

# Friends in Christ Preschool Parent Guide

*\*\*Covid-19 procedures supersedes any of these guidelines--please see the Covid-19 waiver\*\**

Friends in Christ (FIC) has been in operation at the Frisco United Methodist Church for 40 years. What started out as a Mother's Day Out Program has now grown into a licensed full time Preschool and private Kindergarten. As Frisco has grown, so has our program, but our priority has always remained the same. We want to provide a safe, happy place for your child to experience his or her first adventures outside the family circle. The FIC Board of Directors and staff want your child to enjoy his or her days at FIC and learn that the world is an exciting, interesting place. Through creative play, books, songs, and interactions with teachers and other children, we want to help your child grow in body and spirit.

## **\*\*Our Classes\*\***

We divide the ones and twos into groups based on their birth dates, we try to keep the classes paced so classmates are developing at a similar rate. All our classes are grouped with a boy/girl ratio in mind. Our ratio of child to teacher is low in each age group, with the goal to keep classes at a size that is comfortable for both the children and their teacher. We follow Frisco ISD in regards to placing children in their age group (Example to enter the three-year old program, children must be three years old on/before September 1st of that school year. To enter the four-year-old program, children must be four years old on/before September 1<sup>st</sup> of that school year).

**Children who are in our 1 year old program must be walking.**

**Children who are in our 3 year old program must be toilet-trained.**

## **\*\*Enrollment\*\***

We offer enrollment each spring for the upcoming school year. Families already in the program are offered the first chance to sign up for their choice of days along with any siblings they may wish to enroll. We then open our enrollment as follows:

\*Church members and alumni are given an opportunity to enroll on a set date and time; enrollment will be done on a first come first serve basis.

\*All outside families are given an opportunity to enroll on a set date and time; enrollment will be done on a first come first serve basis.

Vacancies will be filled according to the following criteria:

\*Boy/Girl ratio\* Personality of child/classroom dynamics \*Age/Birth date of the child (younger ages only)

All decisions are at the discretion of the director.

## **\*\*Registration Fee, Supply Fee, & Tuition\*\***

A registration fee of \$100.00 per family is collected in January for all returning students to confirm placement for the following school year. The supply fee is due in March and is in accordance with the number of days you attend (see below). For all new students the registration and supply fee is due upon acceptance into our program. **These fees are non-refundable.**

Our rates for the 2021-2022 school year are as follows: (Sept. tuition will be prorated)

<b>2 Day Program (T/T or W/F)</b>		<b>3 Day Program (M/W/F)</b>		<b>5 Day Program (M-F)</b>	
Tuition	245.00/month	Tuition	315.00/month	Tuition	495.00/month
Supply Fee	100.00/annual	Supply Fee	150.00/annual	Supply Fee	200.00/annual

(All fees are non-refundable and non-prorated)

Tuition will be due by the 10<sup>th</sup> of each month and is considered late after the 10<sup>th</sup>. A \$20.00 late fee will be added to your tuition after this date. If payment is late and a late fee is not added, the late fee will be billed to you.

School will begin August 26<sup>th</sup> and continue through May 19<sup>th</sup>, 2022. Our hours of operation are 9:00-2:30.

We have included a FIC calendar for our scheduled time off; please note that if Frisco ISD is out of session, we are as well. If any changes need to be made during the school year, notes will be sent home to parents regarding changes to our schedule.

### **\*\*Arrivals and Dismissals\*\***

Because many of our teachers have children in the public school system, we ask that you adhere strictly to the FIC timetable. Please do not bring your child prior to **9:00 am**, as teachers are setting up classes. Parents may come early with their children as long as they stay with their children outside of the classroom or in the gym area until 9:00 a.m. Please pick up your child **promptly at 2:30 p.m.** so teachers may pick up their own grade school children. **Parents' arriving after 2:35 p.m. will be fined \$5.00 per child for every 5 minutes that child remains with that teacher/director.** Fines are to be paid to FIC. Example: If you arrive after 2:35 p.m. you owe \$5.00 per child to FIC. If you arrive after 2:40 p.m. you owe \$10.00 per child to FIC. The late pick-up policy will be strictly enforced. Arrival and pick-up time are important to young children. A child should arrive on time; it is disturbing to enter a room full of children already settled into an activity, children may be saddened that they are missing something. Being picked up late can also be stressful to a child. This courtesy will benefit both the child and the teacher.

