide them with many opportunities for successful accomplishments. We encourage curiosity and independence. We believe the love of God binds us together. In that love, we welcome and respect all faiths and provide a welcoming and loving community in which children learn to work and play with others; to respect property and the rights of others; and to learn of God's love for us all.

We believe each child is unique and must be allowed to grow and develop at his/her own pace. We plan a balance of child-directed and teacher-directed activities designed to encourage physical, social, emotional, cognitive, and spiritual growth. Our staff members serve as positive role models and provide an environment in which each child develops a good self-image and sense of self-worth.

ELIGIBILITY AND ADMISSION

The Yellow School is open to children in the church and community without regard to race, color, creed, religion, national origin, or ancestry.

The Yellow School only accepts online applications. Families with children **currently enrolled** at the Yellow School and/or Little School will apply for all of their eligible children online in late January or early February (dates will be announced online) for the following school year. All priorities end three days after registration. After that time, applications will still be accepted, but on a first-come, first-served basis.

When placement is completed and classes are filled, remaining applications are placed in a waiting pool. Families will be notified if a space becomes available.

Admission and class placement are at the sole and absolute discretion of the Director applying the policies approved by Memorial Drive Presbyterian Church.

CHILDREN WITH SPECIAL NEEDS

A child with special needs will be evaluated by the parents, consultants, and staff to see if The Yellow School can be beneficial to him/her. The Director will recommend action on each request for the enrollment of a child with special needs, if needed.

PARENTS RIGHTS

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271. **Directions:** Parents will review these rights upon enrolling their child.

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility. **[By signing the parent handbook acknowledgement agreement]**

RESOURCES

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

CLASSES OFFERED

Carline begins at 8:45 am and continues until 9:05 am. Students will be considered late after 9:05 am and must walk in and sign in at the front desk. The latest arrival time is 10:00 am to ensure your child receives the most our curriculum has to offer. If your child arrives late due to a doctor's appointment, a doctor's note will be required.

CLASSES FOR 3-YEAR-OLDS – children must be 3 by September 1st and fully toilet trained.

- 5 Day – Monday through Friday
- 4 Day – Tuesday through Friday
- 3 Day – Monday, Wednesday, Friday

PRE-K CLASSES – children must be 4 by September 1st and fully toilet trained.

- 4 Day – Tuesday through Friday
- 5 Day – Monday through Friday

EXTENDED DAY from 2:51pm – 4:00pm Monday through Friday (excluding half days)

For an additional fee, extended days are offered from 2:51 pm until 4:00 pm after the regular school day for those children who require extra care at the end of the day.

***Afternoon carline is from 2:25 pm – 2:45 pm. There is a 6-minute grace period to pick up your child before you will be charged for extended care.**

DISCIPLINE AND GUIDANCE POLICY

Children are to be treated with affection and respect. Teachers are expected to:

- Model and encourage problem-solving and pro-social behavior
- Use redirection and prevention strategies
- Make positive, clear statements
- Never use corporal punishment or humiliation

Brief, developmentally appropriate separations may be used if necessary (1 minute per year of age). Teachers are encouraged to view challenging behaviors as opportunities to guide and grow children with patience and love.

Discipline and Guidance Policy

STAFF

To fulfill the Yellow School's mission, our teachers are thoughtfully selected for their educational qualifications, professional experience, and, most importantly, the warmth, love, and dedication they show toward children. Our staff members are well-versed in child development, deeply understand and appreciate young children, and treat each child with respect, care, and recognition as a unique individual.

All lead teachers at Yellow School hold at least a bachelor's degree, and many of our assistant teachers do as well. Every staff member is fully qualified and committed to continuous professional growth. Each year, they complete a minimum of 24 hours of continuing education (30 hours for the director) through workshops, conferences, seminars, staff meetings, and professional reading—offered both in-person and online.

FINANCIAL RESPONSIBILITY

The Yellow School is a non-profit program, and tuition and fees are based on actual operating costs. Amounts are set each year by the Yellow School Director and Finance Committee and approved by the session of the Memorial Drive Presbyterian Church.

The online application form must be completed each year for each child to be enrolled in the school. A registration fee is paid at the time of registration. **No refunds will be issued for any fees paid.**

Before starting school, the following fees must be paid in full:

- REGISTRATION FEE – **Non-transferable, nonrefundable, no exceptions.** All portions of fees paid are non-refundable and non-transferable, no exceptions.

SUMMER SESSION

An online application form must be completed each year for each child to be enrolled in our SUMMER SESSION. A **non-refundable** registration fee is due from everyone enrolling for the summer session. Tuition for the summer session is due on the 1st of the month through Procure. You will receive an email with steps to take to enroll in ACH automatic payments and set-up your Procure account. We cannot accept cash, check, or credit card payments. Summer school fees and tuition are **non-refundable**.

