



## 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.-6:00 p.m. sign in at the classroom

*All Children* accompanied into the building by a parent (or adult in charge) must be signed in at the classroom.

*For Departures*, a parent must sign out the child at the classroom with time and initials.

*Infants & Toddlers* – The parent takes the child to a designated room in the 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 the 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 the parent. Persons picking up your child may be required to show identification.

If a child goes home with another student or parent 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. Every Wednesday afternoon, kindergarten students will participate in easel art. After rest time, children participate in science, 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.

**Rest Time** - Per Minimum Standards, all classes are required to have a designated afternoon rest time. Children in Toddlers, 2's, 3's, and Pre K 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 the Tuition Information sheet for rates.

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

In accordance with Texas State Licensing, students will be signed out of School for Little Children by a representative from the organization the parent has approved. Upon completing class, the child will be signed back into School for Little Children. While the child is signed out of School for Little Children and in care of the extracurricular program, the school is not responsible for the child. All extracurricular activities will be conducted on FUMC/SFLC premises.

Students in 3's, Pre K, and Kindergarten classes, depending on availability, may enroll in Dance, Gymnastics and TOT (Teams of Tomorrow).

Students in Pre - Kindergarten and Kindergarten classes, depending on availability, may also enroll in 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. 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/or the behavior presents a 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. The Director retains the right to disenroll a child when it is in the best interest of the child or other children in the school.
7. 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.

#### *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. 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, you must have the school provided name card attached 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 a parent) arrive. Exit your vehicle and come to the designated pickup area. On rainy days, children will be unloaded and picked up 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 your child for academic classes. This will help your child make a positive transition from home to school. 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.**

### *CARPOOL INSTRUCTIONS:*

For your child's safety:

1. Staff will only unload from the curbside. Parents must unload any children behind the driver's 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, carpool will be under the covered driveway. Only two cars can be 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 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 to honor kindergarten students. Opportunities for spiritual growth are provided through a 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 their 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.**

### **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.

*Communication continued . . . .*

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 in writing. Parents will be notified in writing about any and all policy changes. Your signature must be on file stating that you have been advised of the change.

SFLC has a Facebook page. Please check it for announcements and information. Please do not post photos of children's SFLC classmates on social media sites.

### **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

### **EARLY BIRDS**

The school provides "Early Bird" care for an additional fee from 7:15 a.m. to 8:30 a.m. Parents must escort the child to the appropriate Early Bird classroom and sign in using the child's first and last name, with time and the parent's initials. Children three and older will be escorted to the appropriate playground, weather permitting, at approximately 8:00 a.m. Breakfast is not allowed on the playground. 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 the 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.

### **GANG-FREE ZONE**

House Bill 2086 which passed during the 81<sup>st</sup> 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 childcare 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 able to take part in the child - care program. A health statement must be on file upon admission to the school.

**Immunizations** - All immunizations required for the child's age must be completed by the date of admission, as published by the Texas Department of Protective and Regulatory Services Minimum Standard Rules for Licensed Child Care Centers, which must be met for each child. Students may not attend school unless immunizations are up-to-date.

If you wish to exempt your child from immunizations due to reasons of conscience, an Exemption Affidavit must be on file before being allowed to attend school.

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 centers 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 illnesses 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, a rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or a healthcare 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, he/she must be free of fever for **no less than 24 hours without fever reducing medication.**
- If the child is sent home with two or more episodes of diarrhea or any vomiting, he/she must be free of 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.
- SFLC must follow the guidelines, recommendations, protocols and procedures given by the Gregg County Health Department and the Texas Department of Health and Human Services, Child Care Licensing.

**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)
- by telephone to administer a single dose of a medication.

Medication forms are available in the School Office.

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 healthcare 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 healthcare 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 the 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 will administer medication. All prescription and over – the - counter medications must be brought to the School for Little Children Office by the parent. SFLC personnel will only administer medication during lunch hours. Parents are to give the 1<sup>st</sup> medication of the day in the morning and/or if needed after school at home. The only exceptions will be approved by the Director.

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 the parent completes a written authorization form.

**PLEASE DO NOT SEND ANY TYPE OF MEDICINE INCLUDING TOPICAL CREAMS IN YOUR CHILD’S BAG OR BACKPACK.**

**Medical Emergencies** - If critical illness or injury requires the 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.

### **DISABILITIES AND SPECIAL NEEDS**

Children with disabilities and special needs will learn alongside their peers in an inclusive learning environment. The teacher will adapt planned activities for all children to meet their cognitive, communicative and social - emotional development needs while in their care. School for Little Children will make reasonable accommodations for special needs students. The accommodations must be recommended by health-care professionals, local school districts or early childhood intervention programs. Medical situations and circumstances will require a meeting with the director to evaluate the center's ability to adequately care for your child. The director retains the right to unenroll a student if the director and classroom teacher determines that the student's care and/or needs exceed the staff's ability and/or training to properly care for the student.

### **ALLERGY ACTION PLANS**

**Allergies** - All children with a known allergy must indicate such an allergy on the SFLC student application. All allergies will require an action plan (the 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 and medication 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 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 provide an Infant Sleep Exemption form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tightly 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 a 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.

*Safe Sleep policy continued . . .*

- 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 childcare program is smoke - free. Smoking is not allowed in Texas childcare 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 continued . . . .*

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

1. Spring Break
2. 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 Toddler classes between 11:00 a.m. - 11:30 a.m. For older classes, 2's – Kindergartens, only children participating in Afternoon Enrichment classes receive lunch, served between 12:00 p.m. - 12:30 p.m. Parents must send a lunch each day. 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 for 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, an evening Christmas Program for 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.

