

# Little People's School

Parent Handbook

2026-2027



The Preschool Ministry  
Of  
Katy First United Methodist  
Church

# Little People's School Parent Handbook

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Rev. Becca Newcomb, Pastor of Family Ministries  
Dorinda McCollum, Pre-School Director

# **Philosophy**

We believe that children are a gift from God. We understand that learning begins at birth. It is the mission and responsibility of the church to provide a safe, nurturing, and interesting learning environment for young children, where they will experience God's love, learn about God's world and be able to develop spiritually, cognitively, physically, emotionally, and socially.

## **Katy First United Methodist Church Mission Statement**

*To make disciples of Jesus Christ for the transformation of our community  
and our world.*

## **Little People's School Motto**

*Little People's School...Where God's Children Learn Big Life Skills*

## Purpose

Little People's School is an outreach ministry of Katy First United Methodist Church. The purpose of the school is to provide a Christian, weekday, early-childhood program for children fifteen months to five years of age. Our school offers many opportunities for spiritual development including weekly chapel, Bible stories and songs, celebrations of Christian holidays, as well as prayer before snacks and meals. Our staff are role models for the children and let God's love shine through them throughout the day.

Little People's School is licensed by Childcare Regulation, a division of Texas Health and Human Services. Annual inspections are performed to ensure that proper health, safety, and well-being of all children is maintained. Parents/Guardians may view a copy of inspection reports and compliance history on the school bulletin board outside the director's office or online at [hhs.texas.gov](http://hhs.texas.gov) under Childcare Regulation. Parents may also contact the local licensing office at 713-287-3238 or 1330 E. 40<sup>th</sup> St., Houston, 77022. Parents may also view the school's publicly accessible records.

Operations of the school are delegated by the Little People's School Board of Directors, which has a long history of providing quality experiences in a weekday setting for young children. The Board is responsible for creating and supervising the school's philosophy, curriculum, policies, procedures, and budget.

In our classes at Little People's School emphasis is placed on developing each child's self-esteem and creative potential. Well-equipped classrooms with learning centers are designed to help young children learn through discovery and play. As an outdoor center, the spacious playground gives the children freedom to develop their gross motor skills. All activities are carefully planned with many opportunities for social development, self-expression, freedom of choice, self-reliance, and spontaneity.

The staff at Little People's School is a huge asset to our program. All staff members are experienced in working with young children and receive twenty-four hours a year of continuing education in early childhood. Each staff member has a cleared FBI background check, is certified in CPR and First Aid, and attends annual training about recognizing and reporting child abuse and neglect. Staff vaccinations are not mandatory. Parents are able to view staff training records and in-house curriculum.

## *Message from Senior Pastor and School Director*

*We are so excited to welcome you and your family here at Little People's School of Katy First United Methodist Church. We know your children are one of the greatest gifts you have, and we are honored to have them here with us. I may be biased, but I truly believe we have the best director, staff, and program to offer an excellent place of growth, learning, and fun for your children. We hope you will feel welcomed, encouraged, and celebrated as parents too. Katy FUMC is a wonderful place, and if you don't have a church home, we would love to have you join us on Sundays as well! Thank you for letting us be a part of helping to grow and nourish your child!*

*Rev. Mark Kimbrough  
Senior Pastor*

*I would like to welcome each child and family to our Little People's School. We are so excited you have chosen our program to be one of the first school experiences for your child. Our days are full of fun and interesting learning experiences that will help your child grow into the wonderful person God has planned. The LPS staff and I look forward to getting to know your family as part of our own. Please feel free to contact me if I can help you or your child in any way.*

*Dorinda McCollum  
Pre-School Director*

## Goals

Little People's School believes that parents/guardians are the most important and influential people in a child's life. We respect the role you have as a parent/guardian and will strive to help your child reach the goals you have for him/her. The school administration and staff will also strive to help each child reach the following goals to the best of their ability.

- Help each child develop a positive self-image
- Help each child become self-reliant
- Help each child develop creativity
- Help each child develop appropriate social behaviors
- Help each child develop small and large motor skills
- Help each child develop appropriate language
- Help each child learn through discovery and play
- Help each child grow and learn in a safe, nurturing environment
- Help each child develop positive attitudes about school and learning
- Help each child by providing a loving, nurturing, and experienced staff

# Policies and Procedures

## Enrollment

Little People's School admits children of any race, color, religion, sex, gender expression, national and ethnic origin who are 15 months-5 years of age to participate in all administration policies, privileges, programs, activities, and educational policies, provided our program can meet the needs of the child. Little People's School will enroll children in compliance with the Americans with Disabilities Act, their regulations and any other local, state, or federal laws pertaining to the provision of services for those with disabilities. We strive to be an all-inclusive program. However, we are limited in funding for additional staff and/or special training for certain situations. Our school might not be equipped or be the right setting for all children and an alternative school environment might be suggested. Registration is opened to currently enrolled students and their siblings first, then Katy FUMC members, and then opened to the public. Spots are filled on a first-come basis and children are then added to a waiting list.

### **Registration Fee**

A registration fee is due along with a form at the time of registration for all classes. This fee is set by the Little People's School Board and is **non-refundable** for any reason.

### **Days and Hours of Operation**

Little People's School is in session from September through May of each year. The hours are Tuesday-Thursday from 9:00am-2:00pm & Friday from 9:00am-12:00pm. Days and times depends on the class children are enrolled in. Parents are welcome to enter and examine the center during hours of operation without advance notice.