An optional EXTENDED DAY program is offered to children in all classes. Parents wishing to enroll their children for EXTENDED DAY may do so on an as-needed basis. You will be billed only for what you use.

NOTE: ONCE YOUR CHILD HAS BEEN ACCEPTED FOR THE REGULAR SCHOOL YEAR OR FOR SUMMER, ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Tuition payments for the regular school will be made monthly and are due in 10 payments installments, August through May, without regard to the number of school days in a month or the number of days your child may be absent. (August of 2025 will be 50%). Tuition payments are due by the fifth of each month by automatic payment via Procure app only. Any tuition not paid by a parent manually before the 5th, will be automatically withdrawn by ProCare.

Any tuition payment made after the 5th of the month will be considered late and a \$55 charge will be added for every month not paid thereafter.

Please speak with the Director regarding any special payment needs.

A 6% discount is available for families who have 2 or more children in the Yellow School. If you have a child in the Yellow School and another in The Little School, you may get a 3% discount in each program. The discount will be applied to the lesser of tuition at one school. **Discounts do not apply to extended day, registration fees, or testing/supply fees.** No more than a 6% discount may be taken per family. **You are responsible for letting the school know of your eligibility for a discount. No refunds can be given for discounts not requested at the beginning of the school year.**

No make-up days, credit and/or refunds will be given for absences, vacations, illness, weather, emergency closings, or anything outside of the school or church's control.

Please keep in mind the following policies regarding financial arrangements:

1. In the case of withdrawal, one-week written notice must be on file with the school Director. **Fees are never refunded.** No credits on tuition are given for regularly scheduled school holidays and vacation periods. The preschool calendar follows as closely as possible the Spring Branch School District calendar, vacation days, and holiday periods; the start day and the last day of spring programming are noted on the calendar.
2. When withdrawing, all fees are due for the last month attended in full.

3. Tuition fees will not be modified for absences due to short-term illness or school closings.
4. Tuition and all other Yellow School fees will be paid electronically through ProCare with a registered ACH account. You will receive an email with steps to take to create your ProCare account at the start of the year. **We cannot accept cash, checks, or credit card payments.**
5. Returned payments, including insufficient funds and processing issues, will be assessed a fee of \$55 if received after the 5th of the month. If tuition is not received by the 5th day of the month, your account will be considered delinquent. If you are faced with unforeseen circumstances, please communicate with the school Director so that a course of action can be taken, and your account may be rectified.
6. At the end of the 5th day, when the account is considered delinquent, a late notice will be sent with a late fee. If the account is not paid within seven calendar days from then, your child will not be permitted to attend school until the account is current.
7. A child cannot return until the account has been paid off. If you go past the 7 calendar days without resolving the account, your spot will be given to someone from the waiting list.
8. Changes to your child's schedule must be made by contacting The Yellow School office.
9. A parent who does not pick up their child by 4:00 pm will be assessed an administrative late fee of \$5.00 and an additional fee of \$1.00 for each additional minute after 4:00.

FINANCIAL ASSISTANCE

Some funds are available for families needing financial assistance. Tax records will be requested. Please contact the Director of the Yellow School for more information.

REQUIRED ENROLLMENT INFORMATION

The required forms, which must be completed, may be found on our webpage (www.ys.mdpc.org) for your convenience. All the forms may be completed online and sent back to us electronically. Electronic signatures are accepted. Included are immunization and health information, a confidential information form about your child, emergency information and volunteer forms.

During the school year, should any of your personal information change, please let the office or Director know immediately.

ORIENTATION

Before the school year starts, there will be a Parent Orientation and/or Meet the Teacher opportunity. These events allow the families to meet the teachers and other families in the classroom. Once you accept your placement on the roster with payment, an email will be sent with these dates.

NAP/REST TIME

Every class at The Yellow School is required per licensing to have a period of rest after lunch that is a minimum of one hour but no longer than three hours. During this period of time, children must lay on a nap mat, the lights must be lowered and children must lay quietly.

If you prefer your child not to nap, then since the school cannot provide an alternate option, we ask that you pick your child up from school after lunch.

TRAINING AND PROFESSIONAL DEVELOPMENT

All staff must complete:

- At least 25 hours of annual training which is provided during August training or training assigned by Director (off-site or online).
 - CPR and First Aid certification (renewed annually)
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SUBSTANCE-FREE WORKPLACE

MDPC is a drug-free workplace, and enforces a firm, zero-tolerance, substance-abuse policy.

4.1.2 Substances, in the context of this policy, include, but are not limited to, alcohol, illegal drugs, prescribed and over-the-counter medications (including medically prescribed marijuana or its derivatives), and any other substance(s) that may be inhaled, injected, or taken by mouth, which may impact an individual's performance or judgment.

