

# Apple Creek Private Preschool Parent Handbook 2023-2024

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## **Mission Statement**

*Building a foundation of academic and social success through a love of learning.*

## **Philosophy**

Apple Creek Private Preschool strives to promote a high-quality preschool that will build each child's self-esteem by giving positive motivation and enriching learning activities. We strive to meet each child's individual learning needs and provide opportunities for growth socially, emotionally, physically, mentally, and creatively.

## **Community Involvement**

In addition to providing an excellent learning facility for young children, Apple Creek is dedicated to promoting and advancing the education of teachers in the Early Childhood field. Apple Creek and its staff participate in community projects and services as well as support national organizations to help promote the importance of quality Early Education. Apple Creek serves as a role model for the community and participates as a service-learning center for college students.

## **Community Support Services**

Apple Creek Preschool maintains information on community services such as: parenting, early intervention screening, and assessment services. Apple Creek will assist families in locating necessary community resources. A Resource Book listing information on services including health, safety, speech, and other services available is located at the front desk. Please contact the director for more information or resources available.

## **Hours of Operation**

Apple Creek is open each school day from 7:50-2:50pm. We are closed from 11:20-11:50 each day for staff lunches. Your child may only be here for the time period specified by the class in which they are enrolled. ***Parents and visitors are welcome at Apple Creek Preschool during regular hours, 7:50am - 2:50pm. Access to the building is available through our secured front doors. Parents will be requested to sign in and wear a volunteer tag if they will be in a classroom.*** We follow the Fisd school calendar. For example, Apple Creek is closed on all Fisd snow days, in-service days, holidays, etc. Apple Creek will leave a message on the school answering machine if the ISD decides to close. Due to the complexity of our many programs not all bad weather days will be made up. In addition to these scheduled school holidays, we are also closed two days each January for Apple Creek Parent Teacher conferences as well as some additional days each school year for teacher in-service and/or teacher workdays.

## **Enrollment**

Apple Creek Preschool does not discriminate in enrollment on the basis of race, color, religion, or national origin as per federal, state and civil rights laws. Special needs children will be accepted based on how appropriate our program is for their needs. Priority enrollment is given in the following order: Children of staff, returning students, siblings of returning students, and new families. Upon enrollment, and each year thereafter, parents will be required to provide current emergency contact information and updated health information.

### Staffing

Apple Creek Preschool promotes consistency and connections. One way we do this is by keeping the same children with the same teachers for the entire school year which is from September to May (9 months). All teachers and children are assigned to a specific age and group of children so that they can make connections with both their teachers and their classmates. The children advance to the next age level class at the beginning of the next consecutive school year.

### Special Needs of Children and Families

Parents must inform the staff of any special needs and/or disability present in their children. Providing this information upon enrollment allows us to choose the best class placement for your child and to arrange reasonable accommodations. If a child has a special medical/dental need for which a physician has ordered special services that we are not able to accommodate, an adult provided by the parent and trained in these procedures, must be on site at all times. Parents of children with special needs and/or children who need a higher amount of adult assistance may be required to provide a shadow in class for their child at the request of the school. Parents may be asked to sign a release form to allow sharing of information between Apple Creek and other professionals or family service agencies. When we have concerns about a child's development we will document and explain the cause for concern, consult with the parents and possibly recommend outside screenings, diagnostic evaluations, and/or resources. Support staff such as shadows, are never left alone with the children and will be under the supervision of the teachers.

### Confidentiality

All information maintained on children enrolled at Apple Creek, including enrollment, health and assessment records shall be kept confidential. These records are maintained in the office and inside classroom cabinets. Access is granted only to the child's parents, teachers, the directors of Apple Creek Preschool, NAEYC Assessors and Texas State Licensing.

### Payment of Fees

Tuition is based on an annual school year and is divided into nine equal payments. Therefore, every month's tuition is the same. Tuition is paid in nine monthly payments starting with August 15<sup>th</sup>. Monthly payments are due on the 15<sup>th</sup> of the preceding month. A late charge of \$10.00 per day will be rendered for each day payment is late. Payment is due regardless of your child's attendance in preschool. Returned checks will be charged \$35.00 and thereafter tuition must be paid in cash. **All fees are non-refundable or transferable.** See current registration form for fees due. Please make checks payable to: **Apple Creek Preschool**. In the event of a pandemic, inclement weather, or anything that might be out of our control no refunds will be given.