## PHYSICAL ACTIVITY

**Physical activity and outdoor play promote:**

- Healthy growth and development
- Better self-esteem
- Stronger bones, muscles, and joints
- Better posture and balance
- A stronger heart
- A healthier weight range
- Social interaction with friends
- Learning new skills while having fun
- Better focus and concentration during school

**Playing outdoors** is a form of exercise that promotes well - being and physical development. Active play outdoors allows children to explore their environment, develop muscle strength and coordination, gain self - confidence and social - emotional development.

Children age infant through kindergarten in care from 7:15 a.m. to 6:00 p.m. will be given multiple daily opportunities for outdoor play, weather permitting.

- **Infants, newborns to 12 months** will be given the opportunity to go outside two times a day, As tolerated, to explore. Physical activity to help build shoulder and neck strength by use of “tummy time” and encouraging infants to reach, grasp, roll and crawl will be implemented each day.
- **13 months to 24 months** will have a minimum of two (30 minutes) outside playground times, one in the morning and one in the afternoon. Activities will consist of both structured, teacher - initiated and unstructured play. The activities will range from practicing walking, climbing, balancing on one foot, rolling a ball, jumping, pushing and pulling toys as well as riding tricycles and other ride - on toys.
- **Children aged three through kindergarten** will have a minimum of three (30 minutes) outside playground times Two opportunities in the morning and one late afternoon. The playground activities will consist of both structured, teacher-initiated and unstructured play. Activities will include, but are not limited to running, jumping, climbing, hopping, kicking a ball, throwing and catching balls, riding on tricycles and other riding equipment and swinging.

*Physical activity continued . . .*

In case of extreme weather conditions which prohibit or limit outdoor play, the gym, classrooms, playroom and nursery play area will be used for physical activity.

Extreme weather temperatures which prohibit or limit outdoor play:

HEAT INDEX of 96 - 99 degrees will limit outside playtime to 10 minutes.

HEAT INDEX of 100 and up will be considered hazardous and no outside play will be allowed.

WIND CHILL of 35 - 37 degrees will limit outside playtime to 10 minutes.

WIND CHILL of 34 degrees and lower will be considered hazardous and no outside play will be allowed.

*The Child Care Weather Watch program by the Department of Health and Human Services was used as a guide for the above policy.*

Children receive additional structured physical activity time during:

- Music (Body Rhythmic) including but not limited to marching, skipping, galloping and gross motor movements.
- Motor/Movement class, including but not limited to body awareness, balance, singing, dancing and finger play.

## **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 valid until the next registration period.

School for Little Children adheres to the State of Texas standard in regard to enrollment by date of birth. September 1<sup>st</sup> is the cutoff date for each age leveled classroom.

School for Little Children requires all students entering the Pre-K 4's program to be fully independent regarding toilet training.

## **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.

Firearms and other weapons are prohibited on the premises of the child-care center.

## 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, the 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

North Fredonia Building  
409/411 North Fredonia  
Longview, TX. 75601

## SCHOOL CLOSINGS

SFLC is closed and child care is not available on the following:

- 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)
- President's Day (February)

*School closing continued . . . .*

- Additional days during Spring break
- Good Friday and the Monday following Easter
- Memorial Day
- Days prior to the first day of the Summer semester
- Juneteenth
- July 4<sup>th</sup> (1 or 2 days)
- Days in August prior to the opening date of the Fall Semester
- Labor Day

These days may be subject to change.

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 local television channels. SFLC will also notify parents by 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 903-232-3322
2. Local Department of Family Protective Services office is located at 1750 N. Eastman Rd. Longview, TX 75601
3. The DFPS child abuse hotline is 1-800-252-5400
4. The DFPS website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## **STAFF**

School for Little Children employs highly qualified teachers and caregivers. All staff is 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 refund 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 registers as a current student, this will cancel registration for the fall/spring school year; there is no refund of fees.



*Tuition and fee policies continued . . .*

Early Bird and Afternoon Enrichment 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 1<sup>st</sup> of 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 1<sup>st</sup> of 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 on 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.

*How tuition is charged continued . . .*

In the event of the unexpected, short-term closure of SFLC, such as a global health emergency, severe weather conditions, structural damage, etc. the tuition paid for the time of closure may not be refunded. Additionally, full or partial tuition for future months may be required in order to ensure continued enrollment. The SFLC Board will decide the issue of tuition retention, refund and/or future payments with consideration given to the length of the closure, the reason for closure, the potential for government subsidization, the need to ensure consistent and high-quality staff, parent input and any other factors that may be present. The Board will also consider past refund/retention decisions, but because of the nature of the unknown, is not bound by past decisions.

**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 members in carpool lines, classroom folders, and teachers.**

*SFLC is licensed under  
The Texas Health and Human Services  
Contact Information for DFPS:  
Local Licensing: (903) 233-5237  
Child Abuse Hotline: 1-800-252-5400  
[www.hhs.texas.gov](http://www.hhs.texas.gov)*

# SCHOOL FOR LITTLE CHILDREN

## Handbook Acknowledgement Form

Revised July 2023

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.

Date \_\_\_\_\_

Parent's Name (Print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

(Must be signed and brought into the SFLC Office)