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## Welcome!

Thank you for choosing the St. Philip's Day School, a ministry of St. Philip's United Methodist Church. We look forward to an exciting year of learning, playing and watching your child grow. The teachers at St. Philip's have a year packed with ideas to help your child grow in a fun and age appropriate environment.

We have kept our class sizes below licensing standard recommendations in order to provide your child with ample individual attention and a safe, nurturing environment.

We love having parents come to our classes to read and share anytime. Please coordinate with your child's teacher and check in at the Day School Office upon arrival.

Your child's personal information is kept confidential and may be reviewed at any time in the Day School Office.

Operational policies and curriculum can be found in this handbook and are kept in the Day School office and each classroom for review or discussion. Child Care Licensing's Minimum Standards Rules and the most recent Licensing Inspection Report are also available for review in the Day School office. If you have concerns, please contact the Director for an appointment.

Thank you for sharing your child with us.

Theresa Burnett  
Director

# Contact Information

St. Philip's Day School

A Ministry of St. Philip's United Methodist Church

5501 Beechnut Boulevard  
Houston, TX 77096

Day School Office                      713.666.2761  
Church Office                              713.666.2175

Website:                      [www.spumc.com](http://www.spumc.com)  
Email:                              [dayschool@spumc.com](mailto:dayschool@spumc.com)

Some communications may be sent out through email. A space is provided for you to put your family email address on the enrollment information page. If you would prefer not to receive information through email, please let us know, do not leave the space blank.

Texas Department of Family and Protective Services  
Child Care Licensing

Child Care Information:                      1.800.862.5252  
Local Office:                                      713.940.3009  
Website:    [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)  
Child Abuse Hotline:                              1.800.252.5400

St. Philip's UMC Day School's policy is to report ANYONE suspected of child abuse or neglect to the proper authorities.

## Our Philosophy

The St. Philip's Day School at St. Philip's United Methodist Church is committed to providing your child with the opportunity to learn, play and grow. It is our goal to encourage your child's social, emotional and spiritual growth by presenting a variety of learning experiences appropriate to their age.

Each class is staffed with CPR and First Aid certified teachers. In addition, at least 24 annual clock hours of ongoing training is required each year. Our Mothers Day Out teachers include an annual SIDS class in their training. Each class provides age appropriate opportunities for outdoor play, thinking skills and sensory development. Language, social/emotional development as well as self-help skills are included in daily activities.

We believe in using only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Redirection, praise of good behavior, and brief supervised separation from the group encourages children in their physical and social environment.

## OUR GOALS

Our goals for the children at St. Philip's Day School are:

We strive to provide an opportunity for young children to grow and play together in a friendly, happy, Christian atmosphere.

We encourage children to gain new skills, form good habits and learn to be responsible members of a group.

We provide a full, happy, flexible, open-ended program for children who are ready for children for many experiences.

Our goals for our families of the children at St. Philip's Day School is to provide a safe, loving, accepting place where they can know that their child will be well cared for, loved, and given the opportunities to learn, explore, and create.

## The School Year

The school year at St. Philip's Day School begins the Tuesday after Labor Day and ends on the last Thursday before Memorial Day. We observe all national, as well as Houston Independent School District holidays. We also close the school for two days in order to attend the United Methodist Early Childhood Teachers Conference in the winter, usually the first week in February. Notice will go out in January on our monthly calendar. All holidays will be posted on the monthly calendars, sent home with your child at the beginning of each month.

We will also close the St. Philip's Day School on an "as needed" basis due to inclement weather. Please consult your local radio and television stations for official word concerning closings of local schools. If the Houston Independent School District closes the schools district wide, we will be closed.

The Houston Independent School District Calendar is in the folder you will receive at the "Meet and Greet" or your child's first day of school.

## ST. PHILIP'S DAY SCHOOL OPERATIONAL POLICIES

St. Philip's Day School operational hours are Monday - Thursday, 9:00a.m. -2:00p.m.

Friday, 9:00a.m.- 12noon.

The procedures for releasing a child is checking some official form of ID, (i.e. state driver's license, pass port, official ID issued by the state) and written notice or verbal notice (in an emergency) that someone other than the parents or regular assigned person by the parents have permission to release the child to.

