



Meadows Christian Learning Center
Statement of Policies and Procedures
(Updated 8/1/17)

Welcome to Meadows Christian Learning Center! This is a list of MCLC's operational policies and procedures. Please read them and return the parent signature page indicating you have been informed of these policies and procedures. They are written in accordance with the Texas Minimum Standards for Day Care and are for the well being of your child. Parents will be notified in writing of any policy changes.

Enrollment Procedures

In order for a student to be enrolled in Meadows Christian Learning Center, the following must be completed by the parent and on file in the MCLC office.

- Registration Contract and Enrollment Fee
- Enrollment Application
- Admission Information
(Page 2 requires physician's signature)
(Page 3 requires immunization record filled out by physician's office, or a separate official immunization record may be attached)
- Release Form for Publications
- Acceptance of Policies and Procedures (last page of this document)

****Students will not be permitted to attend school until all paperwork has been completed and checked by the Director or Assistant Director****

Tuition/Late Fees/Returned Check Fee

Tuition is due on the first program day of each month. There will be a \$15.00 late fee assessed for tuition not paid by the 10th of the month. If a student's tuition for the preceding month is not paid by the 5th calendar day of the current month, the student's enrollment in the MCLC program will be forfeited. Tuition is charged per month regardless of the number of days in the month and will not be adjusted for the child's absence(s) during the month. If MCLC is closed on a scheduled preschool day for any unforeseen circumstance, including inclement weather, monthly tuition will not be adjusted for the closure. There is a \$30.00 fee for returned checks.

Parents must notify the MCLC office in writing of their intention to decrease the number of days the student attends school before the beginning of the month that the student's days are decreased. Otherwise, payment for the full number of days will be due for the month.

Withdrawal Notice - Parents must notify the MCLC office in writing 2 weeks before withdrawing their child in order to be released from the commitment to the following month's tuition. If a child attends any portion of the month and is withdrawn during that month, the full month's tuition will be due and will not be refunded upon the child's withdrawal.

Key Codes

The MCLC hallway is locked when children are present. Each parent will be assigned a 4 digit key code. Enter your 4 digit code and the # key to enter the hallway. Exit through the doors of the MCLC hallway is possible at all times.

For the safety of our children, please adhere to the following guidelines. If these guidelines are knowingly violated, your code will be deactivated.

- Do not share your personalized code with anyone.
- Do not allow your child to enter your code into the keypad.

Arrival and Departure for Academic Program Students (9 AM-2 PM)

Teachers will be ready to receive the children in the classroom at 9 AM. **If you arrive before 9 AM, please wait in the atrium until an MCLC staff member opens the doors to the preschool hallway. It is very important that the children arrive on time.** It is difficult for the child and the teacher if the child arrives when the class is already engaged in activities for the day. Children must arrive no later than 10 AM in order to be admitted to the class.

Children must be picked up promptly at 2 PM. Late fees will be charged as follows:

- **2:05 PM-2:10 PM - \$15**
- **After 2:10 PM - \$25** (Any child who is not picked up by 2:10 PM will be taken to the Stay & Play classroom.)

Arrival and Departure for Extended Program Students (8 AM-5:30 PM)

Teachers will be ready to receive the children in the classroom at 8:00 AM. If you arrive between 8 AM & 9 AM you may take your child directly to the assigned classroom.

Targeted teaching begins at 9 AM. **It is very important that the children arrive at that time.** It is difficult for the child and the teacher if the child arrives when the class is already engaged in activities for the day. Children must arrive no later than 10 AM in order to be admitted to the class. If a child misses the 10 AM deadline, they may be admitted after 2 PM for the afternoon Extended Program.

Children must be picked up no later than 5:30 PM. Late fees will be charged as follows:

- **5:31 PM-5:40 PM - \$15.00**
- **5:41 PM or later - \$30.00**

Please note the following policies and procedures regarding dropping off and picking up students. THESE POLICIES AND PROCEDURES APPLY TO EVERYONE DROPPING OFF AND PICKING UP MCLC STUDENTS. Please inform anyone who is involved in transporting your child to and from school of this information.