## **Enrollment Packet**

An enrollment packet will be given out after the registration fee is paid and a spot is secured for your child. The packet includes the following forms:

- General Authorization and Release (yellow)
- Emergency/Medical Form (purple): signed by a physician
- Child Release Form (blue)

- Tuition/Fee Contract (bright pink)
- Handbook Acknowledgement Page (white)
- Introduce Us To Your Child (light pink)

All forms must be filled out **COMPLETELY** (no blanks) after July 1<sup>st</sup> to ensure the most updated information is given. A late fee of \$25.00 will be charged for missing or incomplete forms received after the first week of August. This time limit ensures we will be able to complete our files and prepare class rosters for the teachers. All records about a child may be viewed by the parents/guardians at any time. **Please make sure the office is informed of any information that changes throughout the year.**

### **General Authorization and Release**

This form is for parents/guardians to provide authorization and consent for participation in our program by initialing each section. This includes acknowledgment of health and safety risk, release of children, release of contact information, and authorization for children to be included in evaluations and assessments. This form also asks for permission to use a child's photos for in-house and community outreach, as well as acknowledgement of other families being allowed to take photos and videos at school. Parents/guardians also initial a release of liability for any illness and/or injury their child might sustain while on school or church premises.

### **Emergency/Medical Form**

This form includes doctor and hospital information as well as medical insurance information. State licensing requires parents/legal guardians to list at least one person with phone number, address and driver license number who are authorized to pick up a child and/or arrange medical treatment in case of illness, accident, or school closings if one of the parents/guardians cannot be reached. This form also contains a Consent for Treatment statement giving a Little People's School staff member authorization to seek medical treatment, if needed, for your child in the event a parent/legal guardian or emergency contact cannot be reached. If medical attention is needed and parents/guardians or emergency contacts cannot be reached, 911 will be dispatched at the parent's/guardian's expense. The back side of this form includes information about allergies, illnesses, medications, or special needs. Please keep us updated if any of this information changes or becomes more severe during the year. Parents/legal guardian will provide an Emergency Action Plan from a physician for any known allergies requiring an Epi-Pen. An Allergy Alert form must also be filled out for these children. Parents/Legal Guardians must fill out an Avoidance Form for any other dietary restrictions. In addition, parents/legal guardians must fill out a Medical Alert form for

any cases of asthma or insect bite sensitivity. We require permission to administer Benadryl for severe allergic reactions or After Bite for insect bites. Your child's doctor must sign the back side stating that your child has been examined within the past year and is able to participate in our program. The following documents must be included with the Emergency/Medical Form if applicable:

#### Immunization Record

A copy of your child's current immunization record must be included with the enrollment packet. It is important that Little People's School receives a doctor's written and signed verification of any new immunizations received throughout the school year in order that we maintain updated and current medical records. **No child may attend school without an up-to-date immunization record and a signed and correctly dated doctor's form.** Little People's School does allow children with immunization exemptions to attend school with the required, notarized documentation.

#### Vision and Hearing Testing

The state requires all four and five-year old children to have a vision and hearing test administered on or after their fourth and fifth birthdays. All four and five-year old children must provide a current copy of vision and hearing test results performed by a physician or a Speech and Language Therapist. These results need to be from screening performed on or after their fourth and fifth birthdays. **No four- or five-year-old child may attend school without a vision and hearing screening on file.**

#### Court Ordered Custody

In the case of a dual family relationship, Little People's School requires a copy of the current court ordered custody agreement if it prevents another parent/guardian from visiting or removing the child from Little People's School. The most current documentation on file pertaining to school communication, photos, and release of child/children will be followed. In the case of no court orders on file, both parents/guardians will have full access to their child and any school information pertaining to their child including communication and photos.

#### **Child Release Form**

This form list parents/guardians and any other people who may pick up your child from school without further notice. People on this list must provide driver's license for staff to verify that they are on the approved pick-up list. Please notify the office if a person on the list is picking up for the first time. If special pick-up arrangements are being made, the office must receive an email giving permission for us to release a child to another person not listed on this form. This email must include the name of the person and driver's license number. This form also notifies us of all people approved to receive information pertaining to health and schooling of your child.

## **Tuition/Fee Contract**

This form outlines all tuition and fees for your child's school year including late penalties and return check fees. The Little People's School Board of Directors set all tuition and fees. All penalties and fees will be strictly enforced. LPS Board of Directors will decide on any increases for the following school year.

### Tuition

Little People's School is a nine-month commitment with tuition being divided by nine equal months. School closings for holidays, training, Katy ISD closures, etc. have been factored to determine the yearly tuition amount. The first tuition payment, in the amount of ½ monthly tuition, will be due on August 1<sup>st</sup>. This payment will be credited to May tuition and will be refundable until December 31<sup>st</sup> of the current school year with a two-week written notice. All other full payment amounts will be due on the first of each month from September-April. The last tuition payment, in the amount of ½ monthly tuition, will be due on May 1<sup>st</sup>. Credit is not given for a child's absences including illness, vacations, holidays, Katy ISD emergency closings, Katy ISD student holidays, closures due to unsafe conditions, or other closures beyond our control. Payments must be made through our parent app or by hand-delivering cash or check to the school office. Make checks payable to Little People's School and indicate the child's name on the check. **Please do not send payment in your child's bag or give it to the teachers.**

### Supply Fee

A **non-refundable** supply fee, for each child, will be due each semester. The first semester supply fee will be due on August 1<sup>st</sup> along with ½ of May tuition. The second supply fee will be due on January 1<sup>st</sup> along with monthly tuition. This supply fee helps the school replenish consumable materials, provides each child with a tote bag, a t-shirt, lunch for two class parties, and helps cover the cost of our brightwheel technology.