Children will be released to their parent, if someone other than a parent is picking up a child, the Director and teacher should be informed and given a description of the person. The Director and teacher will ask for identification of any person whom they do not know.

### **\*\*Parties and Fundraisers\*\***

Throughout the school year, your child's class will have parties to celebrate the different Holidays. You are required to sign up for one party which consists of providing the necessary items (craft, treats, etc...). In addition, our biggest and only fundraiser is our Breakfast with Santa. You are asked to help donate to your child's class silent auction basket. We will also need one parent from each class to be in charge of collecting the donated items and putting together the basket. More details about the basket will come at our BWS meeting in mid-September.

FIC requests 100% in volunteerism from our parents and staff: with your help, together we make FIC an amazing place to be. You will have the opportunity to sign up for the parties and BWS during the parent orientation.

### **\*\*Bad Weather Days\*\***

If Frisco Schools cancel due to weather, FIC will be closed as well. If Frisco ISD has a 2 hour delayed start to their school day FIC will have a 2 hour delayed start, unless the conditions at FIC are unsafe. Information will be posted on our website FriscoFUMC.org under the preschool link in addition to an email sent out. If school is not held due to inclement weather, tuition will not be refunded nor will the day be made up.

### **\*\*Safety Measures\*\***

We ask that all parents take care when entering and leaving the parking lot. Please park in designated areas only (not in the grass). Parking under the covered parking area or handicap spots is unacceptable. DRIVE SLOWLY!! LOOK BEHIND YOU BEFORE BACKING OUT!! Please refrain from using your cell phone while in the parking lot, it would be so easy to become distracted. We also ask that parents take full responsibility for the behavior of their children as they take them to and from class.

Our security system is in place at all times. The Southeast doors will be unlocked from 8:45 to 9:15 am and then again from 2:15 to 3:00. The Northeast doors will have the same hours, but this only applies to the far left-hand door (closest to the doorbell). The three remaining doors will be locked at all times. If you arrive at any point after the doors are locked, you will need to ring the bell located on the Northeast doors. This procedure will ensure the safety of our children.

To protect the privacy of our children, we ask that no parent post pictures or comments in regards to any children (other than their own) from our school on any social network sites.

### **\*\*Health\*\***

We require all parents to provide medical information about your child to FIC. Allergies, chronic health problems, or other issues that could affect the child at FIC should be fully explained to the teacher and FIC Director in writing. **A current shot record and a health-care professional statement must be provided at the time of enrollment.** A hearing and vision screening test must be performed on all Pre K children within 120 calendar days of enrollment. If this has been done previously by your physician, this must be recorded on your child's healthcare statement. School Year 2021-2022

If your child has been exposed to or has come down with a communicable disease, please notify the teacher at once. We will need to notify the other parents in your child's classroom. At no time will your child's name be mentioned.

If your child needs medication dispensed to him/her while in FIC care, you must bring the medication into the office and complete a written authorization form. All medication must be in its original container and labeled with your child's name. All medication will be kept in the FIC office in a locked medicine cabinet.

If your child becomes ill at school, or if medical attention is needed, you will be contacted at once. In the event you cannot be reached we will refer to the Medical Release information provided. It is imperative that we have a telephone number where you, your spouse, a relative or a friend, can be reached if your child is ill. This is done on a daily "sign in" sheet when you drop your child off in the a.m. and on your registration form.

**\*\*Please keep your child home if he or she is or has in the last 24 hours experienced vomiting, fever, diarrhea, a rash, or severe upper respiratory problems.\*\***

We will provide a comfortable place for any mother wanting to breastfeed their child and any mother wanting to provide breast milk for their child will be allowed to do so.

