



Windcrest Day School
and CHILD DEVELOPMENT CENTER

Parent Handbook

Welcome!

The Windcrest United Methodist Church, School Board and Staff welcome your family to Windcrest Day School and Child Development Center. Our school is considered an important outreach ministry of Windcrest United Methodist Church. We are a non-profit, faith based preschool. We endeavor to reach out to church member families and to the families in the greater community.

This handbook contains school policies and procedures, which, as a parent, you need to know. Parents will be notified in writing and given a 30 day notification of any changes and/or additions to policies and procedures.

Program Description

Purpose: To provide a safe and nurturing educational experience in a Christian environment.

Philosophy and Goals of the Program

Our mission is for Windcrest Day School & CDC to be a place where children and families feel welcome; where children grow spiritually, emotionally, and intellectually; where God's presence can be felt.

Windcrest Day School provides a warm, accepting environment, rich in learning activities and experiences. Teachers value each child as unique, and facilitate growth toward independence, self-esteem and concern for others.

A developmental approach allows teachers to program for needs, abilities, interests and personal learning pace and style. Ongoing assessment of each child's growth and development is an essential tool in planning curriculum.

The program is designed to encourage curiosity, exploration and discovery. Children develop positive attitudes about themselves as they learn daily routines, master new skills, expand interests and participate in planning, decision-making and problem-solving.

Opportunities are constructed to foster creativity, to stimulate exploration of a wide variety of media and materials and to encourage communication of ideas and feelings as the children work and play together.

Physical development is supported by the promotion of good health habits and regular routines in eating, rest, exercise and elimination.

Windcrest Day School believes that family is the child's primary environment and is committed to supporting and strengthening the parent/child relationship. The school is dedicated to creating an atmosphere in which children may become competent, productive, caring, happy individuals.

Children are supported in acquiring a love of learning and in integrating knowledge and skills that will be the foundation for positive future educational experiences. A partnership with parents, based on mutual respect and shared focus on optimum outcomes for children, helps program staff implement these goals.

Windcrest Day School is licensed by the Texas Department of Family and Protective Services. Information about licensing regulations (Minimum Standard Rules for Licensed Child-Care Centers) may be obtained online at dfps.state.tx.us/Childcare. Licensing reports and inspections are available for review in the office.

Contact numbers:

- Local licensing office 210-262-6136
- Hotline for reporting concerns of abuse and neglect, 1-800-252-5400

Address: Childcare Licensing, Agency Mail Code 278-5, PO Box 23990, San Antonio, TX 78223

Windcrest Day School & CDC is accredited by the National Association for the Education of Young Children. Information about accreditation criteria may be found at www.naeyc.org.

ADMISSION PROCEDURES

Windcrest Day School & CDC does not discriminate in enrollment on the basis of race, color, national origin or religious beliefs. The Windcrest Day School & CDC operates year round. We accept children after the first immunizations through five years of age. Enrollment is limited to ensure a low staff/child ratio.

Classes

Children are divided based on age as of Sept. 1. For easy reference, classes are given animal names.

Enrollment Requirements

At the time enrollment is offered, a non-refundable enrollment fee and signed Enrollment Acceptance form must be received. Before a child may attend, all fees and first 2 weeks tuition must be paid, enrollment forms must be completed and a signed enrollment agreement must be on file. Parents are encouraged to provide all information that might aid the program in preparing appropriately for the child's entrance into school.

Enrollment forms include:

- Admission/Enrollment Agreement
- Emergency Contact and Release Authorization
 - Children will be released only to persons designated on this form
 - Please keep information current so that parents or designated emergency contact persons may be contacted when needed
- Medical Information Form/ Immunization Record
 - Must be signed by pediatrician
 - Please update as immunizations are received or children's health/medical needs change

➤ Immunization requirements may be found online at
http://www.dshs.state.tx.us/immunize/docs/school/6-15_2009-2010.pdf

- Authorization for Emergency Medical
- Communication Information
- Discipline and Guidance Policy
- Photo Release Form
- Nutrition
- Windcrest Day School & CDC Handbook

Enrollment forms must be reviewed, updated and signed annually.

FINANCIAL INFORMATION

Tuition

Tuition rates are reviewed annually by the Director and Board of Directors.

Windcrest Day School & CDC has an annual tuition, which is divided in to 12 equal monthly payments.

Tuition is payable the 1st or 1st and the 15th of each month, beginning with the first month of enrollment. Tuition is prorated for enrollment or withdrawal in mid-month. Tuition is not affected by student absence, including long-term absence, for any reason, or by number of school days in a month. Accounts not paid by the 5th working day after the 1st or 15th of the month will be considered delinquent, and a late payment fee of \$25 will be charged. Failure to pay tuition will result in dismissal and your account will be turned over to a collections agency.