### Late Penalties and Other Fees

Tuition and supply fee payments received after the 10<sup>th</sup> of the month will be charged a \$25.00 past due payment fee. If tuition and late fee is not paid by the 20<sup>th</sup> of the month, your child might be at risk of losing their spot in class. Late fees will be strictly enforced. Please speak to the director about emergency or extenuating circumstances regarding fees that are due. Requests for alternate payment schedules must be made in writing. If your check is not accepted for payment by your bank, we will assess a fee of \$30.00 and payments must be paid in cash for the remainder of the year.

**In the event your child is not picked up by 2:05pm on Tuesday, Wednesday, and Thursday or by 12:05pm on Friday, we will assess a fee of \$5.00 per child for every 10 minutes until your child/children are picked up.**

### **Handbook Acknowledgement Page**

This form verifies that parents/legal guardians have read, understand, and agree to abide by all Little People's School policies and procedures outlined in this handbook. This form must be signed and returned to the school office to be kept in your child's file.

### **Introduce Us To Your Child**

This confidential information form helps your child's teacher know and understand your child's needs and what will help them be most comfortable. Please fill this form out with as much information as possible. In addition, please let your teacher know if any of this type of information changes throughout the year.

### **Information and Record Changes**

It is important that any changes in information on enrollment forms be given to the school office as soon as possible to ensure your child's safety and needs continue to be a priority. Please stop by the school office and update the information as it changes.

## **Other Policies**

### **Calendar**

Generally, Little People's School follows the KISD calendar regarding holidays and closures. Please consult the Little People's School calendar for beginning and ending dates, and any other closed dates. Our school will be closed for two additional days during the year for our staff to receive training in Early Childhood Education.

### **Inclement Weather Closures**

Little People's School generally follows KISD decisions to close or delay the start of school due to weather. Should KISD schools close or delay because of inclement weather, we will do the same unless notified otherwise by administration.

Parents/guardians should consult TV or radio programs for official school closing updates. Little People's School will also close in the following cases: being without electricity for more than 2 hours; without water for more than 1 hour or if the Health Department and/or Little People's School admin has concerns regarding spread of illness or safety of building. Tuition credit is not given in these situations.

## **Outside Play**

If a parent/guardian does not want their child to play outside for whatever reason, the child must be kept home that day. Weather appropriate clothing and closed-toed, rubber sole shoes must be worn.

### Weather Policy

For temperature below 45 degrees or wind chill below 40 degrees:

1. Teachers will ensure children are dressed for cold weather  
(Parents will be called to bring additional clothing if needed)
2. Teachers will be attentive to children showing signs of hypothermia

For temperature below 32 degrees or wind chill below 30 degrees:

1. Outdoor activities be limited to 25 minutes or less or canceled completely
2. Children with health conditions that could be aggravated by cold should be exempted from outdoor activities (in this case, child must be kept home)

## **Toilet Learning**

Little People's School recognizes that children develop at a different pace. However, our school is not equipped with the staff or facilities to accommodate older children who have not yet mastered using the toilet. Our three-year-old and older children must be consistently using the toilet for urine and bowel movements. **Diapers or pull-ups are not allowed in these age groups except with a doctor diagnosed developmental delay and if the school can meet the child's needs.** Children who have multiple accidents at school might be required to stay home until they have completely mastered toilet usage. Parents will be responsible for paying tuition to hold the spot in the class until their child is able to return.

## **Stable Mobility**

Little People's School does not have extra staff to provide one-on-one assistance to non-walking children. Therefore, all children enrolled must be stable enough to walk independently with little assistance needed for climbing steps. Children who are not walking at the start of school will be asked to wait until this milestone is mastered before starting the year. Tuition must be paid to hold the spot.

## **Breastfeeding**

Little People's School will provide mothers with a safe, private place where they may breastfeed their child if they choose. Parents/guardians have the right to breastfeed or provide breastmilk for their child.

## **Dress Code**

Children should wear washable play clothes that allow them freedom of movement and easy removal for using the restroom. We use washable paint and try to protect clothing as much as possible, but some colors can be difficult to remove from clothing. Little People's School will not be responsible for damaged clothing. In addition, children need to wear layered clothing for outside play during the winter months. Jackets are a must during this time of year. **Shoes must be rubber-sole, closed-toed shoes. Sandals, boots, crocs, flip flops, etc. cause too much of a risk on the playground and are not allowed.** Girls need to wear shorts under dresses. All children must have a complete change of weather appropriate clothes at school.

## **Grievance Procedures**

Any grievances a parent/guardian might have should be discussed with the child's teacher if it pertains to the classroom. If the grievance pertains to the school in general or if the situation needs further discussion, please contact the school director. Every effort will be made to resolve problems and issues related to children. In the event of a lack of agreement between parent/guardian and director, the school board will be called in to arbitrate and the board decision will stand. Parents/guardians have the right to file a complaint against the school with the Department of Health and Human Services without fear of retaliation.

## **Policy Changes**

In the event of any changes to policies and procedures, parents/legal guardians will be notified in writing and asked to sign, and date changes made. Parents/legal guardians are welcome to call the school office to discuss any questions about policies and procedures.