4.1.3 To ensure compliance with this policy, MDPC reserves the right to conduct drug tests and to search work areas for prohibited substances. Any employee whose behavior or demeanor indicates possible substance abuse agrees to drug testing paid for by MDPC. MDPC reserves the right, without notice, to search on MDPC property, any vehicle or personal effects suspected of possessing controlled substances, illegal drugs, drug paraphernalia, or alcohol. Any employee who, in any manner, having been tested and found to be positive for any illegal or prohibited drug, is subject to suspension or termination.

EAP or other treatment assistance: If an employee comes forward voluntarily to express concern and/or a need for help, MDPC may assist affected employees by affording them opportunities for

rehabilitation through third party treatment programs or referral to MDPC's Employee Assistance Program (EAP). The employee, following rehabilitation, may be eligible for reinstatement or rehire upon provision of requisite information including documentation confirming they are drug-free by the treatment facility for at least thirty (30) consecutive days and have approval of the Senior Pastor/Head of Staff prior to returning to work.

4.1.4 To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

For cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance; and

Random: As authorized or required by federal or state law.

4.1.5 Nothing contained in this policy shall be interpreted as a waiver of MDPC's right to take whatever measure may be necessary to maintain a safe environment or to respond to unsatisfactory performance, misconduct, or excessive absenteeism that may result from substance abuse.

4.1.6 Employees and their visitors must comply with MDPC's policy prohibiting the possession or use of alcohol, controlled substances, illegal drugs, and drug paraphernalia on MDPC premises.

NO TOLERANCE FIREARM POLICY

At **The Yellow School at MDPC**, the safety and security of all children, staff, and families is our highest priority. In compliance with **Texas Child Care Licensing Minimum Standards** and applicable state laws, **firearms, ammunition, and other weapons are strictly prohibited** on our property.

Policy Statement

Firearms, concealed handguns, open carry handguns, ammunition, explosives, or any weapon—real or replica—are **not allowed** on the premises of The Yellow School at any time. This includes:

- Inside any part of the licensed facility
- On the playground, parking lot, or other surrounding property
- In any vehicle parked on school property
- At off-site events sponsored by the school

This prohibition applies to **all individuals**, including:

- Staff and employees
- Parents and guardians
- Volunteers
- Vendors and visitors
- Individuals licensed to carry a handgun under **Texas Government Code, Chapter 411**

Legal Reference

Under **Texas Penal Code § 46.03(a)(7)**, it is a criminal offense to knowingly carry a firearm on the premises of a school or educational institution, including licensed childcare centers.

In accordance with **Texas Administrative Code, Title 26, Part 1, Chapter 746.3707**, childcare operations must prohibit firearms and other weapons on the premises unless possessed by a peace officer as defined by law.

Signage

As required by law, signs complying with **Texas Penal Code § 30.06 (concealed carry)** and **§ 30.07 (open carry)** are posted at all public entrances, notifying individuals that firearms are not permitted on the premises, even if licensed.

Exceptions

The only exception to this policy is for **law enforcement officers** who are on duty and authorized to carry a firearm as part of their official responsibilities.

Violations

Any individual found in violation of this policy will be:

- Asked to leave the premises immediately
- Reported to the appropriate authorities
- Subject to disciplinary action (for staff), up to and including termination
- Subject to disenrollment consequences (for families)

WORKERS' COMPENSATION

If an employee is hurt on the job and lives in a service area, you understand that:

- You must choose a treating doctor from the list of doctors in the network. Or you may ask your HMO primary care physician to agree to serve as the treating doctor. If you select your HMO primary care physician as your treating doctor, you must call Texas Mutual Insurance Company at (844) 867-2338 to notify them of your choice.
- You must go to your treating doctor for all health care for the injury. If you need a specialist, your treating doctor will refer you to a specialist. If you need emergency care, you may go anywhere.

- Texas Mutual will pay the treating doctor and other network providers for the treatment for the compensable injury.
- You may have to pay the bill if you get health care from someone other than a network doctor without prior network approval.

Knowingly, making a false workers' compensation claim may lead to a criminal investigation that could result in criminal penalties such as fines and imprisonment.

HEALTH & VACCINATIONS

It is recommended that all staff:

- Receive a flu vaccine annually
- Have current Tdap, shingles (over 60), and pneumococcal vaccines

Staff must update their emergency contact forms annually

GRIEVANCE PROCEDURES

Employees should share their concerns, provide input, seek information, and resolve work-related issues by professionally discussing them with their immediate supervisor. The simplest, quickest, and most satisfactory solution is often reached at this level.

If further action is needed, the problem should be presented to the Next Generation Pastor for consideration. Every effort will be made to arrive at a satisfactory solution in accordance with our school philosophy and licensing standards.