### Orientation for New Students

Prior to the first day of school, all new and returning children and their families are invited to a Meet the Teacher. During the first week of school, children are given a tour of the school and rules are formulated as a class. Games and activities are implemented to help children adjust to the new school environment. Students joining us during the year are introduced to the class and assigned a buddy the first week. Parents are kept informed on their child's adjustment and progress.

### Arrival

Please have your child at school on time so they may begin the day's activities with the rest of the class. You may drop your child off in the carpool lane or you may park in the parking lot and walk your child to their class. Children should finish breakfast or lunch before arriving. Parents of afternoon students are not

to arrive at the school any earlier than 11:45 as we are closed for lunch and do not have space for everyone to wait for the school to open. Please do not allow children to walk into school with any food, drink, gum, or candy in their hands.

### **Departure and Release of Children**

All children are brought to the front hallway for carpool pick up. For safety reasons we ask parents to remain outside the school during carpool times. Carpool pick up is done in three sessions. The first session is **WHITE** (10:50am and 2:20pm) and is for two-year-olds only. The next session is **YELLOW** (11:00am and 2:30pm) and is for three-year-old, four-year-old and Enrichment classes. The last pick-up time is **BLUE** (11:05am and 2:35pm) and is for Pre-K students only. Please do not enter the school parking lot before your scheduled pick-up time. Each teacher walks their students to the parent's cars. **If your child is going home with a friend, or there is a need for someone else to pick up your child, a written note from the parent must be given to the office. If you are calling in to advise us of someone different picking your child up for a day, that person's name must be on their enrollment form.** A copy of a driver's license will be required for identification of any and all people who are picking up your child. Any parent who is late picking up their child will be charged \$2.00 per minute they are late. The parent is responsible for the late fees regardless of who picks up their child. Please note: Charges must be paid before the child may return to class. If your child is picked up late three times within the school year, you may be asked to withdraw your child from school.

### **Dress Code**

Dress children for active, messy play. All children **must wear tennis shoes and socks**. No sandals, crocs, boots, or open back shoes. Rubber soled shoes are best for safety. Although we wear painting smocks, accidents do happen. Apple Creek Private Preschool is not responsible for any soiled clothing.

### **Health**

Do not bring your child to school when he or she has the following symptoms: fever, hacking cough, diarrhea, unidentified or contagious rash, vomiting, eye discharge, constant runny nose, unclear runny nose, strep, lice, or an obvious illness (chicken pox, measles, scarlet fever, mumps, etc.). Children being treated with antibiotics must be on antibiotics for **24 hours before** returning to school.

**If a child leaves school due to illness, they MUST be free of the following symptoms for 24 HOURS without the use of medication, BEFORE RETURNING TO SCHOOL.**

- Fever
- Vomiting
- Diarrhea

Apple Creek Private Preschool has the right to refuse a child entry into the school if he or she shows any of the above symptoms.

**Staff** – In addition to frequent hand washing, the following policies are all implemented: Apple Creek Preschool requires that staff: (1) Wear gloves when handling or cleaning bodily fluids (2) Remove gloves and place in a sealed, closed bag (3) Wash hands immediately after removing gloves and after each task to prevent cross-contamination to other children (4) Exclude themselves from direct care when the employee has sign of illness.

Research has shown the single most effective practice that prevents the spread of germs in the childcare setting is good hand washing by caregivers and children. The Center for Disease Control (CDC) affirms that hand washing is the number one way to control the spread of disease and germs. Apple Creek Preschool follows a stringent handwashing policy.

### **Daily Health Check**

Teachers will perform a daily health check on each student as soon as possible after the child arrives in the morning. Teachers will scan the child for any change in their appearance, behavior, and/or signs of illness. Teachers will document any findings and parents will be called if more information is needed or additional action is required. All staff will receive training in conducting Health Checks during New Employee Orientation and training will be reviewed every year at In-Service.

### **Illness**

If a child becomes ill while in school, they will be removed from the classroom and brought to the office. Parents will be notified immediately to pick up their child. If one of the administrative staff is unable to contact a parent, the emergency contact people listed on your enrollment form will be called.