# **Day to Day – Routines**

## **Arrivals and Dismissals**

### **Parking Lot and Driving**

Your child's safety is our primary concern. The following guidelines must be followed for each age group during arrival and dismissal:

- Please hold your child's hand when crossing the parking lot and street.
- Drive carefully and slowly around the school and watch for children and adults.
- No child may be left in a vehicle unattended, even for a brief period.

- Parents/guardians must refrain from using cell phones or other electronic devices while in parking lot, carpool line or driving.
- Parents/guardians assume responsibility of their child at the time of leaving the classroom or upon the child entering the vehicle.
- New persons picking up must show photo identification.

### **Doors and Security**

Parents may enter the school for morning drop-off through the double doors on 5<sup>th</sup> Street or the single door on Avenue A. Parents must enter through the single door on Avenue A for afternoon pick-up. The school is securely locked during school hours. Anyone needing to enter the school during school hours must ring the doorbell on the Avenue A side of the building. This door is monitored by a camera and intercom system. Parents/Guardians can enter the building after identification is verified.

### **Toddlers – Two-Year-Old Children**

Parents/guardians will bring children to the classroom door between 9:00am-9:10am and will return to the classroom for dismissal at 2:00pm (Tuesday-Thursday) and 12:00pm (Friday). To help your child adjust more quickly, develop a goodbye routine such as - giving them a hug and kiss, telling them to have a wonderful day, and then letting them walk into the classroom. A quick exit routine is truly the best for your child. We will only release children to adults.

### **Three – Five-Year-Old Children**

Parents/guardians are welcome to bring their child to the classroom door and pick their child up from the classroom door throughout the school year if you choose. However, we do find the children show a great deal of independence growth when they use our carpool. If you choose to bring your child to the classroom door, arrival time is between 9:00am-9:10am. Dismissal is at 2:00pm Tuesday-Thursday and 12:00pm on Friday. In the event the class is already on the playground for carpool, parents must walk out to the playground and let one of the teachers release your child.

### **Carpool Procedures**

Carpool for three-five-year-old children will begin the second week of school. Teachers will open the gate on Fourth Street and will begin to welcome children at 8:55am. Maps, car nametags (to be displayed in the vehicle window) and detailed procedures will be sent home during the first week of school. **No child can be dropped off if a teacher is not there to receive them.** Parents/guardians must park and bring their child to the

classroom if teachers have already returned inside. At dismissal time, teachers will bring the children out to the playground and will begin loading children into cars at 1:55pm (T.-Th.) and 11:55am (Fri.). Since all safety seats are made and used differently, Little People's School staff will not be responsible for securing children in seats. The driver or other adult passengers must make sure the child is safely secured. The teachers will remain outside until 2:10pm (T.-Th.) and 12:10pm (Fri) or until the last vehicle in line is loaded. Your child will be brought to the school office to wait for your arrival if they have not been picked up by this time and late fees will be charged.

**In the event of rain**, carpool procedures will remain the same with vehicles continuing to travel around Fourth Street onto Avenue B. Vehicles will pull under the covered driveway. Please remember this will move a little slower due to less vehicles being loaded/unloaded at one time.

## **What To Bring To School?**

### **Lunch**

All children must bring a water bottle (thermos), and a ready-to-eat lunch on Tuesdays, Wednesdays, and Thursdays. Lunch needs to be packed in plastic containers which will keep food hot or cold as needed. Please include needed utensils. Do not send foods your child has not tried before, or which could be a choking hazard for your child. Choose healthy foods when packing your child's lunch. Texas State Licensing requires Little People's School to inform parents/legal guardians that we are not responsible for nutritional value of lunches or for meeting a child's daily nutritional needs. PLEASE HELP KEEP ALL CHILDREN SAFE AND ABIDE BY TEACHER REQUEST REGARDING ALLERGIES.

### **Snacks**

A morning snack is served in each classroom. In most classes one child provides snacks for the whole class on a rotating basis. Teachers will provide parents/guardians with a snack schedule. Younger classes have parents/guardians provide snacks for their own child. The state sets standards regarding foods provided by parents/guardians to protect the health and safety of all children. Foods must be in unopened containers or packages that list ingredients. It must have been prepared by cooks trained in health and safety and in kitchens that are inspected by health inspectors. Please provide snacks that have good nutritional value for the children. Some suggestions are as follows: fresh fruit,

pudding, Jell-O, yogurt, Goldfish, crackers, applesauce, cheese cubes, ham/turkey, muffins, etc. Teachers will inform parents/guardians of any allergies so appropriate snacks can be provided. Little People's School will refill water containers as needed.

### **Other Things Needed**

- Tote bag provided by Little People's School for carrying belongings
- Class folder
- Complete change of clothes, including socks, appropriate for the season, extra clothing if child is toilet training
- Diapers or training pants for toddler and two-year-old children
- King size pillowcase or other type of cover for rest mat (mat will be provided by school) for toddler and two-year-old children – small pillowcase for older classes
- Pacifier, lovey, security blanket, or another item for naptime
- Please label these items

### **What Not To Bring To School**

Except for “security items” for younger children, the only toys brought from home should be for show and tell, or items that might relate to the class theme. Please do not allow your child to bring money, jewelry, gum, or candy to school. State licensing requires hand sanitizer to be kept out of reach of children. Therefore, children are not allowed to have individual sanitizer in their bags. Absolutely NO form of weapon including guns, knives, and war toys are allowed at school.