If the outcome of this meeting does not produce the results that will settle the complaint, it should be brought to the Human Resources Director, or the Chief Operating Officer (COO). If the complainant feels that the problem continues to exist after the COO's, pastors, or Human Resources Director's decisions(s), the employee may bring the complaint to the attention of the Senior Pastor/Head of Staff for a solution. Following the grievance procedure, a response should be made to the employee including the reason for any decision. If this procedure does not resolve the complaint, the employee may request a hearing before the Personnel Committee.

CONFIDENTIALITY

At The Yellow School at Memorial Drive Presbyterian Church, maintaining the privacy and trust of our families is essential.

- Staff must always honor and uphold confidentiality.
- Information about children, families, or staff members should only be discussed in appropriate, professional settings, and only with individuals who are directly involved.
- Conversations about children or families must not occur in public spaces, social settings, or through personal communication channels (e.g., texting, social media).
- Breaches of confidentiality are considered a serious violation of school policy and may result in immediate dismissal.

Respecting the privacy of our families is critical to maintaining a safe, respectful, and ethical learning environment.

ADMINISTRATION OFFICE BOUNDARIES

The front office is a space where confidential and sensitive information is handled daily. To maintain professionalism, protect privacy, and ensure smooth administrative operations, the following boundaries must be respected:

- Staff members are not permitted behind the Director's desk or in any designated administrative workspace unless supervised by an admin.
- Confidential information is often accessible in the front office; therefore, staff should refrain from reading, discussing, or handling any materials not intended for them.
- Conversations (including on the phone) and meetings taking place in the office should be treated as private and should not be interrupted unless there is an emergency.

Failure to respect these boundaries may result in disciplinary action. These policies are in place to ensure the integrity and confidentiality of school operations and to create a respectful, professional environment for all.

PARENT AND STAFF-TO-STAFF COMMUNICATION

Parent Communication

Clear, respectful, and professional communication with parents is essential to building trust and maintaining a positive school environment.

- All communication with parents must reflect the mission and values of The Yellow School and maintain a supportive tone.
- Teachers should use ProCare to share daily updates, class activities, and important reminders. Communication should be consistent and timely.

- Sensitive or behavioral concerns must be discussed in person. Written communication should never be used to address complex or emotional topics.
- Always maintain confidentiality. Do not discuss other children, families, or staff with parents.
- If a parent expresses a concern that you are unsure how to handle, refer them to the Director or Assistant Director. Do not attempt to address issues beyond your role.
- Personal phone numbers should never be shared with parents unless authorized.

Staff-to-Staff Communication

Strong, respectful collaboration among staff is critical to the success of the program and to creating a healthy work environment.

- All staff are expected to communicate with kindness, professionalism, and mutual respect, even during times of stress or disagreement.
- Concerns about children, parents, or classroom matters should be addressed privately with your co-teacher or supervisor. Gossip, triangulation, or venting in public areas is strictly prohibited.
- If a conflict arises that cannot be resolved between colleagues, seek guidance from the Director or Assistant Director.
- Communication between staff regarding children must remain confidential and occur in a professional setting.
- Group messaging apps or platforms used for internal communication (as designated by the school) should be used appropriately and not for personal conversations during work hours.

GOSSIP

At The Yellow School, we are committed to creating and maintaining a professional, respectful, and uplifting work environment. Gossip, whether intentional or not, can undermine trust, damage relationships, and negatively impact team morale and the school culture we strive to build.

Definition of Gossip

Gossip includes, but is not limited to:

- Speaking negatively about a colleague, student, parent, or administrator when they are not present.
- Sharing unverified information, rumors, or personal details about others.
- Discussing sensitive matters in public areas or with individuals who are not directly involved.

Our Expectations

- Speak with Integrity: If there is a concern or conflict, speak directly with the person involved in a respectful and solution-focused manner.
- Protect Privacy: Do not share confidential or private information unless it is with someone who is professionally required to know.

- Uplift Others: Commit to using your words to build up your team, not tear them down.
- Report When Necessary: If gossip is affecting your ability to work or it is creating a hostile environment, report it to the Director immediately.

Accountability

Gossip can lead to disciplinary action, including verbal or written warnings, depending on the nature and impact of the behavior. Our goal is always to resolve issues with clarity, grace, and professionalism.

Positive Communication Culture

We encourage all staff to model positive, Christ-like communication. Let us be known for kindness, honesty, and unity, creating an environment that supports our mission and our students.