The parents or others (see above) have to put on the day schools daily sign-in sheet the person's name that will be picking up the child that day.

Our illness exclusion policy that is in our Parent Handbook, states - Our illness exclusion policy of excluding an ill child is to prevent the spread of infection to others in the group, which means your child should be kept home or sent home if the illness occurs during the time your child is at school.

Some of the illnesses on the list are but may not be limited to the following: Infectious diarrhea and vomiting, untreated conjunctivitis (pink eye), impetigo, ringworm, head lice and scabies, flu, fever.

Our guidelines for when child should be kept home or will be sent home are but may not be limited to:

A fever over 100 degrees orally or 99 degrees axillary (under the arm)

Signs of newly developing cold or uncontrollable coughing

Diarrhea, vomiting or upset stomach

Unusual or unexplained loss of appetite, fatigue, irritability, or headache

Any discharge or drainage from eyes, nose, ears, or open sores

If your child exhibits any of these symptoms and is brought to school they will be sent home. The only possible exception is discharge or draining from the nose or eyes and that drainage or discharge is clear and your child has allergies diagnosed by his/her physician.

We do not dispense medication except for the following circumstance:

If a child has an extreme allergy and has an epi pen prescribed by his/her physician we will dispense only the epi pen and immediately contact the parents and call 911.

Our procedures for handling medical emergencies: Should an accident or injury occur, staff will act immediately to administer emergency procedures and rectify deficiencies in the program.

If it appears that an accident may lead to future complications, or if it becomes serious, the child needs to be medically examined, the following procedures are followed:

The staff will carry out immediate first aid.

The director will contact the parents.

If the parents or alternate emergency number cannot be reached, the director will have the authority to call 911 for treatment

and/or transportation to a hospital. A staff member should accompany the injured child to the hospital and stay until the parent arrives.

In some emergency situations, the staff should contact the local emergency unit before calling the parent (i.e. cessation of breathing). Staff will administer CPR and check for vital signs.

All incidents, emergencies, accidents and injuries that occur to children, staff or visitors must be reported on an accident/illness report form. Our form is a 3 part form where the original is placed in the child's file, the pink copy remains in the child's classroom files and the yellow is given to the parent.

Our procedures for notifying parents can be done the following ways: Each classroom has an updated form of the child's name, parents' names, mobile ph. number, home number (if they have one), work number for mother and father and any other emergency phone number the parents give us. We also have the mobile ph. numbers and/or home numbers on the sign out sheet that is in the classroom for easy access. And of course the child's school files that are in the director's office.

Our discipline and guidance practices to prevent unacceptable behavior from occurring, the staff will model appropriate behavior, arrange the classroom environment to enhance the learning of behavior that is acceptable. Use descriptive praise when appropriate is occurring (i.e. "Look how high you're building the blocks!, Let's count them").

When unacceptable behavior is about to occur/is occurring, the staff will use: redirection: substituting a positive activity for a negative activity, distraction: change the focus of the activity or

behavior, active listening: to determine the underlying cause of the behavior. We will separate the child from the group, and this is used only when less intrusive methods have been tried and the behavior of the child is dangerous to himself or the other children. The child will remain in sight and hearing of the staff.

If the child needs holding, soothing or rocking we will provide that.

Snacks and lunches for each child is brought from home, and we will serve cold water to the children with their snacks and lunches.

The parents provide a copy of the child immunization record by the first week of school and we ask that we receive an updated copy as the school year goes on if the child's birthday falls within the school year.

Regarding the hearing and vision requirements: We ask that the child's physician perform these tests on the child that is age 4 turning 5 years of age.

Our enrollment procedures are as follows: The children that are currently in our program and any siblings that are not yet in our program have priority to enroll their children. The parents are given four weeks to decide and turn in the enrollment registration form and the registration fee. After the four weeks, we open the enrollment to the public if there is still space in the program for more children. It is a first come basis.

Our parents that have children in the program are notified of our enrollment procedures through the Day School monthly calendar and the Day School monthly newsletter. We also attach the

information to the enrollment agreement form that we send home with their child.