Tuition payments received before noon on Monday, Wednesday and Friday will be turned in to WUMC Finance Administrator for deposit within 2 business days.

If a minimum of three months tuition is paid in advance the curriculum fee will be waived for the semester.

Please make checks payable to *Windcrest Day School & CDC*.

All fees are non-refundable.

Other fees

- Enrollment Fee (\$150.00 for first child and \$100.00 for second child) required upon acceptance. This is due annually.
- Curriculum fee is an annual fee. Half is due at the time of enrollment and the remainder is to be paid within 6 months. 5 days = \$200.00 3 days = \$120.00 2 days = \$80.00
- A Late Pick-Up Fee is charged when a child is not picked up by 2:00 p.m. (part day) or 6:00 p.m. (full day). You will be charged \$10 for any part of the 10 minutes past closing that a child remains in care. Additional late time will be billed at \$1/minute plus a staffing charge of \$12.50/half-hour for any part of the half-hour. Upon a fourth incident, the charge will become

\$2/minute. Chronic late pick-up may result in dismissal. If you have to pick up your child from the office, it is considered late. You will be given a notice the following day letting you know the fee was charged to your account. If you are later than 30 minutes, the Director has the right to call the local police department to report your absence.

All fees are non-refundable.

Disenrollment

Written notice must be received 14 days prior to the withdrawal of your child from the program. It is the parent's responsibility to pay for 2 weeks of tuition after such date. As the budget and staff decisions are greatly affected by enrollment changes, we would very much appreciate notice of complete withdrawal as early as possible, so we can attempt to fill the space. This policy applies from the time the Enrollment Acceptance is signed, and is not dependent upon attendance. Failure to give appropriate notice could result in tuition charges for a non-attended month.

Termination of Enrollment

In extreme situations, Windcrest Day school may terminate a child's enrollment if the school determines we are unable to meet your child's needs and resolve the problem after conferencing with parents, working with families to resolve the issue through various efforts and giving adequate notice and suggestions for other arrangements or referrals.

Windcrest Day School will terminate enrollment if tuition is not paid on time and the account becomes delinquent.

Drop-Ins

We take children as drop-ins, on a space available basis. Payment for a drop-in is to be paid that day. Part day (9-2) drop-in fee is \$35 and Full day drop-in fee is \$55.

Absences

Parents should notify the school office by 8:00 a.m. if their child will not be attending school to help us account for each child. Additionally, please let us know if your child will be absent due to illness so staff can be notified of the situation. There are no make-up days for absences.

SCHEDULE OF OPERATION

Arrival

CDC opens at 7:00 a.m. & closes at 6 p.m., Monday – Friday, year round.

Part day School hours are 9:00 – 2:00 p.m., Monday – Friday, year round.

Classrooms are not open to children until this time. Parents who arrive before 7:00 a.m. are invited to wait in the hallway. A staff member must know and receive your child when he/she arrives and must be signed in by an adult designated by you (the parent) that is listed on your child's enrollment information. ***Please, never send your child into his/her classroom alone.***

In order for the children to benefit from all services, activities, and curriculum in each group, ALL children should arrive by 9:30 a.m. each day.

In the event that this is simply not possible, perhaps due to a Doctor's appointment, Dentist appointment or anything of dire importance that would prevent the morning arrival and you still need services for the day; we ask that you please notify the school and bring a note from the Doctor or Dentist verifying the appointment. Other than something of this nature, then we ask that you arrive no later than 9:30 a.m. or wait until 2:00 p.m. to bring your child to school.

Our children nap until 2/2:30 p.m. consequently an arrival between Noon and 2:00 p.m. is very disrupting for the other children who are sleeping. In addition, it is very unfair to bring a child to school and expect him/her to immediately lay down for a nap, thus the reason for the 9:30 arrival. Most children placed in that situation will cry, thus rousing the entire room of children and curtailing their rest time.

Sign In

Parents must sign children in and out each day. Sign in and out sheets are located on the shelf inside each classroom. This procedure is a licensing requirement and parents may be asked to withdraw children from enrollment if they consistently fail to comply.

Pick Up

When children have not been picked up, the office attempts to contact a parent or authorized person to pick up the child. Parents who arrive after pick up time are given a late slip to sign, verifying the time of pick up. Late slips are reviewed and charges are submitted to the office manager for billing. Chronic late pick up may be grounds for termination of enrollment.