“Let no corrupting talk come out of your mouths, but only such as is good for building up...” – Ephesians 4:29

DAILY OPERATIONS AND REMINDERS

Arrival & Dismissal Procedures

- Teachers shall arrive by 8:20 a.m. to prepare materials and equipment and be ready for the children, who arrive at 8:45 a.m.
 - At 8:45 a.m., one teacher from each classroom must be at the front door for carpool duty.
 - The other classroom teacher should remain in the classroom to greet children, assist with belongings, and guide them to their first activity.
 - All children should be greeted by name and with a friendly attitude.
 - During dismissal:
 - One teacher from each classroom must walk children to their cars from the front door, holding their hands or guiding them safely all the way to the car.
 - Teachers should do everything possible to keep the carpool line moving (e.g., hand the child their backpack on the sidewalk).
 - Avoid engaging in lengthy conversations with parents during carpool. If necessary, ask the parent to pull forward and speak with staff off the line, or encourage them to call to schedule a time to talk.
 - Identification must be checked to see if the driver is unknown to staff.
 - A child may only go home with someone other than the usual pick-up person if the office has received an email from the parent.
 - Teachers shall remain on campus until all children have been picked up or delivered to extended care, and all areas are cleaned and in satisfactory condition.
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REQUIRED CLASSROOM POSTINGS

The following items must be visibly posted in every classroom:

- Current class list
 - Daily schedule
 - Emergency procedures
 - Weekly lesson plans
 - Allergy List
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STUDENT AWARENESS AND COMMUNICATION

- Teachers and assistants must be familiar with each child's:
 - Special needs (allergies, medical conditions, etc.)
 - Developmental progress
 - Full name (first and last)
 - Maintain developmental records for each child.
 - Parent-teacher conferences will be conducted:
 - As scheduled, or
 - Upon parent request.
 - Communicate openly with parents, and inform the Director in a timely manner when:
 - There are behavioral or health changes.
 - You have any concerns about a child.
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DAILY COMMUNICATION AND DOCUMENTATION

- Teachers must use ProCare to provide a daily update, including:
 - Accurate attendance and absenteeism
 - An overview of the child's day. (This should be updated during rest time).
 - Activities and any notable events.
 - Pictures of the children during classroom activities (using the tablet only)
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CLASSROOM AND FACILITY CLEANLINESS

- Floors must be swept up after crafts, meals, snacks, as well as the end of the day.
- Tables must be washed with soap and water, then sanitized with a bleach solution before school, and before and after snacks/meals.
- Do not use bleach while the children are in the classroom.
- Clean the sink and counters in the workroom daily.

- Return all toys and materials to their proper places in the classroom and shared spaces (e.g., multi-purpose room closet, workroom, playground).
 - Do not store items on the top shelves in the closet, workroom, or sheds.
 - While custodial staff (DTK) cleans the building daily after school, teachers are responsible for maintaining cleanliness throughout the school day and at the end of the day.
 - Toilets should be checked and flushed regularly.
 - Report any maintenance needs in writing to the Director or Assistant Director (e.g., areas not cleaned, damaged equipment).
 - Do not contact maintenance or DTK staff directly.
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CURRICULA AND PLANNING

All curricula chosen by The Yellow School align with the school’s philosophy and goals as outlined in the Statement of Purpose. The curriculum is to be consistently followed by all teachers. Each lead teacher will have a scheduled weekly planning period with their age-level team to support collaborative and intentional instruction.

Lesson plans must be written and emailed to the Assistant Director by Tuesday or Wednesday of the week prior to implementation. The Assistant Director will review, provide feedback, and approve plans as needed. Once approved, lesson plans must be emailed to classroom parents by Thursday or Friday of the preceding week. Be sure to copy both the Assistant Director and Director on all parental communication regarding lesson plans.

SUPPLY NEEDS AND REIMBURSEMENT

• Reimbursement Requirements

- All supply reimbursements are tax-exempt — staff must use the school’s tax-exempt form when making purchases.
- Receipts for reimbursement must be submitted before the last day of the month in which the purchase was made.
- Reimbursements submitted after the month’s end may not be processed.

• Approval for Large Purchases

- Any single supply purchase over \$50 must receive written approval from the Director before purchase.

- **Supply Requests**

- All supply requests must be submitted at least two (2) weeks before the supplies are needed.
 - Requests should be made by email.
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ON SITE FIELD TRIPS

On-site field trips may be scheduled by the Assistant Director and with written permission from each child’s parent/guardian with a minimum of 48 hours prior, if there is live animals involved. Children are encouraged to wear a Yellow School T-shirt the day of the event.

HEALTH AND SAFETY

- Children who are ill or not ready to return to school per policy must not be admitted.
 - If there is a question, direct the parent to speak with the Director or Assistant Director.
 - **Staff must wash hands:**
 - Upon entering the building
 - After assisting with toileting or nose wiping
 - Before food preparation and eating
 - Always use a paper towel to turn off the faucet.
 - **Children must wash hands:**
 - After toileting and nose wiping
 - Before using the water table, and before preparing or eating food
 - After touching animals (alive or dead)
 - At least one teacher must sit with the children during snack time and lunch.
 - Lunch is eaten “family style” in the classroom with teachers participating.
 - Teachers may have sodas, but they must be poured into a covered cup or glass (no drinking from cans).
 - Children may bring snacks for extended care, and per licensing, if a child is hungry during this time, they must be allowed to eat a snack they brought from home.
 - Parents may sign up for extended care on an as-needed basis.
 - Extended care will be held on the playground or indoors when weather prevents outside play.
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CHILD INTERACTION AND INSTRUCTIONAL PRACTICES

- Get to the child’s eye level when talking.
- Model and encourage pro-social behavior.