St. Philip's Day School does not provide transportation; 911 will be called in the event of an emergency

Our policy for water activities are as follows: Only one class at a time will be using the splash pools, the teaching staff and the Director will be on site watching the children. Splash day during the school year is done in May. Splash Day during the "Summer Fun" program is every Thursday and only one class at a time uses the splash pools. The teaching staff and the Director will be on site and watching the children.

Our policy for field trips is: the field trip comes to our school we do not travel to field trips. The field trips are scheduled in advance and the parents are notified through our monthly calendar, monthly newsletter and information sent home about the field trip as well as posted on each classroom door.

Our policy on animals: We only have gold fish in a fish tank with a lid. The staff takes care of the fish and the tank. We do not allow any other type animal in our school.

Our procedure for parents to review and discuss with the director any questions or concerns about the policies and procedures of the Day School is: We have an open door policy for the parents, they may come by the Day School Office and speak with the director, or they can make an appointment with the director, or they can email the director through the day school email, or phone the director. Our program is small and talking with the director is usually very easy.

Our procedure for parents to visit the Day School at any time, again we have an open door policy and parents are welcome anytime.

Our procedure for parents to participate in the Day School activities is the parents ask what day would be best and they let us know what activity they will be sharing with the children so that we can arrange the daily schedule for their visit.

Our procedure for parents to review a copy of minimum standards and the Day School's most recent Licensing inspection report is as follows: With our open door policy a parent may come anytime and review a copy of the minimum standards. The most recent Licensing report is posted on the bulletin board in the director's office and is available to review the report during school hours or if it is after school hours the parent may make an appointment with the director to review the most recent report from Licensing and a copy of minimum standards.

The instructions on how a parent may contact the local licensing office, DFPS child abuse hot line and DFPS website is posted in each classroom, the director's office posted on the bulletin board, and in the Parent Handbook.

Our method of informing parents that 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 include: the information is in the parent handbook, a sign is posted in the director's office.

The day school emergency preparedness plan has a copy in each classroom and a copy and the original is in the director's office available for review by parents.

The day school provides an adult size chair and a low to the floor chair to accommodate any mother that would like to breastfeed her child. We have a refrigerator in the building to store breast milk for their child while in care.

The day school staff and director attend training annually on preventing and responding to abuse and neglect of children. In our monthly staff meetings we will go over the definitions of abuse, neglect and exploitation. We also have the definitions in the employee handbook and the parent handbook.

The day school director will speak with the parent of a child who is a victim of abuse or neglect and let them know we are here for them and also we will contact DFPS or if the parent chooses to make the call to DFPS we will give them the number for additional assistance or intervention.

It is the policy of the day school that staff, substitutes, volunteers, etc. are not required to have or provide a record of proof of having been vaccinated with vaccines for vaccine-preventable diseases to work in our program. We suggest that getting vaccines for vaccine preventable diseases and/or the flu shot annually is in the best interest of the staff, the children and anyone they may come in contact with during the school hours. We do let each staff, substitute or volunteer make up their own minds on whether to get the vaccines for vaccine preventable diseases or a flu shot.

Our parents are given notice during the "Meet and Greet" day which occurs the week before school begins that the Parent

Handbook and Operational Policies are available online. The parent signs a form indicating they are notified of where to find the handbook and policies when they receive the folder holding the information and forms that they need before school begins. A hard copy of the handbook and policies is available upon request. There is also a hard copy available to look at in each classroom.

The day school director will notify the parent in writing of any changes in the operational policy or an item in the enrollment agreement. The updated operational policy along with the form to sign will be sent home with their child, and a notice of a change will be posted on the classroom door so that a parent can come to the director's office to sign the form regarding the change and/or discuss with the director about the changes.

A copy of the operational policies manual is in the employee handbook. The original is in the director's office for review.

## Arrivals & Dismissals

Children are expected to arrive no earlier than 9:00 a.m. The teachers are in the classroom preparing for the day prior to your child's arrival so please do not drop your child off just a few minutes early.