- When you enter the preschool area with your child and you walk him/her to the classroom, leave his/her coat, lunch, backpack, etc. in the hallway by his/her name. Please do not bring these items into the classroom.
 - **Tell your child goodbye at the door of the classroom without entering the classroom**
 - **"SIGN YOUR CHILD IN" on the sign in/out sheet.**
- When you are picking your child up, please wait in the hallway until your child's teacher opens the door of the classroom at the conclusion of the day. The teacher or assistant will bring your child to you at the door of the classroom.
 - **Please do not enter the classroom to pick up your child**
 - **"SIGN YOUR CHILD OUT" on the sign in/out sheet.**

- If you need to drop your child off late (between 9:15AM & 10 AM) or pick them up early (before 2 PM) please see the supervisor in charge for assistance. Please do not enter the classroom.

Parking

Parents need to park in the parking lot and walk their child into the building. **Parents may not park under the portico or at the curbs between the hours of 8:45 AM - 2:15 PM.** Failure to comply with this procedure may result in the child's dismissal from the program. Do not leave other children in the car to bring your child into the building. If you have an extenuating circumstance, call the MCLC office at 469-467-7091 and someone will assist you. **This is for the protection of all children!**

Calendar

MCLC is open Monday through Friday from 8 AM to 5:30 PM. The academic day is from 9 AM to 2 PM. MCLC closely follows the PISD calendar. You will receive a copy of our school calendar upon enrollment. We will observe the same bad weather days as PISD. If PISD schools are closed due to inclement weather, MCLC will also be closed. If PISD schools open later than 9:30 AM, MCLC will NOT open. Notices for PISD school closings are broadcast over major TV and radio stations. It is the responsibility of parents to monitor school closings or delays. In the event of inclement weather during a school day, MCLC reserves the right to dismiss early in the interest of safety for all involved. Parents would be contacted to pick their children up as soon as possible in this event. The director's decision would be final in this event. MCLC does not schedule make-up days for inclement weather or for any other reason.

Health Issues

For the welfare of all of our students, please keep your child home if there is any sign of illness. A child may not attend MCLC when any of the following exist or have existed in the previous 24 hours:

- Fever (Child must be fever free for 24 hours without use of fever reducing medication such as Tylenol or Advil before attending school.)
- Vomiting
- Diarrhea
- Symptoms of common childhood illness: Chicken Pox, etc...
- Sore throat
- Rash
- Skin infections: Impetigo, etc...
- Pink eye or other eye infections

If any of these or other symptoms of illness develop while the child is at MCLC, parents will be notified and asked to make arrangements for the child to be picked up. The Director/Assistant Director will make this determination.

If a medical emergency should occur, parents or the child's emergency contact would be notified immediately. In the event of a life threatening emergency, 911 would be called and parents or the child's emergency contact would be notified immediately.

The state requires that children in child care stay current on all immunizations. Any changes in the health status of the child, along with updated immunization information, should be reported to the director. **If a child does not stay current on immunizations, they will not be able to continue in the program.**

If medication needs to be administered to a child during the school day, the following procedure must be followed:

- Medication must be labeled with the child's name
- Medication must be left in the MCLC office
- Parents must fill out a medication form (in the MCLC office)
- Prescription medication must be in the original container with the original label and will be dispensed according to directions on the label.
- OTC medication must be in the original container and will be administered according to age and weight dosage directions on the medication (unless a doctor's authorization is provided)

At this time, TB testing is not required for students.

Immunization Requirements for Children:

As a licensed facility, the state requires each child to have a current immunization record along with a signed statement of good health before being allowed to participate in our program. These two items must be turned in a week prior to being left for the 1st day. Each time your child receives an immunization, an updated shot record needs to be turned into the MCLC office.

MCLC also encourages families that have had contact with countries having high rates of Hepatitis A to get vaccinated. (State of Texas Minimum Standards; Section 746.361]).

*If for any reason (medical, religious, etc.) your child is not current on immunizations, you must either file an Affidavit Exemption From Immunizations for Reasons of Conscience form in the MCLC office or present a letter from a medical professional stating the reason your child is not current on his/her immunizations, before your child is admitted to our program.

Immunization Requirements for Teachers

All MCLC employees are strongly encouraged to have the following vaccines in order to prevent the spread of disease; Influenza (flu), HepA (hepatitis), and Pertussis (Whooping Cough). Employees can be exempt from receiving one or all of these vaccines for reasons of medical conditions or conscience, including religious beliefs. When an employee is given one of the above mentioned vaccines or an exemption, they must provide written proof. MCLC will maintain a record of each employee's compliance or exemption from this policy in the employee's personnel folder.

Employees will not be discriminated against, nor will any retaliatory action be taken against an exempt employee, except that required use of protective medical equipment, including gloves and masks, may not be considered retaliatory action.