- Guide children to use their words and solve interpersonal issues respectfully.
- Work with families to wean children off pacifiers, if needed.
- Foster language development with open-ended questions.
- Encourage children to think, reason, experiment, and solve problems.
- Respect and celebrate cultural diversity. Invite families to share traditions and customs.
- Use clear, positive language (e.g., say “We walk in the halls” instead of “Don’t run”).
- Give children advance notice before transitions.
- Ensure that all children have equal access to participate in all activities.
- Plan a balance of:
 - Indoor/outdoor activities
 - Quiet/active play
 - Large/small group learning
 - Gross/fine motor activities
 - Child-initiated and teacher-guided experiences

PLAYGROUND DUTIES AND RULES

Each classroom will be assigned a day on which they are responsible for the playground set up and clean up. These duties include:

- Taking out and putting back toys in an orderly manner.
- Raking the mulch in the entirety of the playground (including from underneath the structure) to make sure it is kept level throughout.
- Conducting a playground safety check – completing the playground check list form (required by licensing) and having it signed and returned to the Assistant Director at the end of each week.
- Notifying the Director or Assistant Director of any issues on the playground or in the storage areas.
- Keeping all items stored at least 18 inches below the ceiling in both sheds.
- Completing playground preparations **before** carpool time.
- At the end of the day make sure both playground gates are locked.
- On Fridays, make sure the carpool sign is taken inside the front office.

Unless it is raining, there will be a period of outdoor play daily. Outdoor play and gross motor activities are as important as the work done in the classroom. Each class has a scheduled time of outdoor time each morning. Licensing requires 90 minutes of combined indoor and outdoor (vigorous and quiet) play for the day including extended day.

Weather permitting at the discretion of the Director or Assistant Director.

- Teachers must:

- Station yourselves all around the playground and observe the children carefully, stepping in when necessary or occasionally to redirect and/or enhance play or to help children expand upon an observation.
- Teachers should facilitate some sort of organized and specific physical education activity each day with the children in their class.
- Playground time is learning time, too. Make it meaningful!
- If you talk with another teacher, walk and watch while talking.
- Teachers may not sit for longer than 5-minute intervals while outside.
- Teachers may not stand in one group together; they must space themselves around the playground to keep eyes on ALL children.
- When pools or water tables are being used, a teacher must be stationed by it always.
- Children in a wading pool must never be left unattended.

RULES:

- Sand stays in the sand area and mulch in the mulch area.
- Use good judgment about allowing children to push trikes or wagons from behind.
- No wheel toys (trikes, wagons, etc.) in any “fall zone”. This includes rocks and the porch.
- Throw sticks over the fence or break them down for the big trash can.
- No gun play.
- Count your children before going inside and count them again when you arrive in your classroom.
- Children going inside during playground time **MUST** be accompanied by an adult at all times.
- At clean-up time, walk around the playground and make sure that ALL equipment is put away.

PAY PERIODS

- Employees are paid twice per month, on the 15th and the last day of each month.
- Direct deposit is strongly encouraged to ensure timely and secure payment.
- Salary increases are determined based on annual performance evaluations and are not guaranteed each year.
- Any discrepancies in pay should be reported promptly to the Director for review and correction.

PERSONAL TIME OFF (PTO)

- Employees receive one paid personal day for each regularly scheduled workday per week (e.g., an employee scheduled 3 days/week receives 3 PTO days per school year).
- PTO is intended to be used for personal illness, family emergencies, or other approved absences.
- Employees must use PTO by July 31st—unused days will not carry over or be paid out.
- Employees who resign or are terminated before the end of the school year are not eligible for PTO payout.

It is expected that teachers will report to work at their assigned times promptly and consistently. Occasional tardiness or absence because of illness, accidents or other unexpected occurrences is understandable, but the Director must be informed as soon as possible and given the name of the substitute working in your place. Please contact the Director between 6:45 and 7:00 AM (no later) or in advance of the day needed, if possible.

Excessive lateness will result in disciplinary action.

ABSENCES

- If you are going to be absent, you must notify the Director as early as possible and provide the name of your substitute.
- **If you are scheduled to work extended care, you must secure a substitute for your time and inform the Assistant Director of your replacement. Failure to do this will result in a write-up.**
- For last-minute absences, contact the Director between 6:45–7:00 AM.
- Time-off requests must be submitted at least 2 weeks in advance and are subject to approval based on staffing needs and your PTO availability.
- Upon return of an absence, complete an Absence Report form.
- Doctor’s notes and documentation are always required when available.
- Vacations should align with school breaks (e.g., Thanksgiving, Christmas, Spring Break).
- Personal days or half days cannot be taken a Friday/Monday before or after a holiday.