The policy for release of children will be strictly followed as stated below:

1. A child will be released only to a parent or adult designated by the parent in writing, emergency contact or individual authorized to pick up the child on the emergency card, emergency authorization and/or by letter.
2. If a person authorized to pick up a child is unknown to the staff, the teacher will require picture identification in order to record the driver's license or identification number before releasing the child.
3. If a parent calls to authorize the emergency release of a child when a written note or letter is not possible, the center will verify that the caller is actually the parent by calling one or both parents back at work or home and ask for the child's date of birth.
4. Windcrest Day School will not release children to older siblings under the age of sixteen.
5. Once the child is released (signed-out) they are the responsibility of the parent or designee.

Windcrest Day School requests that parents supervise their children in and around the parking lots and church premises. Parents are asked to refrain from lengthy conversations with teachers and understand when teachers need to end a conversation in order to tend to and supervise the children.

Parents may request to schedule a conference to speak with a teacher. In addition, parents must ensure that the teacher responsible for their child is aware of their child's arrival and departure.

Building Security

Every family will be given an access code to the building. This will allow access to the building from 7:00 a.m. to 6:00 p.m. Any visitors must sign in at the office.

Our Infant and Toddler classrooms also have video cameras that are viewed in the office.

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Class Schedules

Parents will be given a class schedule. Schedules may be modified when necessary to accommodate special circumstances related to weather, in-house visitors, etc.

Holiday Closings

Windcrest Day School & CDC is open 12 months of the year, with closings for the specific holidays. Dates for the current school year holidays are available in either the enrollment packet on the parent bulletin board or sent home prior to the current year ending. Sample holidays may include:

Labor Day

Thanksgiving Holiday

Teacher Professional Development Days

Christmas Break (1 week)

Memorial Day

Independence Day

M.L. King, Jr. Holiday

Clothing and Supplies

Children should be dressed in comfortable clothing, suitable to both the weather and active play.

Jumpsuits and overalls are difficult to undress when the children need to use the bathroom. Elasticized waistbands may be easier for them to manipulate. Each child should have a bag with complete change of clothing; please mark each item with the child's name.

Infants, toddlers and two-year-olds being toilet trained may need more than one change of clothing. Check daily for soiled clothes. If a change of clothes has been used, be sure to replace it the next day.

Always send a change of clothing with your child to school. It can be kept in a back pack and hung on your child's hook. Remember to change out clothing in accordance with the seasons.

As soon as children can walk, they should wear shoes that support running and playing. Flip-flops are not appropriate; rubber-soled shoes (e.g. tennis shoes) are best for active play.

Weather permitting, your child will be going outside each day. Indoor play will be scheduled when the temperature or wind chill is below 32 degrees, when temperature or heat index is above 100 degrees, on red or purple air-quality alert days, or if it is raining.

(www.weatherunderground.com/US/TX/Sanantonio.html)

Please be sure to send appropriate outdoor clothing for the season, marking each item clearly with your child's name.

Cloth diapers and disposable diapers and wipes are allowed.

The following applies to cloth diapers:

- The diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine
- Both the diaper and outer covering will be changed as a unit
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering
- An appropriate bag must be available which contains the odor from the soiled diapers

The diapers and wipes you send are for individual child's use. Please bring an ample supply of diapers for your child; you will be notified by the teacher when supplies are running low.

Please label each diaper with your child's first name or initials. All diapering supplies, including diaper rash cream, must be stored in a place inaccessible to children, so please give them to a teacher rather than putting them in your child's bag or cubby.

Please bring your child to school with a clean diaper, and in turn we will send your child home in a clean diaper. Diapers are checked every two hours when children are awake and when they awaken and are changed when they are wet or soiled.

Toileting and toilet learning

Teachers will work with families whose child is showing signs of readiness to learn to use the toilet. Before your child begins the process of toilet training at school, set up a meeting with your child's teacher to discuss your child's readiness and to develop a mutual plan of action. This is the best way to ensure your child's success.

Children who are in the toilet learning process should bring several extra pairs of underwear and at least two complete changes of clothing (shirt, pants, socks, underwear and shoes if possible). Toilet accidents will be handled in a calm, pleasant, and casual manner.

Clothing that is soiled by urine or feces will be placed in a bag (without rinsing or avoidable handling) and sent home that day for laundering.

Jewelry

Children should **not wear jewelry** to school. Rings, necklaces (including amber teething necklaces) and other types of jewelry often have small parts that can easily become detached and are choking hazards to young children. Jewelry is also a safety concern during outside play. If your child has pierced ears we will allow stud earrings only.

Windcrest Day School & CDC is not responsible for any lost or stolen jewelry at school.