All children are required to be signed in by their parent or designated adult. Please provide a number where you can be reached in case of an emergency. In the event that you or the person designated to pick up your child changes you must call the Director and instruct us as to who will be coming in your place. Anyone not already on your list of adults and/or we have not yet met, are here to get your child, must present a picture I.D. (i.e. a driver's license or state ID card) with them in order for staff to release your child.

When picking up your child, please be on time. Dismissal is at 12:00 p.m. or 2:00 p.m. according to the program in which your child is enrolled. You must sign your child out. We understand the occasional delays, but persistent tardiness may result in additional charges or termination.

Parents are invited to visit the Day School at any time during the school day to observe their child's class or special activities. We encourage and welcome parent and grandparent participation. Children are thrilled when family members come to their school to share. If you have a special skill or experience you would like to share, please let your teachers know and we can plan for the activity. Please check in at the Director's office upon arrival.

## Our Staff

The staff of St. Philip's Day School are experienced teachers of young children. Each teacher is required to attend at least 24 clock hours of ongoing early childhood education each year as well as CPR and First Aid trainings.

Recently, the Texas Legislature added to the law that our teachers have one hour of annual training in prevention techniques for and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect. St. Philip's Day School's policy is to report ANYONE suspected of child abuse or neglect to the proper authorities.

Background checks and finger printing have been required on all staff attending your child.

Our toddler teachers are required to attend SIDS training on a yearly basis.

We purposefully maintain a low student to teacher ratio in each class in order to provide a more personal relationship with your child.

## Our Curriculum

The curriculum is developed around topics that reflect the needs and interests of the children in an age appropriate manner. These topics may include family, friends, feelings, seasons and holidays. Animals, rodeo and community workers are also fun and appropriate subjects for all groups.

The Pre Kindergarten class *does not* include field trips in their curriculum. Whenever possible, we will try to bring the 'field trip' to the Day School so that all of the children may enjoy. We also feel this is a much safer environment than we can provide outside the campus.

Each class has prepared a daily schedule, age appropriate, for the children in that class to follow. The schedule includes: indoor play, outdoor play, large and small motor skills activities. This schedule includes time for teacher directed activities, resting, snacks and time for both child-initiated and teacher-initiated activities.

Class schedules are on the following page. Copies of the activity plans are available to be viewed in the classroom as well as in the Director's office.

In addition to classroom time, the PreK and Preschool classes will attend a weekly visit to our Sanctuary for a bible lesson. We also have a music class once a week.

We practice fire drills monthly and safety drills four times a year.

# Class Schedules

## MDO Toddler II Monday/Wednesday Class

9:00	Arrive - Welcome to Class!
9:00 - 9:30	Table Activities/Room Explore
9:30 - 9:45	Playground Time (weather permitting)
9:50 - 10:10	Wash Hands/*Diaper Checking and Changing
10:10 - 10:30	Snack Time
10:30 - 10:45	Story Time/Finger plays/Music
10:45 - 11:10	Art & Free Play
11:10 - 11:40	Playground Time(weather permitting)
11:40 - 11:50	Wash Hands
11:50 - 12:20	Set Up and Have Lunch
12:20 - 12:30	*Diaper Changing/Begin Rest Time
12:30 - 1:55	Nap/Rest Time
2:00	Pick Up Time/Home

\*Diapers are checked and changed as needed, as well as the scheduled times

## Twos' Class

9:00 - 9:30	Arrive-Welcome to Class &Table Activities
9:30 - 9:50	Circle Time
9:50 - 10:10	Restroom/*Diaper Changing/Wash Hands
10:10 - 10:25	Snack Time
10:25 - 10:45	Out Classes Time - Tue. Music Class
10:45 - 11:00	Story Time/Finger plays/Music
11:00 - 11:50	Playground
11:50 - 12:20	Wash Hands/Lunch
12:20 - 12:30	Restroom/*Diaper Changing/Wash Hands
12:30 - 1:55	Nap Time/Rest Time
2:00	Home