Excessive absences beyond your PTO will result in disciplinary action.

TEACHER ILLNESS AND RETURN TO WORK

To maintain a healthy and safe environment for students, staff, and families, it is essential that all teachers follow our illness policy:

- If you are experiencing symptoms of illness (such as fever, vomiting, diarrhea, persistent cough, or other contagious symptoms), you must stay home and notify the Director as soon as possible.

- Teachers may not return to work until they have been symptom-free for a minimum of 24 hours without the aid of medication (e.g., fever reducers or anti-nausea medications).
- This policy helps prevent the spread of illness and ensures a safe environment for all children and staff members.
- If you leave work early due to illness, you must also follow the 24-hour symptom-free guideline before returning to the classroom.
- In cases of certain illnesses or communicable diseases, a doctor's note may be required prior to returning to work.

Please use your PTO as needed and refer to the Time-Off section of this handbook for procedures on reporting absences and securing a substitute.

CALENDAR AND HOLIDAYS

Children attend school from 8:45 AM – 2:25 PM.

Teachers should be here from 8:20 AM – 2:45 or 4:00 PM (refer to your schedule).

Extended Day ends 4:00 PM. Two staff (an admin and a teacher) should stay with any children left after 4:00 PM until they are picked up by a parent. This follows MDPC's Child Protection Policy.

Generally, major holidays and spring break shall be like those of the Spring Branch Public School

School Holidays

Labor Day
 Columbus Day
 Thanksgiving Holidays
 Christmas Holidays
 MLK Day
 Presidents Day
 Spring Break
 Good Friday
 Easter Monday

OUTSIDE EMPLOYMENT

Employees are generally permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Memorial Drive Presbyterian Church. **All employees, including part-time employees, must notify the Director before undertaking any outside employment or other work activity.**

Employees with a second job are expected to work their assigned schedules at MDPC. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

PERFORMANCE REVIEWS

The most effective method for reviewing an employee's performance is through regular and ongoing discussions. Because of this, supervisors are to maintain a regular dialogue with their employees. This should include a review of goals, strengths, weaknesses, and met and unmet objectives.

Additionally, all teachers will be observed in the classroom periodically during the year and will have at least one annual conference with the Yellow School Director. Observations will include all the criteria contained in the accreditation standards. There will be a written self-evaluation and notes by the Director that will be kept as part of the teacher's permanent confidential file. An evaluation form generated by the church must also be completed each year, if requested.

TERMINATION

Voluntary Termination – a termination initiated by the employee. Each employee is asked to give a minimum of (4) weeks' written notice of the intention of resigning. Also, providing MDPC with the appropriate contact information will allow the church to issue a W-2 for tax purposes at year-end.

Exit Interview – MDPC will endeavor to conduct an exit interview with employees before their final day of employment. The Human Resources Director will conduct this interview, with possible the addition of the HR analyst and/or a Lead Team Member.

Layoff – A termination that results from changing business or economic conditions which necessitates a staff reduction.

Involuntary Termination – A termination initiated by MDPC for reasons other than business or economic conditions.

EXIT PROCEDURES AND RETURN OF PROPERTY

When an employee's employment with The Yellow School ends—whether voluntarily (resignation) or involuntarily (termination)—it is essential that proper exit procedures are followed to ensure a smooth transition and the protection of school resources.

Notice of Resignation:

- Employees are expected to provide a minimum of four weeks' written notice prior to their final day of employment.
- Final paychecks will reflect any accrued and eligible compensation, in accordance with school policy and applicable laws.

Exit Procedures:

- A formal exit interview may be conducted by the Director or Assistant Director and/or HR.
- Employees must complete all required documentation and ensure that any outstanding responsibilities (e.g., lesson plans, classroom cleanup) are addressed before departure.

Return of School Property:

All school property must be returned on or before the last day of employment. This includes but is not limited to:

- Building keys or access cards
- ID badges
- Technology devices (laptops, tablets, walkie-talkies)
- Classroom supplies and curriculum materials
- Staff handbooks or internal documents
- Any other items issued by The Yellow School or MDPC

Training and Certifications:

- All training courses, materials, and certifications provided or paid for by The Yellow School are the property of the school and may not be taken or transferred with the employee.
- Certificates and records from these training courses will remain with The Yellow School and may not be used for outside employment purposes unless otherwise approved in writing by the Director.

Failure to return school property may result in the withholding of final pay or legal action, as permitted by law.

Confidentiality:

Even after employment ends, former employees are expected to uphold confidentiality regarding all student, family, and school matters.

Final Reminders:

- Access to school systems (email, communication apps, ProCare, etc.) will be disabled upon termination.
- If applicable, full-time benefits information will be provided separately.