### **Food Allergies**

If your child has food allergies, then a food allergy emergency plan must be prepared by your child's physician. The food allergy plan includes a list of food the child is allergic to, possible symptoms if your child is exposed to a food on the list, and steps to take if your child has an allergic reaction. This plan must be signed and dated by a parent **AND** the child's physician. The food allergy emergency plan will be maintained in your child's file and copies will be posted on the information board by the front door, in the kitchen, and in your child's classroom.

### **Medication**

All scheduled medications should be administered when children are not in school. If medication must be administered during school hours, please see the director for the necessary forms and requirements. If your child requires medicine to be administered during the school day, the following procedures must be followed.

- All medications must be handed to the office staff. Please do not put medicine in your child's bag.
- All medications must be in the original container, labeled with the child's name, date, and directions by the physician detailing the administration, including dosage and physician's name. You must also sign a medication authorization, available in the office.
- Medication authorization forms are valid for six months only.
- Office staff will administer medication according to the label/physician directions. Medications that have expired cannot be administered.

### **Immunizations**

The state of Texas requires that all children attending school have up to date immunizations and the school to keep a copy of the child's immunizations on file. The only exceptions to this are medical contraindications requiring a letter from a doctor, religious conflicts requiring a letter from a minister, and conscientious objections requiring a notarized form from the state of Texas. If an under immunized child is exposed to a vaccine-preventable disease, the parents will be notified, and that child will promptly be excluded from the program. TB testing is not required for children in the state of Texas. Flu shots are encouraged but not mandatory for staff members.

### **Vision & Hearing Screening**

The State Department of Health requires that all children 4-years and older as of September 1<sup>st</sup> who are enrolled in private or public school be screened for vision and hearing problems. If the child's physician has not performed vision and/or hearing screenings, the school will perform these screenings for your child.

## **Outdoor Play**

Outdoor play is an important part of each school day. Unless inclement weather is present, or when a red ozone warning has been issued for Collin County, children **MUST** go outside each day. During outside time we are able to facilitate the development of gross motor skills and enhance children's understanding of physical games with rules and structure. We will go outside every day, weather permitting. Please dress your child appropriately (including jackets) for outside play each day they attend school. Sunscreen and insect repellent should be applied prior to coming to school. If your child is too sick to go outside, they are too sick to attend school. We do not have anyone to stay with children inside as both teachers go outside with the class.

## **Accidents/Incidents**

If a child receives a bump, scrape, cut, etc. at school, an incident report is completed, noting the type of incident received, first aid procedures administered, and the name of the person who administered the aid. One copy goes home with the child and the other copy is retained for office records. In the case of more serious injuries, the parent will be notified. Anytime an injury that occurs at school which **requires** medical treatment, Apple Creek will submit a "self-report" to the Texas Department of Family and Protective Services. A parent must sign this report. In a medical emergency, parents will be notified after 911 has been called.

## **Emergency Preparedness-- Fire & Sheltering/Lockdown Drills**

Apple Creek practices fire drills on a monthly basis and sheltering/lockdown drills every quarter.

**Fire Drills**-Fire Drill times are rotated so all classes have opportunities to practice. The "drill test" button on the fire system control box is initiated which causes the emergency lights to flash and the sirens to go off. The teachers and children practice exiting the building and playgrounds in a quick and safe manner.

**Sheltering or Severe Weather Drills** - (we call these bug drills at our school since we go to a secure place and pretend to be bugs). A whistle is blown, and the teachers and children go to the secure place that their class has been assigned. They shelter in place until the "all clear" signal has been given by the Director.

**Lockdown** - In the event of a lockdown, all staff and children will go to their designated lockdown locations (or hiding place) and the building will be secured by the directors. Lockdown locations are designated for each class and require children to be placed where they are out of view from the classroom windows. A lockdown procedure will be implemented any time one of the directors deems there is an unsafe condition such as an unidentified intruder, community danger in surrounding neighborhoods or any other potential threat to the safety of the children of staff. Staff and children will remain in their lockdown locations until a school director has given the "all clear" signal. As soon as the staff and children are settled the directors will notify all parents of the lockdown that took place and why.