## **Communication**

Effective communication between teachers, parents/guardians, and administration is especially important to ensure your child has everything they need to be successful. Parents/ guardians will be informed of things concerning their child and events taking place through teacher newsletters, emails, flyers, and brightwheel. Parents/guardians will receive a yearly calendar of events in the summer mail-out.

### **Emails**

The school administration will send out emails about school wide events, classroom illness alerts, and any other important schoolwide information. Teachers will send out weekly emails with information pertaining to your child's class.

## **Brightwheel**

Little People's School uses the brightwheel app which provides teachers and parents/guardians a great form of communication as well as providing the teachers a way to send pictures and videos of your child during their day. We require at least one parent/guardian to sign up for this app as the school will use brightwheel for reminders, announcements, and messages. Teachers only have access to the brightwheel app during school hours. **Parents/Guardians should use this form of communication to notify the school/teacher of child absences, change in pick-up, or other emergency or last-minute changes concerning your child.**

## **Class Newsletters - Notes**

Teachers will send out monthly newsletters to let parents/guardians know what themes and concepts the children will be learning about, school events happening that month, as well as snack leaders.

## **School Bulletin Board**

Little People's School has a school bulletin board posted outside the director's office. This board contains all the required state postings including inspections, notifications, and other useful information for parents/guardians about things in our community.

## **Teacher – Parent/Legal Guardian Conferences**

Each fall the teachers will conduct a phone conference with the child's parent/guardian. This conference is a brief discussion about how your child has adjusted to school and addresses any concerns the parent/guardian might have about expectations for the year. In the spring, a face-to-face conference will be scheduled so the teachers and parents/guardians can discuss how the child has progressed throughout the year and if there is any area that could use a little extra attention. Parents/guardians should contact the teacher at any point throughout the year if there are any major concerns about your child and their progress.

## **Curriculum**

Little People's School teachers design an individualized curriculum and themes for all the children that is full of a well-balanced, structured, and unstructured, physical, and restful activities to fit the interest of the children and stimulate learning in all areas of development. Our curriculum addresses the needs of the whole child – spiritual, cognitive, physical, social/emotional and language. Christian values and truths permeate

our rooms. We have language rich classrooms and a strong math program that are developmentally appropriate for each age group. In addition, appropriate self-help, social skills, and interactions play a significant role in our early childhood classrooms and help encourage positive self-esteem. Our parents/guardians are encouraged to schedule a time with your teacher to share your interest and talents with the classroom. Teachers will also provide a monthly newsletter to inform parents/guardians of upcoming themes, plans, and special activities. A theme is chosen based on the interest of the class. Within this framework and theme, language and math concepts and social and motor skills are incorporated, introduced, and practiced. Individual classroom schedules are posted in the classrooms. Each day includes the following:

- Circle Time – This could include story time, songs, rhymes, discussion and teaching about weekly themes, age-appropriate concepts such as color, shapes, numbers, letters, etc., physical movement, classroom helpers, calendars, science experiments, classroom visitors, special presentations. This is a wonderful opportunity for children to share thoughts and feelings.
- Center Time – All rooms are set up with learning centers that help build self-confidence, expand understanding, teach responsibility, increase motor skills, and develop the whole child while discovering God’s world. Centers consist of worship, blocks, dramatic play, manipulatives, creative art, math, and science, sensory, and writing for older children. Occasional activities include puppets, listening center, cooking, pet visit. Notification of pet visits will be given.
- Outside Time – Outdoor physical activity helps children become smarter, healthier, and stronger in every area of development. Children have at least 60 minutes of physical activity each day. Children will use trikes, scooters, climbing equipment, ball games as well as occasional structured game times. Wonderful social interactions, imagination, motor skills, science, and cognitive learning take place on the playground. Children will use our Fellowship Hall space for days when going outside is not possible. We have many varieties of activities in the space to get physical activity for the day.
- Rest Time – Toddler and two-year old children will have naptime after lunch Tuesdays-Thursdays. Staff will collaborate to come up with a workable solution to help children who are disruptive for other children during naptime. However, if a child is unable to sleep or participate in a quiet, non-disruptive activity, the child might need to be picked up before naptime. Our older classes do not have a naptime during the day. These children do have about a 10-minute rest time in which they can look at a book, do a puzzle, write in journal or other quiet activity.

- Chapel/Music – Bible, music and movement are incorporated into our daily schedule. Three-five-year-old children attend chapel each Wednesday morning. Teachers reinforce weekly chapel lessons in the classroom. All children enjoy a 20–30-minute music and movement class once or twice a week. This structured class gives children opportunity to gain experience with rhythm, beat, notes, instruments and build love for music.
- Field Trips – Older children enjoy one or two field trips each year planned by the teachers. Each field trip will require a signed permission slip returned to the teacher. In the event you can accompany the class on the field trip, please make other arrangements for siblings. Children who do not wish to attend the field trip must remain at home that day.

## **Health and Safety**

The health and safety of our children and staff at Little People’s School is a matter of major importance to us. All staff follow Standard Precautions including using gloves when exposed to any potentially infectious body fluids. Rooms and equipment are sanitized each day to help control the spread of illnesses. Please abide by all the following policies to help us all stay healthy and safe. Little People’s School will implement additional precautions and policies to protect the health and safety of everyone during times of epidemic/pandemic. Parents will be required to sign these policies when needed.