Sunscreen and Insect Repellent

You may sign a permission form authorizing sunscreen, supplied by you, to be used on your child at school. The container should be clearly labeled with child's name. It is recommended that, for children older than six months, sunscreens be SPF 15 or higher, and protect against UVA and UVB rays; PABA-free options such as titanium dioxide are best for sensitive skin. Additionally, sun-protective clothing made with fabrics rated for ultraviolet protection, such as long sleeve t-shirts broad-brim hats, long pants, is strongly recommended.

Permission may also be given for application of insect repellent at school only when the local public health authority recommends it due to a high risk of insect-borne disease. All insect repellent must be provided by parent. A repellent that contains 10-30 percent of DEET is considered effective and safe for child use. All containers must be clearly labeled with the child's name. **The school is allowed to provide only one application of insect repellent daily;** this is done after afternoon nap, before afternoon outdoor play, and only on children over 2 months of age. Part Day parents are asked to apply insect repellent before the child arrives at school.

Nutrition

Windcrest Day School **does not** provide any meals or drinks, except fresh water daily. You are asked to provide your child's breakfast, lunch and snacks. Milk is not provided by Windcrest Day School.

Lunch

Lunch should be nutritious with servings from the four basic food groups. Items high in sugar and salt (chocolate, sodas, chips, fruit roll up, candy, sugary cookies, etc.) are strongly discouraged for nutritional reasons. Candy and Soda will be sent home.

Food cannot be heated or refrigerated.

Please include the following each day:

- Drinking cup, 2 napkins, spoon and/or fork if needed
- Coolant for foods that require refrigeration
- A thermos or sports bottle filled with water for use on the playground (soda, juice, Kool Aid or energy drinks will be discarded)

Clearly label all cups, spoons and plastic containers with the child's name or initials. It is also beneficial to label all food brought from home with your child's name to avoid mix-ups. Uneaten portions of food that can be easily re-packaged will be sent home so parents can monitor their child's consumption.

Snack

We ask that you provide your child with a morning and afternoon snack. Clearly label with AM and PM so the teachers know which items are for snack.

Written approval and/or instructions must be provided by a physician or a registered dietician if your child requires a special diet.

For suggestions for nutritious sack lunches, visit <http://www.ag.ndsu.edu/food/factsheet/sacklunchwhattopack.pdf>

Food Safety

According to the American Academy of Pediatrics the following foods present a choking hazard and should not be sent at any time for children under the age of 4 years:

- Hard pretzels
- Chips
- Spoonfuls of peanut butter (including dipping cups of peanut butter)
- Nuts or peanuts
- Popcorn
- Raw chunks of carrots, vegetables or meat larger than can be swallowed whole
- Raw Peas
- Raisins, Craisins® and other dried fruit

**Hot dogs, cherry tomatoes, grapes must be diced.

Infant Feeding

Children who are not yet able to eat food will need bottles, formula, baby food, etc. provided by parents. These supplies will be identified for individual use. The school can supply bibs, but we ask that parents supply feeding bowls and spoons daily which will be sent home each day to be washed and sanitized. Parents who want infants to use pacifiers should provide these. Pacifiers should be cord free. Infant bottles are to be labeled with the child's name and date brought to school. Bibs are promptly removed after eating and feeding.

Breast milk must also be labeled with the child's name, date and time it was expressed. Frozen breast milk is thawed under running water or in the refrigerator, not in the bottle warmer.

After heating, bottles of formula or breast milk must be discarded after one hour at room temperature; bottles that are mouthed may not be re-used for another feeding.

Food is thrown away based on expiration date or contamination by saliva; any refrigerated food is thrown away each Friday. Children under 12-months-old should not be served cow's milk. Solid foods and fruit juices are not served to children less than six-months-old.

Breast Feeding

Parents have the right to breastfeed or provide breast milk for their child while in care. Human milk is the best source of milk for infants. Additionally, breast feeding supports optimal health and development. Providing a mother with a place to sit and breastfeed her child helps to support this practice. Our infant classroom has 2 adult size rocking chairs for nursing mothers to use. An arm chair is also available in the Directors office which offers a little more privacy.

Nap Items

The Texas Department of Family and Protective Services requires a rest time for all children who attend programs for five hours or more. Children are required to lie down and rest, but they are not expected to fall asleep. Once all children have had an opportunity to fall asleep, those who are still awake will be allowed to participate in quiet table activities.

Parents must provide a small mat that can be sanitized or washed, and a small pillow and blanket for their child. Please be considerate of storage and provide the smallest items possible. Parents must take these items home weekly for them to be laundered and sanitized.

For safety reasons, children are discouraged from taking their shoes off at naptime.