A sleep policy will be given at time of enrollment for all students enrolled in our nursery.

#### **\*\*Conferences\*\***

We strive to maintain good parent/teacher relations. In the event that you have a concern, please contact the FIC Director to schedule a meeting. It is always important to inform and/or work with the teacher involved. Good communication between everyone is important. You as a parent may visit our center at any time during our hours of operation, please stop by the office so we know you are on the premises. In addition, we have several opportunities to volunteer in our program; your teacher will inform you of them.

#### **\*\*Discipline Policy\*\***

Discipline must be:

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

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

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

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

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

We encourage good conduct with a minimum of authoritative discipline. Time out is our preferred form of discipline if a child does not respond to verbal encouragement. If a teacher has continued behavioral problems with a child, a parent conference will be scheduled. The Director and teacher will work with the parent to attempt to improve matters, but if a child does not conform to basic rules in a reasonable length of time, he or she may be asked to withdraw from the program. We encourage both parents and teachers to refrain from discussing problems with the child present.

FIC reserves the right to request withdrawal of any student who fails to conform to its policies.

**\*\*Withdrawals\*\***

If you find it necessary to withdraw your child from the program, we require a 30-day notice. Please contact the Director as soon as possible, another child could be enrolled sooner if we know your child's leaving date. Please communicate your reason for leaving the program. If there is a way we can better meet your needs, we always strive to do so if possible. If less than a 30 day notice is given, you will be required to pay a full month's tuition and all paid fees are nonrefundable.

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Firearms are *prohibited* (concealed or open carry) in our center unless the individual is a law enforcement official who is trained and certified to carry a firearm on duty.

This facility is a gang-free. No criminal activity or engagement in organized criminal activity within 1000 feet of this center is allowed. In doing so, this would be violation of law and is therefore subject to increased penalty under state law.

\*\*A copy of our minimum standards and most recent Licensing inspection report are on display for you to view at anytime during normal operation hours. See the FIC director if you wish to view these reports.

\*\*A copy of our emergency preparedness plan is available to view at anytime during normal operation hours. See the FIC director if you wish to view our emergency plan procedures.

In the event that changes are made to our operational policies, parents will be notified in writing at once.

\*\*Child Abuse Hotline 800-252-5400

\*\*Local Licensing Office 940-591-6271

\*\*Texas Department of Protective and Regulatory Services [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Friends in Christ Preschool  
2021-2022 Calendar

2021	Aug 26 <sup>th</sup> & 27 <sup>th</sup>	Start of School
	September 3 <sup>rd</sup>	FISD Staff Development Day-No FIC
	September 6 <sup>th</sup>	FIC Holiday
	October 8 <sup>th</sup>	FISD Staff Development Day-No FIC
	October 11 <sup>th</sup>	FIC Holiday
	November 22 <sup>nd</sup> -26 <sup>th</sup>	Thanksgiving Break No FIC
	December 4 <sup>th</sup>	Breakfast with Santa Virtual Silent Auction
	December 9 <sup>th</sup> & 10 <sup>th</sup>	Christmas Program & Parties
	December 17 <sup>th</sup> -Jan. 3 <sup>rd</sup>	Christmas Break No FIC
	2022	January 4 <sup>th</sup> /5 <sup>th</sup>
January 17 <sup>th</sup>		FIC Holiday
February 18 <sup>th</sup>		FISD Staff Development-No FIC
February 21 <sup>st</sup>		FIC Holiday
March 7 <sup>th</sup> -11 <sup>th</sup>		Spring Break No FIC
April 15 <sup>th</sup>		FIC Holiday
April 18 <sup>th</sup>		FISD bad weather day-No FIC
April 25 <sup>th</sup>		FISD bad weather day-No FIC
May 18 <sup>th</sup> & 19 <sup>th</sup>	Carnival & Last Day of School	

This is a list of our scheduled days off; a more in-depth schedule will be given at orientation night.

\*\*This is a tentative schedule provided by FISD\*\*