### **Illness Policies - Exclusion and Return Policy**

Please keep your child at home if he/she:

- Has fever of 100 degree or above within last 24 hours (without medication)
- Has diarrhea or vomiting during the previous 24 hours  
(keep your child home if they are constipated and/or been given laxatives)
- Is taking first day of antibiotics
- Has a heavy nasal discharge
- Has a constant cough
- Is fussy, cranky, and not himself/herself
- Is unable to comfortably participate in daily activities
- Has symptoms typical of any communicable disease

In the event a child becomes ill with any of the above symptoms while at school, they will be isolated and cared for in the school office until a parent/guardian can pick them up. An ill child must be picked up within 30 minutes. The child may return to school after the exclusion guidelines have been met or with a doctor's note verifying the child may participate in school. The school must be notified of any contagious disease so we can notify others of anything their child might have been exposed to. This includes chicken pox, scarlet fever, hepatitis, impetigo, pink eye, head lice, measles, mumps, flu, strep throat, any current pandemic, or anything else your physician states is contagious. We ask that you contact the school office by 9:30am if your child is going to be absent and let us know the reason for the absence.

### **Medication Policy**

No medication will be given at Little People's School except for medication needed in life threatening conditions such as allergic reactions requiring Benadryl, Epi-pens, asthma inhalers, etc. Parents/Guardians must complete an Authorization for Dispensing Medication form. Prescription medication must be in the original container and bear the name of the child to whom it is given. All medication needs to be kept current and new forms completed every year. Medicated cream for insect bites/stings will only be applied with parent permission. Diaper rash ointment will only be applied if provided by the parent/guardian. Parents/guardians must apply sunscreen or bug spray on their child. Teachers are not allowed to apply these sprays.

### **Allergies**

In the event your child has a medically diagnosed allergy, the parent/guardian must fill out an Allergy Alert Form. In addition, we must have an Emergency Action Plan that is signed by a physician. In the event of a food or substance that needs to be avoided, parents/guardians must fill out an Avoidance Alert. These forms will include a photo of your child and will be posted in your child's classroom. Please keep the office notified of any changes in this area. An Authorization for Medication form must be filled out if your child has any life-saving medication for allergies. Oral Benadryl will be given in cases of severe allergic reaction with parent/legal guardian permission. Due to a variety of unknown allergies, **do not serve food to any child other than your own without the teacher's approval.**

### **Emotional Well-Being**

Please notify the school if your child has experienced or is experiencing any type of traumatic, emotional, or stressful situations. This will help the teacher ensure your child receives all the support and understanding they need to help them deal with the situation.

## **Incident/Accident Report**

This form is used to inform parents/guardians of any incident or accident involving your child at school. An explanation of what happened and the action that was taken afterward will be filled out by the person who witnessed the event. This form will only inform the parent/legal guardian of what happened with their child. This form might require a signature and returned in the event your child caused harm to another child.

## **Accidents**

Should your child experience a minor injury at school, the teacher will wash and cover the injury and send home an Incident/Accident Report. In the case of a more severe injury, appropriate first aid measures will be taken immediately to care for the child and the parent/guardian will be called. If the parent/guardian cannot be reached, other emergency contacts listed on child's form will be called. If no contacts can be reached, and the child needs medical attention as soon as possible, Little People's School administration will make the decision to call 911. Parents/Guardians will be responsible for all fees if 911 must be called.

**In the case of a bump to the head, a parent/guardian or emergency contact will be called and might be asked to come in and do a visible check before the child can return to class.**

## **Medical Emergencies**

In the case of a major medical emergency, the acting person in charge will secure whatever medical care is necessary. These steps may include the following, but not necessarily in this order:

- Call 911 to report accident
- Administer immediate first aid to best of ability
- Contact parent/guardian
- Transport child to medical facility

Any expenses incurred under these circumstances will be the responsibility of the child's family.

## **Unsafe Product Safety**

Little People's School stays informed of any recalled child products from the Consumer Product Safety Commission. Any item we might have that has been recalled is removed from the school. Parents/guardians may review recalls on the website at [www.cpsc.gov](http://www.cpsc.gov).

### **Emergency Preparedness Plan**

Little People's School has an emergency plan in place for all hazards that might cause a life-threatening situation such as fire, tornado, flood, intruder, communicable disease outbreak, medical emergencies and any emergency that calls for evacuating the building. The children practice these drills on a regular basis. In the event the school building needs to be evacuated, children and staff will be relocated to the Family Life Center located at 5618 5<sup>th</sup> St., Katy, Texas 77493. Parents/guardians will be called to pick up their child. Our full plan is posted in classrooms for parents/guardians to review or you may request a copy from the school office.

### **Gang Free Zone**

Little People's School must inform parents/guardians about the gang-free zone designation. This means that engaging in certain gang-related or organized criminal activities within 1000 feet of this center is a violation of this law and is therefore subject to increased penalty under state law.

### **Open Carry Policy**

As per the Texas Health and Human Services, childcare centers do not follow the Open Carry Law in the state of Texas. All firearms and any other form of weapons are prohibited on the premises of a childcare center unless you are a trained law enforcement official. This policy includes before, during and after school hours and school events.

### **Building Treatments**

The premises of Little People's School and Katy First United Methodist Church are periodically treated with pesticides by a licensed pest exterminator. Dates of these treatments are posted on the school bulletin board outside the director's office.