The school appreciates your service and cooperation with these procedures to ensure a respectful and responsible transition.

MEDICAL AND EMERGENCY INFORMATION

Children's emergency information/medical sheets are kept in The Yellow School office and in ProCare which can be accessed by all staff on their tablets.

First Aid supplies are in the office in the cabinet, behind the Assistant Director. All injuries must be reported to the Director and parents should also be notified if needed. Complete and send home an "Accident Report" for each injury incurred. Have the Director sign any accident reports that go home. The office should get a copy (signed by the parent). In case of a serious emergency, the parent and the doctor designated by the parent should be called. Serious injuries must also be reported to the Next Generation Pastor at the church through the Director of the school. Any injury requiring medical attention must be reported to Licensing, within 24 hours. This should be done by the Director or the designated representative.

Evacuation plans for the building are posted in each room. Staff should know how to use the fire extinguishers and know the evacuation routes to follow. Fire drills are held monthly; emergency drills and intruder drills are performed four times a year.

REPORTING ACCIDENTS AND INCIDENTS

At The Yellow School, the safety and well-being of every child is our top priority. All incidents and accidents involving children must be handled with care, professionalism, and transparency.

Definition of an Incident or Accident:

An incident or accident includes, but is not limited to:

- Falls, bumps, scrapes, or bruises
- Biting, hitting, or physical altercations between children
- Allergic reactions or exposure to allergens
- Emotional distress or behavioral outbursts
- Any unusual or concerning behavior or condition

Reporting Procedure:

- Attend to the child immediately to ensure their safety and provide basic first aid if needed.
- Notify the Director or Assistant Director as soon as possible.
- Complete an Incident/Accident Report Form on the same day the incident occurs. Forms must be detailed, factual, and free from assumptions or blame.
- Inform the parent or guardian at pickup, and provide them with a copy of the signed report. In some cases, a call home, by the Director, may be required prior to pick up.

- Confidentiality must be maintained. Do not discuss the incident with other parents or staff who are not directly involved.
- **A copy of the report must be kept in the child's file.**

Serious Injuries or Medical Emergencies:

In the case of a serious injury:

- Contact emergency medical services if necessary.
- Use the radio to call security and they will contact emergency services and direct them in the appropriate place.
- Notify the Director and the child's parents immediately.
- Follow all state licensing and school reporting requirements.

Failure to report incidents in a timely and appropriate manner may result in disciplinary action.

CHILD ABUSE/CHILD PROTECTION POLICY

Any sign of child abuse must be reported to the Director and the local authorities. The Child Abuse Hot Line phone number is posted near the phones. See also the church CHILD PROTECTION POLICY. All teachers will receive annual training about child abuse, neglect and exploitation as detailed in the Minimum Standards for Child-Care Centers and the policy of Memorial Drive Presbyterian Church. This training will include:

- warning signs of possible abuse and/or neglect
 - how to report a suspected incidence of abuse and/or neglect
 - awareness of prevention techniques for parents and employees
 - actions that a parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention
 - information for parents about appropriate community organizations, therapists, etc.
 - All staff are mandated reporters and if you suspect abuse or neglect you must report.
-

PARKING LOT SAFETY

For safety and liability reasons, no children shall be walked across the parking lot to The Little School by any staff member at any time. All student transitions between buildings must occur through designated indoor routes or approved procedures (REACH permission). This policy is in place to ensure the safety of our students and to minimize risk.

EMERGENCY NUMBERS AND PROCEDURES

- Call 911 for fire, ambulance or police emergencies
- Inform the security team that you have called 911 or ask them to do so in an emergency
- Child Abuse Hotline and Poison Control Center numbers are posted by the phones, as is the church phone number.
- Remember, if it is necessary to call 911, give the physical address of the school building (245 Blalock).
- Make sure to tell them that the school is in Bunker Hill Village.

The Yellow School at MDPC
245 Blalock Road., 77024
Bunker Hill Village

Employee Handbook Acknowledgment

This Yellow School Employee Handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of The Yellow School at Memorial Drive Presbyterian Church. PLEASE READ IT CAREFULLY. Upon completion of your review of this Handbook, please sign the acknowledgement statement below, and return to the Director within two weeks of receipt.

I, _____, have received and read a copy of The Yellow School - Memorial Drive Presbyterian Church (MDPC) Employee Handbook which outlines the goals, policies, benefits, and expectations of MDPC, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this Handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Handbook, provided to me by MDPC and as may be amended from time to time. I understand that this Handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of MDPC.

I understand that The Yellow School MDPC Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will. I understand that MDPC may change, rescind or add to any policies, benefits or practices described in this Handbook from time to time, and in its sole discretion.

(Employee Signature)

(Employee Name)

Date

Please sign this statement and return it to the Director.