**Evacuation**-In the event that the children and staff need to be evacuated from the building, the following procedures will be followed:

1. Children will be walked to Bright Academy in Frisco unless otherwise directed by police or fire personnel. Bright Academy is located at 7600 Woodstream Drive. Location of evacuated children will be posted on the front doors of Apple Creek.
2. Once children are safely relocated, parents will be contacted for pick up via cell phones of staff.
3. A staff member will remain with children until all children have been released to parents or other authorized persons designated by parents.

4. The Administrative team and any available staff will assist those children with limited ability or children needing extra assistance.

### **Substitutes**

In order for teachers to continue their training, attend special school events for their own children, etc. it will be necessary for them to take some personal and professional days off. We will provide a trained substitute to work in the classroom when a teacher is out.

### **Transportation and Field Trips**

Transportation of children to and from school is the sole responsibility of the parent. In lieu of field trips we do invite community helpers, local artists, performers, authors, and community residents to visit us at school. In addition, parents are welcome to share a skill or hobby with their child's class or the whole school. Please contact the front office if you or anyone else you know would like to share your talents with us. We also list community events for children on the community events page of our website.

### **Snacks**

All children are offered a snack and water each school day. A copy of the snack schedule is posted on the bulletin board by the front desk. **Please do not bring in water bottles** unless your child is Stay and Play, Enrichment, or mid-day Phonics. Children may not bring an individual daily snack unless they provide a doctor's note requiring a medical exemption to our snacks due to allergies or medical need. Please contact the front office to obtain the necessary paperwork to be filled out by your physician should you need an exemption to our snack policy. All snacks brought in to share with the class, i.e., multicultural snacks or birthday treats, **must include a list of ingredients** or the snack cannot be served. **ALL** special snacks must be left at the front desk with your child's name. Please do not bring tea or soda.

### **Birthdays**

Birthdays can be special events for children. We also respect the fact that some cultures and faiths do not celebrate birthdays. If you would like to honor your child's birthday at school, you are welcome to bring in a store-bought snack to be served during the class's regular snack time. **A list of ingredients must be provided** along with the snack. Please do not bring sheet cakes, as they are difficult to serve and clean up. Some preferred items are donuts, cookies, brownies, mini cupcakes, or muffins. **Please do not bring in any additional birthday items including goodie bags, balloons, and other party items.** If you would like to invite their classmates to parties outside of the school, invitations may be placed in cubbies or backpacks if there is an invitation for every child in the class. If you choose not to invite all of the class, we ask that you mail the invitations to avoid hurt feelings.

### **Videotaping and Photography**

In order to protect the privacy of all children in the classroom, we ask that no videotaping/photographing of children takes place. The only exception to this is the end of the year celebration/program when all parents are invited, at which time permission slips must be signed. Photos/videos taken at Apple Creek **may not be shared via the internet.** This policy also prohibits non-consensual use of recording devices for any reason while on the private property of Apple Creek.

### **Holiday Policy**

Apple Creek Preschool is an international school and is not affiliated with any specific faith or religion. We honor and respect the right of parents to choose the religious practices that best fit the beliefs of their family. We do not celebrate religious based holidays as part of our curriculum at school. Please help us by not bringing stories, paper products or other items with holiday and/or religious based themes. However, in an effort to share our global diversity and promote cultural/religious awareness we

have an International Exchange Day in December. Children may bring individually wrapped items from their own holiday tradition to exchange with their classmates. An information sheet will be included as part of the exchange for families to use as a learning experience at home.

### **Guidance**

Children are encouraged to solve conflicts between themselves. Teachers assist and guide children when necessary. Teachers use methods that encourage self-esteem, self-control, and self-direction. Destructive or disruptive behavior is redirected in a positive manner. Under no circumstances will a child be redirected using negative verbal or physical actions. Apple Creek has implemented the Conscious Discipline program, which is a loving and caring approach to helping children develop the social/emotional skills they need to be successful. Please visit Dr. Becky Bailey's official Conscious Discipline® website for more information [www.consciousdiscipline.com](http://www.consciousdiscipline.com). When a child's ongoing challenging behavior must be addressed, the teacher and director will assess the function of the behavior, work with the family and professionals to develop an individualized plan to address the behavior. This plan will include positive behavior support strategies.

Texas State Licensing requires all parents to be informed of and review the following Discipline and Guidance policy for all Texas childcare settings.