\*Diapers are checked and changed as needed, as well as the scheduled times

### Preschool Class Schedule

9:00	Arrive - Welcome to Class!
9:00 - 9:25	Table Activities & Art
9:25 - 9:40	Circle Time (calendar & weather)
9:40 - 9:45	Restroom Break/Wash Hands
9:50- 10:10	Out Classes Time - Tue.-Music Class, Wed.-Chapel
10:15 - 10:30	Snack Time
10:25 - 11:15	Playground
11:15 - 11:20	Restroom Break/Wash Hands
11:20 - 11:30	Story Time
11:30 - 11:50	Free Play in Classroom & Art
11:50 - 12:00	Sing Songs, Wrap up the day
12:00	Home or (Lunch Bunch ends at 2:00pm)

### Pre- Kindergarten Class

9:00 -	Arrive, put belongings away
9:00 - 9:25	Readiness Activity
9:30 - 9:45	Circle Job Chart/Pledge of Allegiance\Calendar
9:45 - 9:50	Restroom/Wash Hands
9:50 - 10:10	Out Classes Time - Tue.-Music Class, Wed.-Chapel
10:10 - 10:20	Snack Time
10:20 - 10:30	Storytime/Songs
10:30 - 11:00	Playground
11:00 - 11:35	Free Play - Art/Science/Cooking
11:35 - 12:00	End of Day Circle (Show & Tell/Letter review (Fri))
12:00	Home or (Lunch Bunch ends a 2:00pm)

# Sharing Thoughts about Art Experiences

When you think of art experiences do you imagine a child with crayons or a paintbrush in hand? Painting and coloring are just two of the many ways young children enjoy art. In fact, art experiences begin early in life as children notice the sunlight streaming through a window or the pattern on a mobile. As they get older, they enjoy scribbling with a crayon or squeezing play dough between their fingers. Art experiences allow children to have wonderful sensory experiences and to experiment with a variety of materials. They also help children develop thinking skills and physical abilities. Here are some examples.

## When your child does this...

Covers paper with paint  
Mixes water with dry paint  
Pokes a hole in play dough  
Tears paper for a collage  
Successfully learns to use paste

## Your child is learning...

spatial relationships  
science concepts  
cause and effect  
eye and hand coordination  
pride in accomplishment

It's easy to provide opportunities for your child to have art experiences at home. Here are some ideas.

- *Art experiences are part of everyday life.* An art experience can be as simple as talking to your child about the color of the sky or the soft feel of a blanket.
- *Make art experiences fun.* Just putting some pudding on your child's highchair or placemat and letting him finger paint is an adventure in art.
- *Plan some special things to do.* You can make play dough your child can squeeze or pound, or GOOP for another wonderful sensory experience. We have several recipes to share, just ask.
- *Provide plenty of uninterrupted time for your child to experience art.* For young children, it is the process of creating that is important, not the finished product. They are not yet ready to draw or paint something you might recognize. They are, however, ready to express their ideas and feelings with bold strokes of crayon and splashes of paint.

Together we can give your child the kinds of experiences that form a foundation for both appreciating and doing art.

## Special Programs or Activities

Chapel is included in the curriculum for the older children. Once a week, the Pre-K & Pre School classes will visit the sanctuary for a short children's lesson led by the pastor of St. Philip's United Methodist Church.

Music is included in the daily routine at the Day School; teachers use songs for fun, games and to help the children transition to their next activity. We have a music class on Tuesdays, where we learn songs and prepare for two music programs per year, when the children perform for their families.

Throughout the year, the Day School has many in house field trips including a visit from the Fire Truck and a visit from our friendly Dentist. We have a classroom with an aquarium for their viewing pleasure. Our Butterfly Garden provides many opportunities to watch nature in action.

During the warmer months, the Day School will participate in our Splash Days. We usually have one towards the end of the school year. During our Summer Program, we have Splash Days once a week. The splash pools are shallow and never have more than a few inches of water in them. Water tables and other outdoor activities also are available on these days such as bubbles, painting with water, shaving cream on the easel, etc.

St. Philip's United Methodist Church also offers many opportunities for the family. The Pumpkin Patch and Trunk or Treat takes place in October and is fun for young and old. During Advent, a family craft night is planned; an Easter egg hunt is held just before Easter. Throughout the year, St. Philips's holds Family Fun Day once a month on Saturdays, with games, events and smacks. All of these events and more are to encourage Day School families to participate with the Church family.