### **Personal Belongings**

For the safety of the children, and as a state licensing requirement, all staff members are required to have their personal belongings (purse/bags) out of the reach of children. Parents/guardians must follow these same requirements when in a classroom. Please keep your belongings out of reach of children while attending school events.

# **Parent Involvement**

Little People's School believes that parents/guardians are the most important people in a child's life, and we encourage all our parents/guardians to be active in your child's schooling and events throughout the year. We invite you to come to the class and read, cook, or do other special projects with the children. The school relies on help and participation from all our families.

## **Room Parent/Guardian**

This person will collaborate with the teacher to plan and conduct class parties and events, helping with class projects, and working with the auction basket coordinator to prepare the class basket for auction. You will have the opportunity to sign up for Room Parent at Find Your Room Day.

## **Teacher Appreciation**

This committee will plan things they would like to do throughout the year to show the Little People's School staff how much they are appreciated. Examples of things done in the past include small monthly tokens of appreciation for staff, Christmas Cookie Exchange, luncheon at the end of the year, birthday card or flowers, etc.

## **Book Fair and Scholastic Orders**

This committee helps set up, run, and pack up our two book fairs during the year. We have one book fair each semester. Our book fairs help us build our school library.

## **Fundraising**

This committee works together to plan events that will help raise extra funds for the school to purchase new materials and equipment for the classrooms and playground. Our budget depends on successful fundraising and all families are encouraged to participate.

## **Events**

Each year parents/guardians will be provided a calendar of the yearly, schoolwide events. Additional dates of classroom events will be given out by each teacher as events happen. Standard yearly events are as follows:

- Parent Orientation – This PowerPoint of key information is sent out before school, so you feel comfortable with the beginning of the year. Parents/Guardians can call the office to discuss any questions or concerns.

- Meet Your Teacher Day – This event will be before the first day of school. It will be a time for children and parents/guardians to visit the classroom, meet the teachers, and get acquainted with the room
- Open House/Book Fair/Fundraiser – This is a combination event night with time to visit the classrooms after several weeks of school to see what children have been enjoying and learning. We will also have our first book fair and first big fundraiser this week.
- Costume Parade – All the classes participate in a parade through the school and church building during the last week of October. Children are welcome to wear any costume that is age appropriate.
- Christmas Program – This is a wonderful program planned and directed by our music and classroom teachers that features our three, four and five-year-old children. We encourage the whole family to attend this incredibly special, musical presentation.
- Christmas Parties - Each classroom will have a party that is planned by the teacher and room parent/guardian to celebrate the birth of our Savior. The school will provide lunch for the class. Parents/guardians will purchase a book for your child to participate in a classmate book exchange.
- Donuts With Dad – Fathers/Grandfathers of our three – five-year-old children are invited to enjoy an hour of fun and excitement in the classroom with your child. Donuts and juice will be served.
- Muffins With Mom – Mothers/Grandmothers of our three – five-year-old children are invited to attend a breakfast of muffins and fruit as you enjoy making lasting memories with your child.
- End Of The Year Parties – This party is planned by the room parent and teachers to celebrate another wonderful year at Little People’s School.
- Graduation – Our four- and five-year-old children will have a graduation ceremony to celebrate the start of their next journey in kindergarten. This is always a very special event with cheers and tears.
- Other Class Parties – Each class will also celebrate Valentine’s Day and Easter with a class party. These parties are planned and conducted by the teachers. Each child will bring a Valentine’s card for each child in the class and 1 dozen stuffed eggs for an egg hunt.

- Restaurant Spirit Night – The school has several fundraiser nights at local restaurants throughout the school year. These are great opportunities to get out of the kitchen and enjoy some fellowship with other school families while raising money to help support the school.

## **Discipline and Guidance**

Little People’s School teachers and staff are empathetic and understanding in dealing with each child as he/she learns to play and work with others. Some students may experience occasional difficulties or frustration in their efforts to master and control their feelings while trying to understand and live within our complex social system. Teachers and staff use positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction which includes redirection, positive reinforcement, use of logical and natural consequences, individual and group discussions, and implementation of consistent classroom guidelines. Staff will be calm, patient, firm, respectful and loving when dealing with behavior management. At no time will staff use corporal punishment. In some situations, a short “thinking and learning time” followed by more structure for the remainder of the class may prove to be helpful for some children. In the case of more persistent and difficult behavior, the staff and parents/guardians will work together to develop an individual plan to help the child be successful. For children who have needs we feel we may not be meeting adequately, recommendations will be made for professional evaluations which could result in suggestions for personalized, supplemental, educational counseling or alternate schooling. In the event a child repetitively injures another child or adult, immediate dismissal is a possibility.

### **Grounds For Removal From The Little People’s School**

#### **Biting**

Unfortunately, biting is a common but very serious issue in early childhood settings. Teacher will manage biting incidents in the following manner:

- A confidential log will be kept of time, date, place, and names of the children involved in the biting; parents/guardians of the children involved will be notified.
- Age-appropriate discussion will take place between teacher and children.  
(however, in most cases of biting, the child does not understand why they bit)

- If the same child bites again, parents/guardians will be notified, and staff will shadow the child to the best of our ability.
- In the event of a third bite by the same child, the teacher and director will make decisions needed to keep all children safe which might include either temporary or permanent removal from school.

