



Meadows Christian Learning Center
Statement of Policies and Procedures
(Updated 7/20/21)

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 Registration Fee
 - Registration Fees are non-refundable and non-transferable
- 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 If a child attends any portion of the month and is withdrawn during that month, the full month's tuition will be due and will not be refunded upon the child's withdrawal.

Arrival and Departure

Drop-off will be outside the front door in a carpool line.

- Full day students – Drop-off begins @ 8:00 AM
- 9-2 students – Drop-off begins @ 8:45 AM

Pull up to the front door before getting out of your car. If there is a car ahead of you, wait until it leaves and then pull up to the front door.

We will not be able to stand outside waiting for students to arrive after 9:05. If you arrive after 9:05, please call the Learning Center Phone (469-467-7091). We will come out to receive your child as soon as we are able.

It is very important that students arrive by 9 AM. It is difficult for the child and the teacher if the child arrives when the class is already engaged in activities for the day.

If you are running late, please call the Learning Center Phone (469-467-7091) to give us your estimated time of arrival. Children will not be admitted to class after 10 AM.

Pick-up will begin at 1:45 for our 9-2 students. Please wait patiently in the carpool line until your turn. We cannot bring large groups of children out at one time. It will help us if you hang a sign on your rearview mirror with your child's name.

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.)

For those with students staying past 2 PM, please call the Learning Center Phone (469-467-7091) when you arrive. Your student will be brought to your car as quickly as possible.

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**

Communication

The drop-off process does not allow for parents to communicate with the teacher in the morning. Please put a note in your child's bag to let her know about anything that is different such as, child did not sleep, a parent is out of town, child is leaving early for an appointment, etc.

Notes will be sent home daily for students 2 years old or younger. Teachers of older children will communicate with parents weekly through email, newsletters or other electronic communication.

Please note: Teachers cannot check their phone during school hours so please do not email or text them things they need to know for the day. If you forget to send a note, please call (469-467-7091) or email (mclc@meadowsbaptist.org) the office.

MCLC communicates with parents via email and written communication. Parents are encouraged to review the policies and procedures of MCLC and contact the director to discuss any questions or concerns. 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.**

Calendar

MCLC is open Monday–Friday 8 AM–5:30 PM. The pre-academic day is 9 AM–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.

Unexpected Closures

MCLC may need to close unexpectedly due to circumstances beyond our control such as

- Loss of utilities
- Natural disasters
- Pandemics or other health issues
- National emergencies

If such a closure lasts for 2 weeks or fewer, compensation will not be made.

If such a closure lasts for more than 2 weeks, MCLC may give credits to families for tuition to be applied once school re-opens. The amount of credit will be determined by the Director. Refunds will not be made.

Health Issues

COVID-19 Illness Policy

The following policies have been designed to ensure the health and safety of all the staff, students and families.

If a student or anyone in the student's household has not received a COVID-19 vaccine and has been exposed to someone with COVID-19, the student must not return to school until 14 days after the last day of exposure.

- If, within that 14-day time period, anyone in the household shows signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat or low-grade fever, it will be assumed that COVID-19 is responsible unless a negative test result is received.
 - If a household member is assumed to have COVID-19, the student must not return to school until 14 days after the last day of exposure to that member while they are contagious.
 - If the student is assumed to have COVID-19, the student must not return to school until all of the following criteria are met:
 - At least 10 days after the onset of the first symptoms or if no symptoms, at least 10 days since the positive test result was received.
 - At least 24 hours fever-free without the use of fever-reducing medications.
 - Symptoms are improving.

If the student tests positive for COVID-19 the student must not return to school until all of the following criteria are met:

- At least 10 days after the onset of the first symptoms or if no symptoms, at least 10 days since the positive test result was received.
- At least 24 hours fever-free without the use of fever-reducing medications.
- Symptoms are improving.

MCLC takes the health and safety of staff and families very seriously. Parents may be asked to get a student tested for COVID-19 in order for us to responsibly inform MCLC staff, families and the Texas Department of Health and Human Services of any COVID-19 case that may affect the health of other staff, families and members of the community.

These policies are subject to the discretion of the Director as cases vary in symptoms, circumstances and ever-changing recommendations of the CDC and Texas Department of Health and Human Services.

*There will be no compensation or tuition credit for a student missing school because of illness or possible exposure to COVID-19.

As COVID numbers have improved, and Licensing and the Texas Department of Health and Human Services have removed the COVID mitigation requirements previously in place, we have reevaluated our pre-COVID Policies and Procedures and have chosen to permanently adopt many of the extra precautions implemented during the height of the pandemic. These include:

- Denying entry or sending home staff or students showing symptoms of illness.
- Checking temperatures as needed.
- Visually assessing the health of staff and students throughout the day.
- Limiting entry to the preschool area.
- Limiting items brought from home.
- Washing and sanitizing toys and other items handled by students and staff.
- Sanitizing classrooms including:
 - Windows
 - Door handles
 - Tables
 - Shelves
- Cleaning all bathrooms mid-day.

Other Illness

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 student will be moved to a separate room and monitored by a designated staff member until a parent (or authorized person) arrives. 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.

Any changes in the health status of the child should be reported to the director.