#### **Discipline must be:**

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

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

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements; 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 or open; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Disenrollment Policy**

Apple Creek's goal is to limit or eliminate the use of suspension, expulsion and other exclusionary measures and will do everything possible to avoid disenrollment but reserves the right to make that decision in the best interest of all our students. Apple Creek seeks to accommodate a wide range of individual differences, however, on rare occasions issues may arise that warrant the need to find a more

suitable setting for a child on a temporary or permanent basis. Steps to be taken before exclusion is considered, are observations by teacher and director, discussion, and classroom recommendations where an Individual Action Plan is made, then a parent meeting if necessary. A family may be asked to leave the preschool for a variety of reasons including, but not limited to, the following: a child's needs cannot be met at the preschool; a child's behavior cannot be managed despite intervention and accommodations; parent/guardian non-cooperation with administration or staff; and nonpayment of fees. Parents/families may be disenrolled with or without cause. Apple Creek complies with all federal and state civil rights laws.

### **Technology**

Technology is a significant part of our society and children are frequently exposed to many forms of technology at a young age. Although Apple Creek classrooms are equipped with technology, we are very careful about their use in an early childhood setting. We believe that the best teaching methods during the preschool years involve hands on learning and interactions with others. Apple Creek believes that a focus on academic skills should be balanced with opportunities for social interactions that will develop skills such as empathy, emotional self-control, and communication. Therefore, all technological devices are used for instructional purposes, and as group or partner activities rather than a solitary activity for individual children.

### **Personal Items and Toys**

All children need a backpack with a complete change of clothes in a plastic bag. All items need to be clearly marked with the child's name. Clothing will remain in the backpack unless needed. Soiled clothing will be placed in a plastic bag to return home. Backpacks will travel with the children to and from school each day. Toys from home are not to be brought to school. Personal toys can cause arguments, hurt feelings, and may get broken or lost. Toys that encourage rough and violent play are never appropriate for classroom use; these include toy guns and knives. Please do not allow your child to chew gum, bring any non-lunch food in their backpacks, lip balm, or hand sanitizer.

### **Parent Responsibilities**

1. Read your class calendar and newsletter. These will be emailed to you each month so you will be informed of what is going on and what your child needs for class.
2. Call and make arrangements with the teacher for the day you want to bring birthday treats.
3. Notify the school as soon as possible if your child will not be attending school due to vacation, illness, etc. Please call that morning if your child will be more than 15 minutes late for class.
4. It is the parent's responsibility to provide the office with any changes to the enrollment form (address, phone, work numbers, change in people to pick up child, etc.).
5. Please keep the teacher informed of any changes in the child's home life (divorce, death in the family, other stresses, etc.).

Apple Creek staff members are interested in answering your questions, discussing your concerns, and receiving your input. We cannot discuss items pertaining to your child in his/her presence. Instead, we ask you to schedule a phone call or meeting with your child's teacher. This will allow us to also give you our undivided attention. Any information you share with us is confidential and will not be shared with others.



## **Apple Creek Communication/Evaluations**

**Directors and Office Staff** – Each parent is given information to access the Apple Creek Parent Handbook upon enrollment. Parents will be notified by email and/or a written note of any policy changes. Parent letters and updates are given out as needed. Reminders and notices are sent home via email. If you would like to speak with the director, please call between 8:50 and 10:50 a.m. and between 12:20 and 2:20 p.m. to avoid drop-off and pick-up times. You may also call between these times to schedule a personal conference with the director. If you would like to contact the Director by email you can reach Karen at [kbarron@acfrisco.com](mailto:kbarron@acfrisco.com).

**Parent Organization** – The parent organization publishes several newsletters throughout the year and hosts several parent meetings. Meeting dates are printed in the newsletter and sent home via email. The parent organization has a parent bulletin board in the main hallway just past the front desk with current information posted on it. Officers' e-mail addresses are printed in the newsletter.

**Teachers and Classrooms** – Posted by each classroom door is a bulletin board with a class schedule, lesson plans, class calendars, newsletters, notes, and reminders. From time-to-time additional notes and information sheets are sent home. Open communication is encouraged. Drop-off is an ideal time to request that a conference or phone call be scheduled. However, we do ask that you respect the fact that *during drop-off and pick-up times, the teachers are still responsible for the safety and well-being of all of the children. Please do not treat this as a daily conference time.* Each classroom has a “teacher-gram” station located outside the classroom door complete with “teacher-gram” notes and a pencil. Teachers will respond to “teacher-grams” at their earliest convenience. Parents may also call and leave a message for the teachers in the front office or email us at [parents@acfrisco.com](mailto:parents@acfrisco.com).