Children are allowed to nap with one stuffed animal if that helps them to rest. Nap toys should be labeled with the child's name. Please do not send toys other than stuffed animals for nap use. (Please note that children under 12 months of age may not have blankets, quilts or soft toys in their cribs.)

Toys

Parents are asked not to send children to school routinely with toys and personal items from home. If younger children have transitional items (such as security blankets, "lovies", etc.) that may help them adjust to change or separation, these may be used at school. Because these special items are particularly important to children, they should be clearly identified with the child's name.

In order to give children some opportunity to share favorite toys at school, teachers may schedule sharing days with time set aside for this purpose. All possessions should be clearly marked with the child's name. Please don't send fragile, expensive items or toys with numerous parts.

Walkers

Infant walkers have been identified as significant safety hazards and are not used in our program.

SAFETY AND HEALTH

Emergency Response Plans

Keeping your children safe is one of our highest priorities. The program has procedures for responding to a range of emergencies. Regular drills are conducted to prepare children and staff to react quickly and appropriately.

In the event of a weather emergency, groups gather for shelter in designated locations; the children learn the "duck-and-cover" position.

In response to fire, the buildings are evacuated; staff and children go to the perimeter fences to wait for instructions. A map of building evacuation routes is posted in each room.

If evacuation of the center should be required, parents will be contacted as soon as possible. It is important that you update the school office of any changes in your contact information.

Hand Washing

All children must wash their hands upon arrival to the classroom. Throughout the day, children and staff wash their hands according to posted guidelines (using soap and water, rubbing hands vigorously for at least 20 seconds, dry hands and use a paper towel to turn off faucet) before all snacks and meals, after toileting/diaper changes, after playing outside, before and after water play and other times as needed such as after nose wiping, and coming into contact with any bodily fluids. Parents or visitors who plan to stay longer than a brief departure must also wash their hands according to posted hand washing guidelines.

Immunizations

It is the parents' responsibility to provide the school with a current copy of the child's completed immunization record by the date of admission. The immunization record must include this child's name and birth date, the number of doses and vaccine type, and the signature or stamp of the physician or other health care professional administered the vaccine. Please provide us with a copy of your child's immunization record every time a new vaccine has been administered.

If you wish to be exempt from immunizing your child, you must meet the criteria specified by the Texas Department of State Health Services rules.

The children's health and safety files are audited quarterly to update for age-appropriate immunizations, screenings, and well-baby checks. Reminder notices will be sent home if necessary. Failure to provide all necessary paper work, could result in termination.

Hearing and Vision Screening

All children who turn four years of age by September 1 of each school year are required by the State Health Department to have a hearing and vision screening by a licensed physician, qualified professional or certified screener. A record of the screening must be turned into the School Office.

Current recommended screening tests and immunizations can be found on the web sites of the American Academy of Pediatrics, the Centers for Disease Control of the United States Public Health Service, and the Academy of Family Practice, available here:

<http://www2.aap.org/immunization/izschedule.html>

Injuries

When a child is injured, staff members trained in First Aid make an assessment regarding appropriate action. Minor injuries are cleaned, bandaged and have ice applied if needed. Parents are notified of any injury which involves a blow to the head. If it is determined that an injury is non-urgent but may require the attention of a physician, parents are contacted and asked to come immediately to take the child to receive medical care. When the injury requires emergency attention, a 911 call requesting paramedics is placed; while waiting for medical services, first aid treatment is administered, and the child's parents and personal physician are contacted.

An injury report form is completed for any injury observed or treated. The form is signed by the parent at pick up. Parents may request a copy of the form. The original goes to the school office to be kept on file.

Illness and Emergency

"The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of daycare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child's illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contact. The resulting

tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, an absolute criterion for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues:

- (1) Risk of transmission of infectious diseases and
- (2) The demand of sick children for increased adult attention, which may exceed the resources of the day-care program”

(Quoted from Pediatrics in Review)

The school should be notified as soon as possible if a child will be absent. Children who have signs of illness (e.g. diarrhea, rash), or who have had a fever (100+) within the last 24 hours, or who have vomited or had diarrhea within the last 12 hours, cannot attend school.

- The school must be notified if a child contracts a communicable disease. Return to school after such an illness will be according to the standards of the Health Department or with the signed permission of a physician
- If a child becomes ill or injured, the parent will be notified for instructions regarding needed treatment and/or to pick up the child
- A Sick Child Form must be signed at the time a child is picked up
- It is necessary that at least two CURRENT phone numbers be on file where parents may be reached during the day. A current phone number for the child's physician is also required. No treatment can be sought unless the parent has signed the appropriate treatment form.

As we are a well-child education facility, we ask that your child be kept at home if he/she is not well enough to participate in all the daily activities, including outdoor time. Windcrest Day School and CDC reserves the right to refuse care due to illness.