Any employee refusing to comply with this policy is subject to disciplinary action including, but not limited to; unpaid leave of absence or immediate termination.

All employees will be required to fill out a yearly health questionnaire.

Items to Bring to School

-Change of clothes to be kept in each student's bag

- Please **LABEL** these with your child's name and place them in a zip lock bag.

-Lunch

- Lunches cannot be refrigerated or heated
 - Please send an insulated lunch box with an ice pack for cold items or a thermos for warm items

-Blanket or stuffed animal for rest time

- Nap mats are provided. Any items brought from home for rest time will be sent home at the end of each school day.

-Enough diapers or Pull-ups for a day or two

- We do not have enough space to store a week's worth of diapers

***Do not bring**

- Toys from home
- Food or drink in glass or any breakable container

Nutrition

MCLC serves one snack between 9 AM & 2 PM and one between 2 PM & 5:30 PM. Water is offered throughout the day. Parents are responsible for the nutritional quality of their child's lunch and for meeting their child's daily nutritional requirements.

Clothing

Children need to wear comfortable, washable clothes that they can manage as independently as possible. Children need to be dressed appropriately for the weather. In accordance with the State of Texas Minimum Standards, classes are scheduled to go outside every day, so please send a sweater or coat for your child during the cold weather seasons. Please label coats, hats, gloves, sweaters, etc... with your child's name. **For their safety, children (over 18 mos.) are required to wear socks and tennis shoes at the Learning Center. (NO SANDALS, FLIP FLOPS, CROCS, COWBOY BOOTS, OR HIKING BOOTS ALLOWED)**

Potty Training

We will be glad to work with you and your child with the potty training process. **For sanitary reasons, children must continue to come to school in either diapers or pull ups until they are fully potty trained.** This means they are able to tell the teacher when they need to go to the bathroom AND get to the bathroom and use it ON THEIR OWN. Children may not come to school in underwear until this criteria is met. Potty chairs are not allowed at MCLC. In order for a staff member to assist a child with toileting, a parent must give notice to the director in writing granting permission for a staff member to assist the child with toileting.

****Children may not attend Pre-K until they are "fully potty trained"****

Transportation/Field Trips

MCLC does not take field trips. In the event that a child would need to be transported for emergency medical care, but not by ambulance, an MCLC staff member would transport the child only with the parent's written consent.

Water Activities

MCLC provides only the following water activities:

- Water table (a large tray with a minimal amount of water)
- Sprinkler play (on occasion)
- Wading/splashing pool (No more than 24" of water)

Nursing

MCLC provides a comfortable seat where a nursing mother can feed her child in the Learning Center office. Mothers have the right to breastfeed or provide breast milk for their child while in care.

Hearing and Vision Screening

State law requires all students who are four years of age or older by September 1 of each school year to undergo hearing and vision screenings. The results of the screening must be on file in the MCLC office by the end of the first semester in order for the child to remain enrolled in the program. The screening must be done by a certified screener or a health care professional. Screenings will be scheduled by the director and you will be notified of the screening date. The nominal fee for the screening is paid by the parent.

Pest Control Treatment

The building is treated for pests by a licensed pest control company. A notice will be posted on the entry doors 48 hours in advance of treatment. Treatment will not occur when the children are in the building.

Discipline and Guidance Policy

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding;
- 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:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear positive statements; and
- 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:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Requirements Regarding Gang- Free Zones for Child Care Centers

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang-related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang-related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers. The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

Prevention of Child Abuse/ Neglect

All MCLC staff members upon hiring and annually thereafter receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse and neglect and the responsibility and procedure for reporting suspected abuse and neglect. In order to increase employee and parent awareness of issues regarding child abuse and neglect, including warning signs and prevention techniques, MCLC posts on our Parent and Staff information board information from the DFPS website, "It's Up to You: Preventing Child Abuse and Neglect." We urge staff, parents, and other interested parties to visit the site also. You may access the site by going to the DFPS home page and entering "It's Up to You" in the search field. The strategy for coordination between MCLC and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative. For assistance and/or intervention, parents and others may contact DFPS at 1-800-252-5400 or 1-800-4-A-CHILD, or online at www.txabusehotline.org.

Notice of Nondiscriminatory Policy

The MCLC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Parent Visits/ Parent Communication/ Parent Concerns/ Parent Involvement

Parents are welcome to visit the MCLC unannounced at any time during the hours of operation. In accordance with state guidelines, parents may be present in the classroom for only brief periods of time,

only in the presence of a licensed staff member, and only after a criminal background check has been completed.