**Assessments** – Apple Creek Preschool uses a variety of methods to assess each individual child's progress throughout the school year. Teachers are trained annually in how to assess the children using developmentally appropriate practices. Children are assessed on an ongoing basis through observations and developmentally appropriate checklists. Data collected from these assessments is used to identify children's needs and special interests, develop individual goals, enhance curriculum content and to arrange for developmental screening referrals when necessary.

Parents will be informed, in writing, of the results of these assessments on a regular basis. Assessment progress notes are sent home approximately every 6 weeks. Progress note criteria are alternated between social/emotional, self-help skills, and academic skills. Full assessments with combined skills are completed twice a year, in January and May. Additionally, parent teacher conferences are held in January each year and a full end of year assessment is sent home in May. Each child's assessment information is kept confidential and is only available to the Apple Creek staff that is responsible for the education of your child. A schedule of assessments and progress notes is given out upon enrollment. Parents are also always welcome to call the school to ask questions and discuss their child's progress.

## **Parent Involvement**

Apple Creek Private Preschool strongly encourages parents to be involved as much as their time permits. Parent involvement not only provides ways to participate in your child's education, but it improves the quality of education your child receives. Research tells us that the level of parent involvement is a strong indicator of the quality of the school. Apple Creek offers many ways for parents to be involved. We recognize that the families we serve have different resources and availability, so we offer a variety of opportunities. We hope that parents will look over the list and choose one or two ways that best fit their circumstances.

**Activities to Prepare**— Teachers often have extra activities or educational games to be prepared. The teachers work with the room parents of their class to coordinate specific needs. Please let your child's room parents know if you have time and would be interested in helping prepare these activities.

**Volunteer in the classroom** – Opportunities for classroom volunteers will be available on a weekly basis. Volunteers will help with art projects, bulletin boards, recycling, or other tasks assigned by the teachers. Sign-up sheets are posted outside your child's classroom. ***Classroom volunteers may not bring younger siblings with them.*** Parents are always welcome to come and visit anytime. Volunteers are never left alone with the children and will be under the supervision of the teachers.

**Reading Relatives** – Reading Relatives is an opportunity for parents, grandparents, aunts, uncles, and other family members to come in and read a favorite story to the class. This is a great opportunity for dual language readers to read to the children in their preferred language. Younger siblings may be brought for reading time, but must be held in the parent's lap, not in a carrier or stroller, for the entire time. If you would like to participate in this program, please use the sign-up sheet outside your child's classroom.

**Multi-cultural Snacks** – As part of our educational curriculum we like to provide music, stories, and food from around the world. We encourage parents to share foods from other cultures or favorite family recipes. Please coordinate this with the classroom teacher and check for possible food allergies and diet restrictions. Multi-cultural snacks **must include a list of ingredients**, or the snack cannot be served. Please use the sign-up sheet outside your child's classroom.

**Fundraisers** – In order to keep our tuition rates reasonable, we implement two fundraisers throughout the year. Parents are encouraged to participate in the fundraiser or are welcome to make a donation in lieu of participation. All fundraising proceeds are used for teachers' continuing education, unique educational materials, and classroom resources that help to enhance our curriculum.

**Room Parent** – Each class has two Room Parents. Room Parents help coordinate class socials and activities outside of school. The Room Parents also help teachers coordinate volunteers and assist in communication between families and the school via emails and phone calls.

**Picnic Committee Member-** Each class has a picnic volunteer who serves on the picnic committee to represent their class and help plan this end of the year school wide family event.

**Parent Association (ACPA - Frisco)** – Apple Creek has a Parent Association that helps support the school in its purposes and mission. The Parent Association helps promote communication between parents and teachers, models cooperative parent-teacher partnerships, and helps to enrich and support the learning experiences of the children. In addition to board positions several committees are formed each year to help with special projects. We encourage parents to attend the Parent Association meetings to gain more information about ways that you can serve in this area.