# Tuition and Fees

Tuition is due on the first day of school that your child is scheduled to attend each month. A late fee of \$20 may be assessed for any tuition payment that is not made within 5 days.

Tuition is not billed. Please make your check payable to St. Philip's Day School with a notation of your child's name on the memo line. In order to maintain enrollment, full tuition is paid regardless of absences due to vacations, holidays or illness. We meet our teacher's salaries and operating expenses solely from tuition payments and lunch bunch fees.

Lunch Bunch is billed at the end of each month and may be included with your monthly tuition check.

Late Pick-up Fee: persistent tardiness may result in a charge of \$20 per occasion at the discretion of the director.

If we do not receive tuition payment for two consecutive months, we will withdraw your child from the day school program.

The registration and supply fees are non-refundable. These fees defray the costs of supplies, licensing fees and continuing education classes attended by the teaching staff. Fees enable us to provide your child with art and craft materials, books, puppets and fresh new toys.

Revised: 8/2/18

## Withdrawal or Termination of Enrollment

Should you at any time no longer wish to remain with us at St. Philip's Day School we require a one month written notice of your child's last day as well as payment of the next month's tuition. We do recognize that every situation is unique so please feel free to discuss the matter with the Director. Sometimes children are removed from a day school having never allowed the teachers or Director the opportunity to resolve the situation. The staff at the Day School will make every effort to help you and your child, should the departure be based on situations within the classroom.

Teacher salaries and budget are based entirely on enrollment. If our program does not meet the individual needs of your child, we reserve the right to terminate the care agreement. The staff and Director will make every effort to help you locate resources that will better meet the needs of your child.

Other reasons for termination of agreement are:

1. Nonpayment of tuition and/or fees.
2. Lack of cooperation from parents with efforts to resolve differences.
3. Abusive behavior or verbal threats by parents toward other parents, teachers or children.
4. Parents discipline any child other than their own.

# Discipline

## Minimum Standards of Discipline & Guidance for Child Care Centers

Discipline must be:

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

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

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

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

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (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

Minimum standards for discipline and guidance are available for parents to review in the Director's office.

# Guidance Techniques

Focus on “Do’s” instead of “Don’ts”

Build confidence: help them feel able to do things.  
Guide with constructive, clear & supportive words.

Change the environment to promote behavior changes,  
such as timing of activities, number of toys, etc.

Offer choices; be ready to accept the decision,  
offer two options and follow through.

Work with children, not against them; expectations  
appropriate for the ages and developmental levels.

Use mistakes as teaching tools.

Give children limits and security, defined boundaries.  
Enforce behavior boundaries consistently.

Use logic consequences, the natural result of the behavior.

Set an example: Children learn by watching you!

## Communications

Folders are provided by the Day School in an effort to maintain communication between parents and teachers. Please check your child's folder or bag daily for notices. We will also use the day school email ([dayschool@spumc.com](mailto:dayschool@spumc.com)) to communicate to our Day school families and feel free to communicate with us via the day school email. We will also be checking for communications coming from home so please make it a habit to bring your folder or backpack with your child each day. The folder will not replace the communication you have with your teacher. However, sometimes in the rush of dropping off or picking up your child we will not always have the individual time to discuss important or private issues with you. Please feel free to schedule a private conference with your teacher or the Director.

Please report any changes to your enrollment as to adults to pick up, immunizations or experiences that your child may encounter that would affect their behavior at school to your teacher or the Director at once.

A monthly calendar of events at the school and church will be sent home with your child at the beginning of each month. This calendar will be a reminder of special days at school or holidays. Again, the Day School follows the Houston Independent School District calendar.

The Day School will report immediately to you any situation involving injury that requires the attention of a health care professional. We also send home an accident/illness report for any minor accident or illness. We will also report any situation that places a child at risk such as neglect by staff or unsafe conditions of the center. Communicable disease and lice notifications will be sent home if necessary.