The guidelines set by the Metropolitan Health Department and NAEYC accreditation recommendations in Healthy Young Children will be followed for the exclusion and re-admission policies for children with transmissible illnesses. (A copy of Healthy Young Children may be reviewed in the School Office).

Medication

The administration of PRESCRIBED medication by school personnel is a service offered by the school. It is intended to facilitate the return to school of children recuperating from minor illnesses, such as upper respiratory infections, etc.

If a child is seriously ill, or if the failure to receive medication could result in critical health problems, the school may refuse responsibility of administering medication to any individual child. The school is essentially a well-child education program. Teachers and staff have the primary responsibility of group care and education.

A completed School Medicine Form with parent signature must accompany medicine. If medicine must be given for longer than two weeks, the child's physician must sign a form. (If an equivalent document has been signed, it must be attached to a school form and the information properly recorded.) All information, including dates, must be included. If such information is not provided, the medication cannot be administered.

****Medications cannot be added to a child's bottle/cup or food without a health care provider's written consent. ****

Only prescription medication will be given. Prescriptions must be for the child and must be current. The medicine must be in the prescription container, clearly labeled. *Over-the-counter medications (not prescribed) will not be given.* Windcrest Day School & CDC will not administer the first dose of any medication. We will only administer medication that is given 3 times a day or more

The School also requires that children stay home for the first 24 hours after taking a medication to be monitored for possible allergic reactions, even if the medication has been taken before.

Please check in all medicine at the office where they will be stored. It is the parent's responsibility to retrieve the medication at the end of the day.

Allergies

It is important to inform the school of any known allergies your child may have and to provide the office with instruction in identifying symptoms and responding as recommended by your child's physician.

Parents are asked to sign permission for allergy information to be posted as needed to alert staff. If needed, a supply of medication and the appropriate signed medication form should be kept at school for emergency use.

Address, telephone, or work changes

Changes in address, telephone number, work location, e-mail address, or emergency contact information must be reported promptly to the School Office and changed on your child's emergency information card. Changes must be initialed and dated by the parent.

Weather-related School Cancellations

We usually follow the Northeast Independent School District in closing for inclement weather. Information will also be posted on our Facebook page.

Animals and Pets

Some of the classrooms may have small animals for the children to observe and learn from. Windcrest Day School meets the guidelines for animals set forth by the Health Department.

Water Play

Water tables and other related activities are indispensable elements in the early childhood classroom. Precautions are taken to ensure healthy practices: water tables/toys are cleaned and sanitized after each use, children are not allowed to drink the water, children with sores on their hands are not permitted to participate in communal water play, and fresh potable water is used for all water activities.

During outdoor water play activities, when wading pools are used, the water depth is less than 24 inches and pools are monitored at all times.

Birthdays

If you would like to celebrate your child's birthday at school, please discuss plans with your child's teacher in advance, at least one week before the party. Prime times for parties are at the end of lunch and at afternoon snack time. The following guidelines must be observed to comply with health and safety regulations:

- Only whole fruit or commercially prepared foods in factory sealed containers may be shared with the group
- Candles may be used for decoration but may not be lit
- Balloons should not be used at school parties
- Party favors or goodie bags will be sent home with children. Contents should not include food, candy or items that might be choking hazards

Invitations to parties or activities outside of the program may not be sent out through the children's backpacks or on message strips, unless there is an invitation for every child in the class. Anything sent out by parents through Windcrest Day School must first be cleared with the office, must be school related, and can only be placed in backpacks by school personnel only.

Religious Education

One of the values of a church related preschool is knowing your child will be reminded that this is God's World. The children say a simple prayer before eating, and Christian principles are taught as part of the curriculum. Chapel is held twice a week for children in the preschool classes. Parents are invited to join their children for chapel on Tuesday and Wednesday mornings at 9:30 a.m. in the Sanctuary.

CURRICULUM, INSTRUCTION, EVALUATION AND ASSESSMENT OF CHILD PROGRESS

Screening

All students receive a developmental screening within the first 120 days of school attendance.

Curriculum

Windcrest Day School & CDC has established an age appropriate curriculum framework, inclusive of all developmental domains, based on NAEYC standards and criteria, TEKS (Texas Essential Knowledge and Skills), School Readiness Standards and The Creative Curriculum. Our program provides an education that meets the individual needs of the child and creates the appropriate foundation for school success.

Instruction

At Windcrest Day School & CDC we believe young children learn by doing so the best learning is active learning. Active learning takes advantage of children's natural motivations, abilities, and interests. Students get many opportunities to investigate what interests them; to solve problems, and build positive relationships. They will work individually, as well as in small and large groups with both teacher direction and facilitation. Learning primarily takes place in work stations found throughout the classrooms.