### **Visitors and Volunteers**

All visitors, parent volunteers and others are required to sign in and out at the front desk and to wear a visitor badge during their stay. This will not only help teachers and staff know who is in our building but will aid us in finding you if you are needed.

### **Sibling Policy**

For the safety of your child, siblings are not allowed in the classroom while parents are volunteering. This also allows the parent to focus on the children in the classroom. If parents are not able to make alternative arrangements for childcare, they may consider trading with another parent in the class so each may have

an opportunity to volunteer. During Reading Relative, younger siblings may attend, but must be held in the parent’s lap. Children may not be in carriers or strollers in the classroom at any time.

**Child Abuse and Neglect**

Apple Creek Private Preschool strives to provide the best educational services possible. Consequently, abuse or neglect in any form are grounds for immediate termination of staff. Any employee accused of child abuse will be placed on leave of absence pending an investigation.

All staff members are required by law to report any suspected abuse of a child in their care. In Texas, “a person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter” in accordance with Section 261.101 of the Texas Family Code,” page 19 of the Minimum Standards. All staff members are required to have annual training in recognizing and reporting child abuse and neglect.

Child abuse is simply defined as any actions towards a child that causes harm or injury. There are four main types of abuse and neglect: physical, emotional, sexual, and neglect. General signs of abuse include a child being nervous around adults, reluctant to go home, overly tired, passive/withdrawn, or aggressive/disruptive, and acting fearful and anxious around adults. The following chart provides more detail about each of the types of abuse:

Type of Abuse	Examples	Warning Signs
Physical	Beating, punching, burning	Unexplained injuries, fear of a parent or caregiver, healing bruises or injuries after an absence
Emotional	Criticizing, insulting, rejecting	Extreme changes in behavior, lack of emotional attachment to a parent, overly mature or immature for their age, delays in development
Sexual	Rape, touching and fondling in a sexual manner, involvement in pornographic materials	Difficulty walking or sitting, knowledge of sexual situations beyond what is normal for their age group, running away from home
Neglect	Not providing for a child’s basic medical, physical, and emotional needs	Begging for food, stealing food or money for food, lacking medical care, frequently dirty, frequent absences from school, saying that nobody is at home to care for them

If you suspect a child is being abused, please call the Child Abuse Hotline at 800-252-5400 or visit their website at [www.txabusehotline.org](http://www.txabusehotline.org). If you know someone who has been abused and needs services or if you would like more information on this topic you may contact the Children’s Advocacy Center of Collin County at [www.caccollincounty.org](http://www.caccollincounty.org) or 972-633-6600.

**Problem Solving Procedures**

In the event that a concern or difficult situation arises, parents are encouraged to talk directly to the teachers if appropriate. If this is not appropriate or if a satisfactory resolution has not been met, parents may call one of the directors. It is our goal to resolve any concerns or problems as quickly as possible. Directors will discuss possible avenues for solutions and an action plan will be initiated. Parents and director will follow up with a two-week evaluation of the plan and make changes as necessary. In the

event that an agreeable solution is unlikely and the parents or the school choose to terminate enrollment, two weeks' notice is required.

### **Withdrawal Procedure**

A two-week written notice is required to withdraw your child from school. Withdrawal forms are available in the front office and must be turned in by noon on the 15<sup>th</sup> of the preceding month. The director reserves the right to terminate enrollment in the event of non-payment or other violations of the policy agreement. **All fees are non-refundable and non-transferable.**

### **Pest Control**

We are required by the Texas Structural Pest Control Board to notify you that we do have a pest control company that treats the school periodically. We schedule all treatments at times when there are no children in the building, and children will not return to the building for several days. If you have any questions, please give us a call.

### **Licensing and Minimum Standards**

Parents may view a copy of Apple Creek Preschool's most recent licensing inspection report posted on the bulletin board in the front offices. A copy of Minimum Standards can be accessed on the Texas DFPS website. Parents may contact the local licensing office by calling 214-951-7902. The Texas Department of Protective and Regulatory Services website is <https://www.dfps.texas.gov>

### **Smoking Policy**

Apple Creek Preschool is a non-smoking facility. Smoking anywhere on a Child Care licensed facility including the parking lot is a violation of the Texas State laws.

### **Texas Penal Code**

Texas State Licensing requires all parents to be informed that "under the Texas Penal Code any area within 1000 feet of a child-care facility is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty."