



School For Little Children Student Handbook

We are pleased to have your child as a member of our School For Little Children family. The purpose of our School is to provide, within a nurturing Christian environment, the highest quality of education and care. To that end, programs and activities are offered to enhance the positive spiritual, intellectual, physical and emotional development of each individual child. School for Little Children was established as a children's ministry of Longview First United Methodist Church in September of 1958, and continues its tradition of excellence in providing early childhood education and care for Longview area children.

This handbook provides a ready reference concerning SFLC operational and discipline policies, school procedures and general information.

Please feel free to contact us at any time if further questions arise.

Thank you for choosing School For Little Children for your child's education and care.

Dallas Lemmon, Director
Sherel Conklin, Nursery Director

**“And now, little children, abide in Him...”
1 John 2:28**

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ARRIVAL AND DEPARTURE, HOURS OF OPERATION

School For Little Children is open from 7:15 a.m. to 6:00 p.m. Monday through Friday. Program hours are as follows:

FALL/SPRING

Early Birds 7:15 a.m.-8:30 a.m.
Morning Academic Classes. 8:45 a.m.-12:00 noon
Afternoon Enrichment (A.E.) Classes 12:00 noon-6:00 p.m.
Morning Carpool. 8:30 a.m.-8:45 a.m.
(NO CARPOOL DROP-OFF/PICK-UP DURING SUMMER, AFTERNOON ENRICHMENT HOURS OR INTERSESSION)

SUMMER

“Sensational Summer” Program 7:15 a.m.-6:00 p.m.

“Awesome August” Program 7:15 a.m.-6:00 p.m. (fulltime students only)

INFANTS/TODDLERS (ALL YEAR) 7:15 a.m.-6:00 p.m.

SIGN-IN FOR ALL CHILDREN. 7:15 a.m.-8:30 a.m. Early Bird Class
8:30 a.m.-12:15 p.m. Podium by Office
12:15 p.m.-6:00 p.m. A.E. Class

All Children arriving after 8:30 a.m. are to be accompanied into the School building by a parent (or adult in charge), signed in at the podium and escorted by a parent to class.

For Early Departures between 8:30 and 12:15 a parent must sign out child at the podium. Departures between 12:15 and 6:00, child will be signed out at the classroom.

Infants & Toddlers - Parent takes child to designated room in Nursery (no carpool available).

Late Charges - The following charges apply when children are picked up late:

Academic - \$3.00 after 12:15 p.m.
(Afternoon Enrichment drop-in rate applies if child is picked up after 1:00 p.m.)

-Afternoon Enrichment: \$2.00 per minute after 6:00 p.m. closing

Release of Children - Please notify the School when an emergency arises. The school will release a student to only those persons listed on the authorization form completed by parent. Persons picking up your child may be required to show identification.

If a child goes home with another student or parent, a note granting permission must be sent to the teacher and the office must be notified. No student will be released without permission from the parent.

ATTENDANCE

PLEASE SEE THAT YOUR CHILD ARRIVES ON TIME EACH DAY SO THAT HE/SHE MAY FULLY PARTICIPATE IN ALL ACTIVITIES. If your child will be absent, please call the school office and his/her teacher will be notified.

AFTERNOON ENRICHMENT CLASSES

Afternoon Enrichment classes are offered from 12:00-6:00 p.m., and are available for students in 2's-Kindergarten morning classes. During afternoon enrichment children play on the playground, eat lunch, rest, and participate in classroom activities. Painting classes are offered to children in Kindergarten classes, and Bible Club meets weekly for Pre-k & Kindergarten classes. After rest time, children participate in Cooking, Science, and Art activities, and afternoon Music classes.

Lunches - Lunch is considered an important learning time in which good manners and positive social skills are emphasized. All children must bring a lunch in a labeled lunch kit. Nutritious foods (no candy, marshmallows or soft drinks) are encouraged. The School provides milk and water for each child. The Parents' Group sponsors an optional special lunch program catered by Kid's Kitchen. Parents may sign up for the lunch program and purchase lunches in advance of each semester. Kid's Kitchen lunches are not offered during Sensational Summer, Awesome August sessions, or Intersession Care.

Rest Time - Per Minimum Standards, all classes are required to have a designated afternoon rest time. Children in Toddlers, 2's, 3's, Pre-K and Kindergarten classes must have a durable rest mat, no larger than 24" x 48", four fold, and two colored. Mats are stored at the School. The school does not sell mats, but they may be purchased at local stores. If the mat becomes ripped or torn, you will be asked to replace the mat per minimum standards.

Drop-Ins - Afternoon Enrichment class drop-ins are accepted on a space-available basis, only for Academic days that your child is enrolled. Reservations are to be made through the SFLC Office. See Tuition Information Sheet for rates.

Extracurricular Classes – Afternoon Enrichment students may enroll in on-site Extracurricular classes during days registered for afternoon care.

Students in 3's, Pre-K and Kindergarten classes may attend Dance classes, Gymnastics and TOT (Teams Of Tomorrow) Fundamental & Creative Basketball.

Students in Pre-Kindergarten and Kindergarten classes may also attend Art and Piano classes.

Days and times will be announced prior to the beginning of the school year. All Extracurricular classes require an additional registration fee and monthly fee. Extracurricular class fees are added to monthly SFLC tuition statements. SFLC tuition payments must be up-to-date in order for students to participate in extracurricular classes.

BEHAVIOR MANAGEMENT POLICY

A major goal of the School for Little Children program is to assure the physical, emotional and spiritual well being of each student. We strive to minimize the occurrence of problematic behaviors by maintaining a low child-teacher ratio and by providing activities that are appropriate to the developmental levels and interests of each age group. We believe that a teamwork approach involving parents, teachers and children is the most effective way to encourage positive student behavior. In dealing with any behavior issues that might arise, we adhere to the following policies:

1. Positive approaches to behavior management will be the first strategies, including the use of positive suggestions, redirecting the child to appropriate activities, and praise for appropriate behaviors.
2. Time-out procedures may be used if the above procedures are ineffective. This may involve a designated time-out place within the classroom. The time spent in time-out will be limited to one minute for each year of the child's age. Any child put in time-out will be monitored during the period.
3. If classroom time-out procedures are ineffective, the child may be given a short time-out in the school office. Their child will be under adult supervision at all times.
4. If the above procedures continue to be ineffective, the parents will be asked to meet with the teacher and/or school director to discuss the behavior and determine a plan for improvement.
5. If the School for Little Children Director and classroom teacher determine they are unable to manage the behavior of a child and the behavior presents serious risk of injury to the child, other children enrolled in the program and/or the staff, then the child may be dismissed from the School for Little Children program.
6. No physical discipline by a staff member or parent involving striking, hitting, slapping, biting a child or placing anything in the child's mouth will be used. No child will be humiliated, ridiculed, rejected, or yelled at while being disciplined. No child will be subjected to harsh, abusive or profane language. Parents may not use physical discipline (spanking, etc.) while on the school/church premises.

Parents and School for Little Children staff members agree to adhere to the above policy.

CARPOOL

School for Little Children carpool is a drop-off/pick-up service provided for children (two's – Kindergarten) who arrive at school between the hours of 8:30 a.m.-8:45 a.m. and depart between 11:55 a.m.-12:10 p.m. Carpool is available during the Academic School Year ONLY, not during the Sensational Summer Session or Intersession.

HOW DOES IT WORK

Beginning at 8:30 a.m. each morning, SFLC staff members will be stationed at the circle driveway to open car doors and escort children inside the building. Additional staff members will sign the children in and escort them to their classrooms (2's & 3's) or to the playground (4's & Kindergarten students.) Promptly at 8:45 a.m. when class begins, carpool staff will return to their morning assignments, ending the carpool drop-off time. To pick up your child using the carpool service, attach the school-provided name card to your rearview mirror. At 11:55 a.m., children will line up in the school hallway and names will be called as parents (or other persons designated by parent) arrive. Children will be loaded into the car by designated carpool staff. On rainy days, children will be loaded and unloaded under the church office covered driveway. CHILDREN ARE FULLY SUPERVISED DURING CARPOOL DROP-OFF AND PICK-UP TIMES.

WHY DO WE OFFER CARPOOL?

SFLC offers the carpool service to help YOU! You may remain in the car to drop-off/pick up your child for academic classes. This will help your child make a positive transition from home to school and back. (Of course, you are always invited to park your car in our north parking lot and escort your child to his/her classroom – but please be on time, so that your child doesn't miss a minute of his/her day at school.) **Academic classes begin promptly at 8:45 a.m.**

SOME EXTRA INFORMATION ABOUT CARPOOL

- Carpool drop-off/pick-up is offered to children for 2's – Kindergarten classes. Please bring your infant or toddler directly to the Nursery classroom.
- Our staff member in charge of carpool will prepare extra name cards when needed. Simply notify the office if you need an extra card.
- Carpool drop-off/pick-up is not provided for Afternoon Enrichment or Intersession Care classes.

CARPOOL INSTRUCTIONS:

For your child's safety:

1. Staff will only load and unload from the curbside. Parents must unload/load any children behind the driver seat.
2. Enter and exit the Church North Parking Lot from Green Street Only! Place your name card on your rearview mirror.
3. Drive your car around the circle drive and pull up to the staff member standing farthest north, so that three or four cars can be unloaded at one time.
4. On rainy days, cars will be loaded and unloaded under the covered driveway. Only two cars can be loaded/unloaded at a time, so carpool lines are longer on bad weather days.
5. Please honor the posted carpool times. Staff must be at their assigned classrooms at 8:45 am.

**** DO NOT LEAVE YOUR CAR UNATTENDED IN THE CIRCLE DRIVE. IT IS A NO PARKING FIRE LANE.**

CHAPEL

Weekly Chapel is an integral part of the School For Little Children program. Chapel services, consisting of songs, Bible stories, birthday recognition, and worship, are held weekly in the Church sanctuary. A special Chapel is held in May honoring Kindergarten students. Opportunities for spiritual growth are provided through daily emphasis on Christian values and God's love.

CLOTHING

Your child's clothing should not be an obstacle to his/her enjoyment of school activities; therefore, please send him/her to school in comfortable, easy-to-manage clothes. For safety purposes, closed-toe tennis shoes are to be worn on the playground. Children participate in daily outdoor play and should be dressed appropriately for the weather. Warm clothing (coats, hats, mittens, etc.) should be worn on cold days. Jewelry, purses, umbrellas, toys, treasures, belts, and sunglasses can be major distractions for young children and can easily get lost. Please leave them at home. All children must have a change of clothes, labeled with name, in a plastic bag at school at all times. Please send a summer set and a winter set of extra clothing.

CLEARLY LABEL ALL ITEMS BELONGING TO YOUR CHILD.

WE RECOMMEND:

- *Comfortable, easy-to-manage clothes...
 appropriate for playing, painting or pasting
- *Closed-toed, rubber soled play shoes...
 for playing on the playground
- *Sweaters and coats when cool weather comes...
 check the weather forecast every morning!

- *Lost and Found is located at the front door.

COMMUNICATION

Parents are always welcome to visit School for Little Children at any time (7:15 a.m.-6:00 p.m.) Monday-Friday without having to secure prior approval. We welcome constructive comments and suggestions and hope that you will feel free to contact the School whenever concerns arise. We believe that communication between the home and School is essential to the well-being of the child.

The school calendar provides information to parents concerning upcoming events and classroom information. Parent notes and children's work are sent home on a regular basis, and we ask that you check your child's backpack, school bag or communication folder daily. Communication sheets are provided for written comments from parents and teachers. Information bulletin boards are located in classrooms, and Parent Information Boards are located in the main hallway.

From time to time, during school hours, photographs may be taken of students by teachers and staff while the children are engaged in school activities. We may display these photographs on our website or in other print or video media. If SFLC chooses to display the names of the children in any picture, the child's full name will not be used. By signing the Handbook Signature Page, you are giving SFLC consent to display your child's image on any SFLC-related media. If at any time you do not want SFLC to display an image of your child in a photograph or in any SFLC-related media, SFLC requires that you let the office know.

SFLC has a Facebook page and uses Twitter (SFLC1). Please check it for announcements and information. Please do not post photos of children's SFLC classmates on social media sites without parent permission.

CONFERENCES

Parent/Teacher Conferences are scheduled with the Academic teacher by appointment twice a year. Teachers are advised to conduct conferences only at appointed times so that classes may be adequately supervised. If you wish to schedule a conference with your child's teacher at any time during the school year, you are welcome to call the school office to make an appointment

DISCIPLINE

Loving, consistent and individualized discipline is essential for the positive social development of the child. Learning self-control and acceptable behavior is important to a child's success at school. Teachers at School For Little Children use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. Redirection and brief, supervised time-outs are used for teaching appropriate classroom behaviors. School rules and behavioral expectations are clearly explained by teachers. If a child is experiencing difficulty in class, the teacher may redirect him/her to acceptable activities or give the child an age-appropriate "time out" (never in seclusion or in a corner) to calm himself/herself and make positive choices. In some cases, the parents may be notified.

EARLY BIRDS

From the 1st day of school, 7:15 a.m. to 8:30 a.m., the School provides “Early Bird” care for a fee. During this time, parents escort children to the appropriate Early Bird classroom and sign in (child’s first and last name, with time and parent’s initial). Communication sheets are provided for parents to convey information to Academic and/or Afternoon Enrichment teacher. Children three and older will be escorted to the appropriate playground (weather permitting) at approximately 8:00-8:15 a.m. No reservations are necessary for Early Birds. Early Bird charges will be included in the following month’s tuition bill. (Early Bird fees are included in five-day full care tuition rate).

FIELD TRIPS

In order for a student to participate in field trips, a written release **must be signed by the parent**. Parents are notified in advance of field trips and any related fees. Field trip announcements are posted outside of the classroom and/or on the Parent Bulletin Board. Approved drivers provide transportation for field trips, utilizing church buses. Bus drivers must receive special trainings provided by the church and approved by Child Care Licensing.

GANG-FREE ZONE

House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This statute requires that information about gang-free zones be available to parents and guardians of children in care at licensed child care centers. School For Little Children is a Gang-Free Zone. For more information about our Gang-Free Zone policy, please see our SFLC Office Information board.

HEALTH/ IMMUNIZATIONS/ ILLNESS/ MEDICATIONS & MEDICAL EMERGENCIES GUIDELINES

Health Statement - On or before the first day of attendance, all children enrolled in SFLC must have on file a current health form, completed and signed by a licensed physician within the past year. Indicating the child is healthy to attend school.

Immunizations- Immunization requirements, as published by the Texas Department of Protective and Regulatory Services Minimum Standard Rules for Licensed Child Care Centers, must be met for each child. Students may not attend school unless immunizations are up-to-date.

The Vision and Hearing Screening Program, Chapter 36 of the Health and Safety Code, requires that all children 4 yrs. of age or older enrolled in school or child care center in Texas must have a Vision and Hearing screen completed.

Teachers are not required to have vaccinations for preventable diseases.

CPR & First Aid- All SFLC staff members receive CPR and First Aid training and certification.

Illness - If your child displays symptoms of illness such as elevated temperature, rash, vomiting, diarrhea, sore throat, pain or lethargy, please keep him/her at home. If such symptoms are observed at the school, the child will be isolated and parents immediately notified to pick him/her up as soon as possible.

The following types of illness that would prohibit a child from attending school:

- If the illness prevents the child from participating comfortably in school activities including outdoor play.
- If the illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children.
- If the child has an elevated temperature, symptoms and signs of possible severe illness such as lethargy, abnormal breathing, two or more episodes of uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or a health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- If the child is sent home with an elevated temperature, two or more episodes of diarrhea, or any vomiting, he/she must be free of fever, diarrhea, or vomiting for **no less than 24 hours**.
- If your child has a contagious childhood disease, please let us know so that we can communicate the information to other parents. Please refer to the Illness and Medication Guidelines. This policy is in place to promote the safety and well being of all School for Little Children students and staff.

Prescriptions/ Dispensing of Medications – Medication means (A) a prescription medication or (B) a non-prescription medication.

Authorization to administer medication to a child must be obtained from the child's parent by the following:

- A completed form in writing, signed and dated
- an electronic format that is capable of being viewed and saved (fax or email), or
- by telephone to administer a single dose of a medication.

Medication forms are available in the School Office/ or the SFLC website.

Authorization to administer medication expires at the end of each semester. The child's parent may not authorize the school to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional. Parent authorization is not required if the school needs to administer medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that the school administers the medication as prescribed, directed, or intended.

Medication must be given as stated on the label directions or as amended in writing by the child's health-care professional. Medication must be in the original container labeled with the child's full name and the date brought to the operation. Medication must be administered only to the child for whom it is intended and not be administered after its expiration date. Directions and time(s) for administration must be clearly written on

medication form. Over-the-counter medication may only be administered in amounts according to the label directions or as amended by a physician.

SFLC personnel, who will provide written documentation, will administer medication. All prescription and over-the-counter medications must be brought to the School for Little Children Office by the parent.

Prescription and over-the-counter medications may not be stored in the classrooms, including children's cubbies, backpacks, etc. Exceptions to this rule are diaper creams, insect repellent and sunscreen; these will be stored in the child's classroom. Staff may not administer diaper creams, insect repellent and sunscreen unless parent completes a written medication form with specific instructions for administration.

PLEASE DO NOT SEND ANY TYPE OF MEDICINE (INCLUDING TOPICAL CREAMS) IN YOUR CHILD'S BAG OR BACKPACK.

Refer to Downloadable form on website.

Medical Emergencies -If critical illness or injury requires immediate attention of a physician, we will:

- Contact emergency medical services or take the child to the nearest emergency room.
- Give the child first-aid treatment and CPR when needed.
- Contact the physician identified.
- Contact the child's parent.
- Ensure supervision of other children in the group.

ALLERGY ACTION PLANS

Allergies -All children with a known allergy must indicate such allergy on the SFLC student application. All allergies will require an action plan (only exception may be seasonal allergies). The Allergy Action plan for severe allergies which require an epi-pen must be signed by the prescribing doctor and the parent. The Allergy Action plan must be on file with SFLC before admittance to school.

INFANT AND TODDLER CLASSES

Classes are provided for Infants ages six weeks to one year of age, and Toddlers ages 12-23 months. Infant and Toddler class hours are 7:15 a.m.-6:00 p.m. daily. You will be asked to complete an information sheet, "All About Baby," to inform teachers of your child's specific needs. Parents furnish diapers, wipes, food/formula/breastmilk, pacifiers, diaper ointment and changes of clothing. A place for mothers to nurse their babies is provided by the school.

Music class is offered for Infants; Toddler classes attend Music and Motor Development classes and Chapel.

OPERATIONAL POLICY ON INFANT SAFE SLEEP

Purpose: This form provides the required information per minimum standards 746.501(9) and 7474.501(6) for the safe sleep policy.

Parents must review this policy upon enrolling their infant at School for Little Children. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Death Syndrome (SIDS/SUIDS) at:

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

SAFE SLEEP POLICY

All staff, substitute staff and volunteers at School for Little Children will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provided an Infant Sleep Exemption form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight fitted sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners or sleep positioning devices. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 by the infant's health care professional.

INTERSESSION CARE

Intersession Care is a service provided to parents needing childcare during periods when Academic/Summer programs are not in session. Reservations are to be made through the school office. Forms will be sent each semester for parents to reserve Intersession Care spaces.

Intersession Care fees apply and are posted on the Tuition Information Sheet. Full-time students (enrolled 7:15 a.m. - 6:00 p.m., Monday-Friday) are not charged extra for Intersession Care.

Intersession Care fees are in effect during the following periods (specific dates listed on the School Calendar):

1. Spring Break
2. Days between ending and beginning dates of Academic and Summer Sessions
3. Christmas / New Year Holidays

MORNING ACADEMIC CLASSES

Morning Academic classes are offered from 8:45 a.m.-12:00 p.m. for students in 2's-Kindergarten classes. Academic class curriculum includes age-appropriate language arts, math, reading, social studies, and science classes. Two-Year-Old students attend Music and Motor Development classes. Three-Year-Old through Kindergarten classes attend Music, Creative Expression, Computer Lab, Spanish, and Motor/Montessori classes during the school week.

SNACKS/LUNCH

The school provides a healthy snack each morning and afternoon. Lunch is served to Toddlers and Two-year-old classes between 11:00 a.m.-11:30 a.m. For older classes, only children participating in Afternoon Enrichment classes receive lunch, served between 12:00 p.m.-12:30 p.m. Parents may choose to send lunch or to participate in the lunch program offered by Parents' Group. For a fee, paid in advance by semester, children are served a lunch consisting of a fruit, vegetable and meat entrée. Parents will receive a lunch registration form with menus prior to each new semester. Milk is provided by the school with all lunches. Water is also provided with lunch and all snacks. Lunches sent from home must include healthy choices; please limit dessert foods. Fruit, whole grains, and vegetables are encouraged. Do not send sodas or caffeinated beverages. If you choose to provide meals/snacks from home, please understand that SFLC is not responsible for the nutritional value of the meal/snack or for meeting the child's daily food needs.

PARENTS' GROUP

An active Parents' Group provides vital support for School For Little Children. The Parents' Group sponsors parent programs and fund-raising activities, and provides volunteer opportunities. All SFLC parents are automatically members of the Parents' Group, and are encouraged to become involved with the School through participating in Parents' Group activities. Parents' Group meetings are held on a regular basis, and are open to all SFLC parents. Meeting dates are listed on monthly calendars sent home with students.

PARTIES / BIRTHDAYS/SPECIAL EVENTS

Birthdays are special at SFLC, and each child will be recognized at the Chapel service closest to his/her birthday. If parents wish to send a special birthday snack to school, please notify the teacher in **advance**. Please send enough snacks for each child in the class (muffins, sandwiches, fruit, cheese, etc.). If you wish the teacher to distribute birthday party invitations, please send one for each child in the class.

Classroom parties are held in celebration of Fall ("Pumpkin Parties" corresponding with Halloween date)*, Christmas, Easter, and May/End-of-School, and are coordinated by volunteer room parents. Annual events include a school-wide Thanksgiving Feast, evening Christmas Program (ages 3 through Kindergarten), and Spring Parent Programs.

- *"Scary" ghosts, witches, and Halloween characters (with the exception of pumpkins) are not used as art activities, school decorations, party favors, etc., at School For Little Children.*

PESTICIDES

As part of our commitment to provide your child with a safe, pest-free learning environment, the American Exterminating company may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications on the SFLC property are made only by trained and licensed technicians. Should you have questions about this school's pest management program or wish to be notified in advance of pesticide applications, you may contact the school office.

PETS AND ANIMALS

Parents will be notified when animals visit the classroom. Per state licensing guidelines, children are not to have contact with chickens, ducks or reptiles while at school.

REGISTRATION

Registration packets are provided to parents in February for the upcoming Fall/Spring school year. Following the currently enrolled student registration period, registration opens on designated days and times, first to SFLC siblings, followed by Longview First United Methodist Church members, and finally, to the public. Registration continues until all classes are filled, after which time class waiting lists will be established. Students will be admitted from the waiting list, with priority given to SFLC current students, siblings and church members. The waiting list is in effect for one year only, from September to May of the year of the registration year.

SAFETY

The school conducts monthly fire drills, quarterly severe weather drills, and periodic practice lockdown drills. Children are instructed in, and expected to follow, safety rules for the playground and in classrooms.

Copies of the SFLC Emergency Preparedness Plan are available in the School office.

Pursuant to Section 30.07, Penal Code (Trespass by license holder with an openly carried handgun), a person licensed under subchapter H, chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

EMERGENCY EVACUATION

In the event of an emergency, all parents and guardians identified on your child's emergency card will be notified by phone or text message of the school's status, approximate duration of the emergency and when and where children will be available for safe pickup. **Please make all changes and updated contact information for your child through the School for Little Children office to ensure receipt of important communication.**

Emergency evacuation relocation site:

Mobberly Baptist Church
625 E Loop 281
Longview, TX 75605
(903) 663-3100

SCHOOL CLOSINGS

SFLC is closed (no care available) on the following: (these days may be subject to change)

- Friday in early November (Teacher Training)
- Thanksgiving Holiday coinciding with Longview Independent School District schedule
- Christmas Day
- New Year's Day
- Additional days during Christmas/New Year's holidays
- Martin Luther King Day (January)
- Good Friday and the Monday following Easter
- Memorial Day
- Days prior to first day of the Summer semester
- July 4th (1 or 2 days)
- Days in August prior to the opening date of the Fall Semester
- Labor Day

Parents will be given a school calendar at the beginning of the school year (August). Please refer to the calendar for specific dates of closings and activities.

SENSATIONAL SUMMER CLASSES

"Sensational Summer" classes are offered during the summer months. Programs are available for Infants through Elementary students (entering first through fourth grades.) Enrollment begins in March and continues until all classes are filled. Information concerning the Sensational Summer program is available in the School Office.

Awesome August is fulltime care (7:15 a.m.-6:00 p.m., Monday-Friday) by registration only.

SEVERE WEATHER POLICY

SFLC will close when the Longview Independent School District closes due to bad weather. Information concerning school closing will be broadcast on KYKX Radio (FM 105.7) and on local television channels. SFLC will also notify parents by Twitter and Facebook. There will be no make-up days for school closings.

CHILD ABUSE AND NEGLECT

SFLC staff members are trained annually to recognize signs and symptoms of child abuse and neglect. The Texas Dept. of Family and Protective Services provides parents with training and assistance. School teachers and administrators will provide parents with resources to receive assistance and intervention. Parents may review a copy of the most recent Licensing inspection report posted on the office bulletin board.

If you suspect a child is a victim of abuse/neglect please contact:

1. The local Licensing office at 903-233-5301
2. Local Department of Family Protective Services office is located at 2130 Alpine Rd. Longview, TX 75601
3. The DFPS child abuse hotline 1-800-252-5400
4. The DFPS web site is www.dfps.state.tx.us

STAFF

School for Little Children employs highly qualified teachers and caregivers. All staff are trained in CPR/First Aid, and receive a minimum of twenty-four (24) hours of professional training on an annual basis. The School maintains low student-staff ratios in all classes.

TUITION AND FEE POLICIES

School for Little Children Board tuition policy:

Tuition is due on the first day of the month and is considered late after the 10th. A \$25.00 per month fee will be added to your statement if tuition is received in the office after the 10th.

It is the responsibility of the parent to pay the tuition and any late fees. If tuition is more than one month late, you will be asked to withdraw your child unless prior arrangements have been made with the Director and approved by the School For Little Children Board.

Drops/Refunds:

No refunds or credits are given for days missed due to illness, holidays, vacations, etc.

If a child withdraws from SFLC, there is no refunding of fees. If a drop notice is not received before the first of the month, it is the responsibility of the parent to pay the tuition for the month. Tuition fees are non-refundable.

If a child withdraws from SFLC after the Fall/Spring registration and registered as a current student, this will cancel registration for the Fall/Spring school year, there is no refunding of fees.

Early Bird and Afternoon Enrichment /Intersession drop-in charges are billed at the end of each month.

The school must be notified of a student's intention to drop Infant, Toddler, Academic or Afternoon Enrichment classes prior to the beginning of the month. The parent is responsible for the month's tuition if the child drops after the first day of the month.

Registration/supply fees are non-refundable with only two exceptions. Exception :(1) If a fall registrant moves from the Longview area before August 1st in the year registered, the registration/supply fee will be mailed to the new address. (2) If a summer registrant moves from the Longview area before May 1st in the year registered, the registration/supply fee will be mailed to the new address.

How tuition is charged:

School for Little Children tuition is paid in advance in nine equal monthly installments. This covers the entire academic school year. The monthly fees remain the same regardless of the number of school days in the month.

Monthly tuition is billed at the first of the month. Early Birds, late pick-up, drop-in and Intersession charges are billed at the end of the month and will appear on the next monthly statement.

If a student is billed at the fulltime rate, there will be no additional Early Birds, drop-in or Intersession charges. If the student is not paying at the fulltime rate, Early Birds, drop-in Intersession charges will be billed in addition to the regular monthly charge.

Checks returned from the bank for insufficient funds:

There is a \$35.00 charge for checks returned from the bank as insufficient for payment. If a check is returned from the bank as insufficient for payment, subsequent tuition/fee payments will be due in cash, certified check, or money order.

**No tuition payments will be received by staff in carpool line.

*SFLC is licensed under
The Texas Dept. of Family & Protective Services
Contact Information for DFPS:
(903) 233-5301
1-800-252-5400
www.childcaresearch.org*

SCHOOL FOR LITTLE CHILDREN

Handbook Authorization Form

Revised July 2017

I _____ have read the SFLC Handbook and understand the
(parent)
policies and procedures that govern my child _____'s ability to
(child's name)
attend the School for Little Children.

I understand that I may contact and discuss these policies with school administrators by contacting the directors at 903-753-3121.

By signing below, I acknowledge that I understand the policies and procedures of the SFLC Handbook.

- 1. School For Little Children Handbook**
- 2. Student Behavior Management Policy**
- 3. School For Little Children Illness and Medication Guidelines**

Date _____

Parent's Name (Print) _____

Parent's Signature _____

(must be signed and brought into the SFLC Office)