Our Instruction is guided by developmental and academic continuums.

Developmental Assessment

Developmental skills are continuously assessed. Teachers develop an IPP for each child based on their assessment and developmental needs of each child. Teachers write anecdotal observations, collect representative samples of children's work or take photographs to document the children's growth. An assessment portfolio based on The Creative Curriculum is maintained on each child and updated several times each year. Results are discussed with parents in individually scheduled conferences at the beginning and end of each school year.

Purpose of Assessment

Our assessment plan addresses a variety of needs: the plan is used to identify children's interests and needs, gather fundamental information from the family, improve curriculum, teaching methods, and the environment, evaluate children's developmental progress and learning, and perform developmental screening and referrals for diagnostic assessment as indicated.

Confidentiality

Information contained in children's files and assessment information on children is considered confidential. Program staff are provided access to information as needed to ensure children's health and safety, appropriate care and educational support.

Children's files and assessment documentation may be subject to review for the purposes of program regulation and evaluation by the Texas Department of Family and Protective Services, the National Association for the Education of Young Children and Windcrest Day School and CDC.

Written consent of a parent/guardian is required before student records may be released to other individuals or agencies.

Child Abuse and Neglect

The following information concerning child abuse and neglect is provided for your review. All Windcrest Day School & CDC staff have been trained to identify the signs and symptoms of abuse and neglect and participate in annual training sponsored by appropriate community organizations. We are required by law to report suspected abuse or neglect to the Texas Department of Family and Protective Services and cooperate with any investigation of child abuse or neglect. You will be notified if your child is questioned as part of an investigation. At enrollment parents will be given information that will increase awareness of issues regarding child neglect, prevention techniques and actions that they may take if their child is a victim of abuse and neglect.

There are three kinds of child abuse:

1. **Physical abuse**-inflicting bodily injury on a child (beating, burning, etc.)
2. **Sexual abuse** -using a child in or exposing her/him to sexual activities, with or without the child's consent
3. **Emotional abuse**-demanding that the child do more than he/she is able to do, severely criticizing or humiliating her/him for not living up to a demand, or placing upon the child such unclear requirements that the child cannot understand what he/she is supposed to do

There are at least two kinds of child neglect:

1. **Physical neglect**-failure to provide sufficient food, clothing, shelter, or medical care; failure to provide adequate education, guidance or supervision
2. **Emotional neglect** -failure to give a child the love and affection he/she needs

DISCIPLINE AND GUIDANCE

Windcrest Day School and CDC views a child's behavior in terms of development. The goal is to help children gain a sense of self-control.

It is the philosophy of the program that all children need to feel loved and secure, that a developmentally appropriate environment and daily routines are basic tools in positive guidance of children's behavior, and that adults are powerful models in showing children acceptable behaviors.

Teaching strategies include:

- Anticipating and preventing problems whenever possible
- Setting clear and consistent limits
- Staying engaged with children to support appropriate play
- Recognizing and identifying children's desirable actions
- Hesitating when appropriate to support children to resolve conflicts independently
- Investigating to better understand causes and circumstances before determining solutions
- Allowing children to experience natural and logical consequences of their choices
- Communicating with children, parents, team members and support staff as needed

Children are removed from an activity or from the group only when necessary to help them regain control; they are given the opportunity to return when they are able to do so. When a child displays persistent problem behaviors, parents will be included in developing a plan to address these.

Biting

Biting is a common occurrence among young children. Research indicates that one in 10 children bite another child at least one time. Biting occurs for a variety of reasons: a misdirected attempt at communication or interaction; aggression or defense of property or territory; sensory exploration, or a response to teething.

Biting is more disturbing than most other types of aggressive behaviors to parents, care-givers and children, and it is always taken very seriously.

The child who bites is removed from the vicinity of the bitten child.

Other than a short, clear message – "Biting hurts! No biting." – Interaction is kept to a minimum; teachers stay calm to avoid reinforcing the action.

The child who is bitten receives comfort and the bite receives appropriate first aid.

When a child is bitten at school, the parents of that child and the parents of the child who bit are notified.

In responding to biting, the paramount goal is to prevent recurrence; keeping children safe is the most basic priority. The biting incident is reviewed to help determine causes/contributing factors; when

identified, these are immediately addressed. Once a child has bitten, teachers are alert to catch and redirect further attempts.

Children whose biting seems to be related to oral stimulation may be given alternatives that are allowable to bite. Children whose biting seems to target particular individuals are redirected to play with other partners. Children who bite in an attempt to engage peer attention are given opportunities to learn and practice appropriate communication and interaction strategies. Children who bite may be shadowed with one-on-one monitoring during some activities and routines.