MCLC communicates with parents via email and written communication. Parents are encouraged to review the policies and procedures of MCLC and make an appointment to discuss any questions or concerns with the director. Parents may make an appointment to talk with the director and the child's teacher about any issues or concerns they may have about their child. **Teachers will not discuss anything negative concerning the child with the child present.** Therefore, there will be no parent/teacher conferences at the classroom door in the afternoons with the exception of reports of a positive nature. Parents may participate in MCLC's operation and activities by volunteering to assist the classroom teacher with home projects and attending special activities such as class parties (after completing a criminal background check).

Library Books

Pre-K classes will have a chance to check out a library book each week. The book must be returned in order for them to check out another book. If a library book is lost or not returned after 2 weeks, a \$5.00 replacement fee will be due.

Dismissal from Program

In the event that we are unable to meet the academic, physical, mental, emotional, or behavioral needs of a child, he or she may be dismissed from the program.

Before dismissal takes place, the following steps will be taken to determine that we are unable to meet a child's needs.

1. We will observe the student and record any actions, events or behaviors that may indicate issues that need to be dealt with.
2. We will adjust the schedule, environment or level of difficulty of activities and assess if any of these adjustments improve the situation.
3. We will meet with parents and discuss our concerns and any changes we've made to address them.
4. We will seek input from parents as to what helps at home and what may help at school.
5. If little or no progress is made with the above actions, we will call in a child development professional to assess the child at school. Parents must give permission for an assessment.
6. If an assessment is made, we ask that the results are shared with us to help us develop a plan of action.
7. We will discuss the plan of action with the parents and encourage consistency at home.
8. If it is determined that the child requires a shadow in order to be successful at school, the parents will be required to pay for it.
9. If it is determined that the child requires outside services (re: ECI or their city ISD) we will cooperate with them and allow a therapist to come to school if necessary or allow the child to arrive at school late or leave early if they must attend an ISD program.
10. If we are unable to help the child be successful after implementing all of these steps, we will dismiss the child from the program.

We may also dismiss students for lack of payment or adherence to our Policies & Procedures.

MCLC Licensing Information and Contact Numbers

You may ask to review a copy of the Minimum Standards for Daycare in the Center office. You may also review our most recent licensing inspection there. You may contact the local licensing office by calling

214-951-7902. The DFPS child abuse hotline number is 1-800-252-5400. You may also view the DFPS website at www.dfps.state.tx.us.

Emergency Preparedness

In accordance with Licensing Standards, MCLC conducts fire drills monthly and severe weather drills and lock-down drills four times per year. Staff is trained on procedures in the event of a medical emergency, a communicable disease outbreak, an intruder, an armed person in the area, and a chemical spill.

In the event of an emergency in which the students may not re-enter the building, all parents and guardians identified on the child's admission forms will be notified via phone call or text message of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement."

Our primary emergency evacuation relocation site is 3401 Los Rios Blvd in Plano. Our secondary relocation site is 3160 E Spring Creek Pkwy in Plano.

You may request a copy of MCLC's complete Emergency Preparedness plan (digital or paper) or it may be viewed in the office at any time.



Policies and Procedures Acknowledgement

Please sign the bottom of this page and return with your registration.

I acknowledge that I have been given a copy of the Meadows Christian Learning Center's operational policies and procedures which include the following:

- Hours, days, and months of operation
- Key code policy
- Procedures for release of children
- Illness and exclusion criteria
- Immunization Requirements for Children
- Procedures for dispensing medications
- Procedures for handling medical emergencies
- Procedures for parental notifications
- Discipline and guidance practices
- Meals and food service practices
- TB testing requirements
- Hearing and vision screening requirements
- Emergency evacuation procedures
- Enrollment procedures, including how and when parents will be notified of policy changes
- Transportation
- Parking
- Potty training
- Water activities
- Field trips
- Nursing Information
- Requirements regarding gang- free zones
- Policy concerning prevention of and recognition of child abuse and neglect
- Notice of Nondiscriminatory Policy
- Procedures for parents to review and discuss questions or concerns about policies and procedures
- Procedures for parental visits
- Procedures for parental participation
- Procedures for parents to review a copy of the minimum standards and the Center's most recent Licensing inspection report
- Library book policy
- Dismissal of child from program
- MCLC Licensing Information and Contact Numbers for DFPS abuse hotline and DFPS website

Child's Name _____

Parent Signature _____ Date _____