## Health and Safety

Your child's immunization and health information will be kept on file in the Director's office during the school year. It is important that any changes in this information including contact numbers or people allowed to pick up your child be reported to the staff and the Director. The state of Texas requires the Day School to maintain health statements on all children within one week after the date of admission.

All children enrolled in the Day School must meet applicable immunization requirements specified by the Texas Department of Health. To find more information on the Texas Department of Health's rules, you may visit their web site at [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize). ***Vision and Hearing screening is required to be on file along with the immunizations records for all Pre Kindergarten children within 120 calendar days of enrollment.*** This record must be on file at the school.

Precautions are taken at all times to clean, repair and maintain the building and toys at St. Philip's Day School. Toys are frequently sanitized to prevent contamination between children.

Hand washing for both students and teachers is done before class starts, before and after eating, after toileting or diaper changes and after outdoor activities. Teachers are also required to wash hands after using any cleaners used to clean tables or toilets. In addition, teachers are required to use gloves when handling any bodily fluids and must discard the gloves after one use.

All children over the age of three, registered in the Preschool and Pre Kindergarten classes should be potty-trained before starting school. In the MDO classes, every effort is made by the teacher to assist the children who are already learning to use the potty. As you and your child begin this process, please keep the teacher informed so that we can all work on this together.

Health and Safety continued.

Your child should be kept at home during the infectious period of a cold and any time there is a fever. ***Children must be free of fever, vomiting or diarrhea for a period of 24 hours before returning to school.***

Please notify the school when your child has been diagnosed with a communicable disease, so that we might notify other parents. Please follow all guidelines as stated above and by your physician before returning your child to the Day School.

***St. Philip's Day School will not administer medication to your child while in care. Apply sunscreen/bug spray at home before coming to school. The Day School cannot apply these products at school.***

Accidents that occur while in care are reported to the Director and an accident form is filled out. One copy will be kept in your child's file and one will come home to you. If at any time you become concerned about a report, please feel free to contact the Director or the teacher for further explanation.

If there is a life or death matter or accident, 911 will be contacted immediately. Again, all of our teachers are certified in CPR and First Aid.

In addition to the Health & Safety procedures stated above, the State of Texas has declared that day care centers, which include St. Philip's Day School, are drug free, gun free and gang free zones.

A gang-free, drug-free or gun-free zone is a designated area around a specific location where prohibited related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The zones are within 1000 feet of your child care center. For more information about what constitutes gang-free, drug-free or gun-free zones, please consult the Texas Penal Code.

## ILLNESS EXCLUSION POLICY

Our illness exclusion policy of excluding an ill child is to prevent the spread of infection to others in the group which means your child should be kept home or sent home if the illness occurs during the time your child is at school .

Some of the illnesses on the list are but may not be limited to the following:

- Infectious diarrhea and vomiting
- Untreated conjunctivitis (pink eye)
- Impetigo
- Ringworm
- Head lice and scabies
- Flu
- Fever

Our guidelines for when a child should be kept home or will be sent home are but may not be limited to:

- A fever over 100 degrees orally or 99 degrees axillary (under the arm)
- Signs of newly developing cold or uncontrollable coughing
- Diarrhea, vomiting or upset stomach
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Any discharge or drainage from eyes, nose, ears, or open sores

If your child exhibits any of these symptoms and is brought to school they will be sent home. The only possible exception is discharge or draining from the nose or eyes and that drainage or discharge is clear and your child has allergies diagnosed by his/her physician.

If you have any questions regarding this illness exclusion policy, contact the Day School Director.

Keep this information handy to refer to.

## Nutrition

We are all concerned about health and nutrition. What better time than now to begin the long road of healthy eating as a toddler.

Please bring your child to school having already eaten breakfast. Breakfast items brought in with your child will be served at snack time. The tables are being used for instruction & play at the start of school day and food cannot be eaten at that time.

A morning snack is enjoyed with friends each day of school. The snack is to be provided by the parent. Snacks should be cut, peeled and placed in an easy open container. St. Philip's Day School provides plenty of cold fresh water for your child.

Suggestions for healthy snacking are fresh fruits, baked snacks, pretzels, crackers, etc. Snacks containing processed sugars can affect a child's behavior and lower their energy level.

The Mother's Day Out and Lunch Bunch children will bring their lunch from home. Please send table ready meals for your child. Mother's Day Out has provided you with containers to send your child's lunch, you may include a single serving drink for your child or the Day School will provide water.

When pre-packaged lunches are sent with candy as a dessert, the candy will be returned for consumption at home.

To learn more about the nutritional needs of your child, please talk to your pediatrician.

## In Closing

Please dress your child in comfortable and weather appropriate clothing. We recommend athletic shoes or rubber soled shoes for our playground. Sandals and slip on shoes are not recommended, bark gets between feet and shoes. Children have a much more enjoyable time if they are not concerned about getting paint, dirt, etc. on their clothing. Please send them in items that might stand up to a little paint or dirt.

Please do not send candy, gum or carbonated drinks with your child. Do not send toys except for show and tell or a special lovey that comes out at naptime. No expensive or sentimental items should be sent. No glass containers. Baby bottles (not glass) may be sent if they are placed in a thermal bag with an ice pack to keep it cool. (We do not have the availability to refrigerate or heat the baby bottles)

Please make sure all belongings are labeled with your child's name. This includes extra clothing, coats, diapers, lunch kits and backpacks or bags.

Birthday celebrations are welcome at St. Philip's Day School. Please discuss your plans with your child's teacher prior to the "party". You may bring mini-muffins, cupcakes, cookies, donut holes, brownies, or any other special treat your child would like to share, etc. Please refrain from anything requiring a knife. Balloons and candles are also prohibited.

Please address any questions or concerns with your child's teacher or the Director.

St. Philip's UMC Day School realizes that leaving your child in the care of another is one of the hardest things for a parent to do. We consider it a blessing that you have chosen St. Philip's Day School and value the trust you have placed with us.

Thank You.

# St. Philip's United Methodist Church Day School



## Summer Fun Program Information

The Day School Summer Fun Program is for children 2 years through 5 years of age, on Tuesdays and Thursdays during the summer usually beginning the first week of June until the fourth week of July (8 weeks). The day begins at 9:00 am and last until 2 pm;

Day School Summer Fun is a more relaxed format than our school year. We get outdoors, spread our wings, get our feet dirty and have fun! Activities include storytelling, art, dramatic play, kite flying, exploring science and music and many more surprises!

Each week we have Splash Day! We get out the splash pools and water tables and have a fun filled morning. We paint the building with water, fish, bath the baby dolls, explore shells and creatures from the deep, draw with our sidewalk chalk and create :

For a fun summer, Day School Summer Fun is the place to be!

## Summer Fun Program Information Continued:

### **Non-Refundable:**

**Registration:** \$85.00 for newly enrolled  
If currently enrolled now or in the fall, the registration is \$60.00

**Tuition:** \$560.00 two days per week for 8 weeks.  
There is a \$10.00 sibling discount.  
St. Philip's UMC members receive a 10% discount.

**Records:** If you are new to the Day School, there are several forms that need to be on file including emergency medical instructions, immunization records, and enrollment information. Please notify the director if these are needed.

**Meals:** Each child will provide their own morning snack & lunch. All foods should be ready to eat (fruit peeled, pieces cut up, etc.) No glass containers. The Day School will provide plenty of cold water to drink during snack & lunch. Please advise us if your child has allergies or other diet considerations.

**Clothes:** Dress your child appropriately for the weather and for art & play activities. Comfortable play clothes and tennis shoes are best. On Splash Days, dress in swim suit & bring a change of clothes. Swim shoes are great, but please remember to send a pair of play shoes for after swimming. Apply sunscreen/bug spray at home before coming to school. The Day School cannot apply these products at school.

**Naps:** Most children rest after lunch, even older children benefit from a quiet interlude after a stimulating morning with a group. The older classes have indoor play after lunch; it's too hot to play outside!

**Sick Policy:** Your child may not attend the Day School if he/she has a fever or diarrhea. If your child gets sick during the day, we will isolate the child and contact you to pick him/her up. Please leave a telephone number where you can be reached during the day on the sign in sheet.

**Questions:** Please call Theresa Burnett, Director at 713/666-2761.