### **Disruptive, Aggressive or Violent Behavior**

Safety for all our children and staff is a priority at Little People’s School. For any child who exhibits persistent disruptive, aggressive, or violent behavior toward another child or staff member, the following steps will be taken:

On any one day – incident

- At the first sign of this type of behavior, the child will be removed from the situation and the teacher and child will have a short “thinking and learning time” which will consist of the child sitting with a teacher and talking about the good behavior we want to see in the situation versus the choices made. The parents/guardians will be informed.
- If the child continues to exhibit this type of behavior, the child’s parents/guardians will be called, and the child must be taken home for the remainder of the school day.

If behavior becomes consistent

- The director and/or other leading staff members will observe the child to offer guidance and suggestions to teaching team.
- The teacher, director and parents/guardians will meet to develop an individualized plan to recognize good behavior and possible age-appropriate logical and natural consequences for inappropriate behavior. It is particularly important that parents and the school has consistency to best help the child.
- If the behavior does not improve, Little People’s School teacher and administration will make decisions needed to keep all children safe which might include either temporary or permanent removal from school.

### **Developmental Delay – Medical Issues – Special Needs**

Our teachers are trained and experienced in working with young children. However, our setting is not equipped, nor our staff trained to help all children with developmental delays, severe physical handicaps, or difficult behavior. Our school feels a strong Christian commitment to work with and help the children and families in our school within our capabilities. For children who have needs we feel we are not adequately

meeting, recommendations will be made for professional evaluations to better serve the child. We will strive to provide adequate accommodations recommended by a professional, use adaptive equipment provided, provide opportunities for child to receive intervention services at school, ensure children are integrated into all activities and provide natural environments for all children to grow and learn. If at any time the teacher and director feel the child is not benefiting from what we have to offer, alternate schooling will be suggested.

### **Parent Responsibilities**

The following situations could be grounds for a child immediately being removed from Little People’s School.

- Use of profanity or rude/disrespectful behavior by parent/guardian
- Non-payment of tuition/fees or excessive late pick-up

If a child is removed from Little People’s School for any reason besides developmental delay or medical issue, prepaid tuition is forfeited.

## **Referrals and Resources**

The staff of Little People’s School takes immense pride in helping children develop to the best of their abilities. If at any time our staff feels your child could benefit from any outside source, we will provide information to help parents/guardians receive all help available. The following are a few local services available to all parents/guardians.

- ECI Project Tyke is an Early Childhood Intervention program which serves children under the age of three that have developmental delays. You can find these services at [citysearch.hhsc.state.tx.us](http://citysearch.hhsc.state.tx.us) or call 877-787-8999.
- ECSE- Early Childhood Special Education programs offered through the school district serve children ages three–five. Contact your elementary school to speak to someone about these services.

## **Child Abuse/Neglect**

### **Reporting Child Abuse**

Little People’s School staff are required by law to report any suspicion of child abuse or neglect to the Health and Human Services, Child Abuse Hotline, or law enforcement. Parents/guardians may view the “Keeping Children Safe” flyer posted on the parent information bulletin board for guidance on reporting abuse. To make a report,

parents/guardians should call the Texas Abuse Hotline at 1-800-252-5400 or online at [www.txabusehotline.org](http://www.txabusehotline.org). Any parent/guardian of a child who is the victim of abuse or neglect may find support and information online at [www.preventchildabuse.org](http://www.preventchildabuse.org).

#### Procedures For Reporting Suspected Abuse

1. All employees must report suspected child abuse cases to the school Director. A report will be made to the immediately if determined necessary.
2. A written report of suspected child abuse must be sent to Childcare Licensing with Texas Health Department regarding the alleged abuse within 48 hours.
3. When reporting suspected cases of abuse, you must include the following information: Name and age of child, child's present location, type and extent of abuse, and the name and title of the person making the report.
4. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents/guardians.

#### **Preventing And Responding To Abuse And Neglect**

Parents are allowed to view any recordings of an alleged incident of abuse/neglect as long as: videos are available, parents do not retain any portion depicting another child, and other parents of children in video are notified.

#### Staff Training

Little People's School will provide at least one-hour training for all staff on the identification and reporting of suspected child abuse and neglect each year and before working with children.

#### Parent Education

Information about child abuse and neglect can be found on one of the following websites: DFPS at [www.dfps.state.tx.us/Training/Reporting/default.asp](http://www.dfps.state.tx.us/Training/Reporting/default.asp); Community - Based Child Abuse Prevention Program website; [www.preventchildabuse.org](http://www.preventchildabuse.org); or the Texas Abuse Hotline at [www.txabusehotline.org](http://www.txabusehotline.org).

The Community Based Child Abuse Prevention - CBCAP program makes parents/guardians aware of prevention services in their communities and encourages them to use these services. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support Program, as well as various special initiatives.

## How Do I Know If It is Abuse Or Neglect?

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical abuse – physical injury that results in substantial harm to a child, such as bruises, fractures, or death. It also can include a genuine threat of harm even if there is no visible injury.

Sexual abuse – sexual conduct harmful to a child’s mental, emotional, or physical welfare. This includes fondling a child’s genitals, penetration, indecent exposure, and exploitation through producing pornography.

Emotional abuse – an action that results in a marked impact on a child’s growth, development, or psychological functioning. Emotional abuse includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, or belittling to the point that it results in noticeable effects on the child’s daily functioning.

Neglect – placing a child in a situation that requires judgment or actions beyond what the child is physically or mentally capable of doing and that results in bodily injury or a substantial risk of immediate harm to the child – failing to get or follow up with medical care for a child when the lack of care results in physical injury or in a marked impact on a child’s growth, development, or functioning – failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child.