The program is committed to supporting children's optimal development, to addressing children's individual needs, and to creating a caring community. Every effort is brought to bear to extinguish biting behavior, without vilifying or rejecting the child who is biting. Dismissal from the program is the last resort. If all of the program resources have been brought to bear and a child's biting of other children continues in spite of those interventions, parents may be asked to keep the child at home for a period of time or to withdraw the child from the program.

Web Resources on Biting

toddlerstoday.com/resources/articles/firstbite.htm

healthychild.net/SafetyFirst.php?article_id=165

ceep.crc.uiuc.edu/poptopics/biting.html

Parking Lot Safety

Parents are urged to hold their child's hand as they walk through the parking lot to ensure safety. Parents are reminded that it is against the law to leave a child under the age of 10 unattended in a parked car. Please drive slowly in the parking lot and be aware of children.

PARENT PARTICIPATION

Parent-Teacher Communication

On-going communication between home and school is essential to the child's well-being. Parents of infants, toddlers and two-year-olds will receive written information daily.

Email is another effective way for teachers and parents to exchange information. Parents are encouraged to talk regularly with teachers. Although parents and teachers may talk briefly at arrival and pick up times each day, teachers are unable to engage in extended conversations when they are responsible for children.

To discuss an issue at length, it is recommended that you schedule a mutually convenient time for a meeting or phone call. Teachers may make or return phone calls when children are napping or when someone is available to cover the classroom.

Messages

Phone messages for staff may be left through the school office. Teachers will provide an email address to parents at the beginning of the school year. Some teachers choose to share cell phone numbers with parents, but this is not a school requirement.

Parent-Teacher Conferences

Formal individual conferences to discuss student progress are offered in October and April or May. Additional conferences may be held at the request of the parent or may be requested by the teacher. Parents receive written summaries of children's performance at conferences.

Information Boards

The dry-erase boards at the front door of each classroom/building are used to relay information about activities for the day.

Cubbies or cork board strips are used both for messages to parents and for holding items children may take home; please remember to check these daily.

Each classroom has a parent bulletin board displaying lesson plans, daily schedules and other pertinent information.

Observation/Participation

Parents are encouraged to observe the program at any time. Observation windows are available in all classrooms, reducing the problem of disruption of routines. Parents are invited to visit classes. Parents may also schedule times to volunteer in the classroom or to help with other tasks. If a parent wishes to volunteer, please consult with the child's teacher to determine an appropriate date, time and activity.

Parent Resources

Information of interest to parents is available on the book shelf outside the Director's office. Brochures and hand-outs on topics related to parenting and early development are displayed. If you cannot find what you are looking for, please ask office staff for help. Other materials related to specific issues may be provided upon request.

Windcrest Parents' Association (WPA)

The Parents' Association provides support for the school through fund-raising activities and volunteers. Parents of all Windcrest Day School and Child Development Center students are considered members. WPA meetings are held monthly. There are many opportunities for participation through projects and special events each year. Information about these events is posted on designated bulletin boards near the office. If you would like to be more involved, please see the Director.

Program Review

Annually, administrators, staff, and families participate in a review of Windcrest Day School & CDC program. The evaluation includes review of policies and procedures, program quality, and children's progress, family involvement, community awareness, and satisfaction. Results are given to staff and families and are used to improve the program and plan professional development. Families and staff are provided the opportunity to participate in program planning and decision making.

Social Media

Windcrest Day School & CDC has a Facebook group page which parents are encouraged to join. We often share pictures of the day's events for your enjoyment. We will not "tag" anyone or name any children.

Parents are asked not to post pictures or video footage of children, other than their own, on any social media website, unless you have parental consent.

Grievance Procedures

Parents’ concerns that cannot be resolved satisfactorily by communication with the child’s teacher should be addressed to the Director.

Parents may contact the Director at any time by phone or email to request an appointment. If families and program administrators are not able to reach a satisfactory solution, parents may present their concerns in writing to the Windcrest Day School and CDC Board of Directors.

Windcrest Day School and CDC is committed to working with families to achieve a shared goal of providing the best possible care and learning environment for children.

Despite diligent effort, in some cases, resolution of differences may not be possible. In such circumstances, parents or Windcrest Day School and CDC may decide to terminate enrollment.

Windcrest Day School and CDC Contact Information

Mailing Address: 8101 Midcrown Drive
 San Antonio, TX 78239

Telephone:
School Office and Director 210-655-9350
Church Office 210-654-0404

Director’s email: l.wilcoxen@windcrestumc.org