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 Authorization to Dispense Medication Form 7238 provided by MCLC.
- 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 immunization record must be turned into the MCLC office. **If a child does not stay current on immunizations, he/she will not be able to continue in the program.** (State of Texas Minimum Standards; Section 746.613)

MCLC also encourages families that have had contact with countries having high rates of Hepatitis A to get vaccinated.

If for any reason (medical, religious, etc.) your child is not current on immunizations, you must provide an Affidavit Exemption From Immunizations for Reasons of Conscience form in the MCLC office.

Immunization Requirements for Staff Members

All MCLC employees are strongly encouraged to have the following vaccines in order to prevent the spread of disease; Influenza (flu), HepA (hepatitis), Pertussis (Whooping Cough) and COVID-19.

Items to Bring to School

A change of clothes to be kept in each student's bag.

- Please **LABEL** these with your child's name and place them in a gallon Ziplock 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.
 - Milk or other drinks must be in a no-spill, unbreakable bottle or thermos.

Enough disposable diapers or Pull-ups (if needed) for a day or two.

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

Do not bring:

- Blanket or stuffed animal for rest time.
 - Blankets and nap mats are provided and will be washed/disinfected each day.
- 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)**

For safety reasons, students may not wear necklaces (including amber necklaces), bracelets or rings to school.

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 these criteria are 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"

Physical Activity and Outdoor Play

Physical activity is vital for children's health, wellbeing and development.

Physical activity

- strengthens children's bones, muscles, hearts and lungs.
- improves children's coordination, balance, posture and flexibility.
- boosts children's wellbeing. For example, active children are more likely to:
 - be confident and feel like they belong.
 - be relaxed and sleep well.
 - concentrate better at school.
 - get along with others and make friends easily.
 - share, take turns and cooperate.

Physical activity is an important part of play and learning. Participating in physical activity with teachers and other students is a great way for children to build relationships.

Children 18 months-2 years old are scheduled for at least 30 minutes of moderate to vigorous active play before 2:00 PM. Those attending our Extended Program (8:00 AM-5:30 PM) are scheduled for at least 30 minutes of moderate to vigorous active play after 2:00 PM.

Children 3 years and older are scheduled for at least 45 minutes of moderate to vigorous active play before 2:00 PM. Those attending our Extended Program (8:00 AM-5:30 PM) are scheduled for at least 45 minutes of moderate to vigorous active play after 2:00 PM.

Moderate to vigorous active play will take place both indoors and outdoors. Students 18 months and older are required to wear socks and tennis shoes for safety and comfort.

Examples of structured or teacher lead active play:

- Racing i.e. running, hopping, crawling, etc.
- Games i.e. "Duck, Duck, Goose" "The Floor is Lava"
- Songs with movements

Examples of unstructured or free play:

- Climbing on the play structure
- Riding tricycles
- Dancing

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant.

Children 13 months and older are scheduled for at least 30 minutes of outdoor play before 2:00 PM. Those attending our Extended Program (8:00 AM-5:30 PM) are scheduled for at least 30 minutes of outdoor play after 2:00 PM.

Indoor spaces are available for gross motor activities on days outdoor play is prohibited or limited due to weather or any other condition that makes outdoor play unsafe.

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)

Infant Safe Sleep

Parents of infants must sign a separate Safe Sleep Policy outlining the 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). This policy provides the required information per minimum standards §746.501(9).

Nursing Mothers

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 4 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. Parents are responsible for having their child screened and the results sent to the office before December 1.

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.

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. We will seek input from parents as to what helps at home and what may help at school. We may recommend the child be evaluated by their pediatrician, ECI, their city ISD or some other specialist.
 - a. If a child is evaluated, we ask that the results are shared with us to help us develop a plan of action. If results are not shared, a plan of action cannot be made and the child may be dismissed from the program.
 - b. If the parents choose not to seek the recommended evaluations, a plan of action cannot be made and the child may be dismissed from the program.
4. If little or no progress is made with the above actions, we may call in a child development professional to assess the child at school. Parents must give permission for an assessment.
 - a. If an assessment is made, we ask that the results are shared with us to help us develop a plan of action. We will discuss the plan of action with the parents and encourage consistency at home.
 - i. If results are not shared, a plan of action cannot be made and the child will be dismissed from the program.
5. 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.
6. 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.
7. 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 and 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.

Security Cameras

For security reasons, all classrooms and hallways used by MCLC are equipped with security cameras. Camera footage may be released to the authorities (i.e. police department.)

Footage may also be viewed by the CEO, Director or the Assistant Director. Due to privacy issues, parents may not view security footage.

Emergency Preparedness

In accordance with Licensing Standards, MCLC conducts fire drills monthly and sheltering, severe weather 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) 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:

- Enrollment procedures, including how and when parents will be notified of policy changes
- Hours, days, and months of operation
- Drop-off/Pick-up procedures
- Procedures for release of children
- Procedures for parental notifications
- Procedures for parents to review and discuss questions or concerns about policies and procedures
- Illness and exclusion criteria
- Procedures for handling medical emergencies
- Procedures for dispensing medications
- Immunization Requirements for Children
- Meals and food service practices
- Potty training
- Physical Activity and Outdoor Play
- Transportation
- Water activities
- Infant Safe Sleep
- Hearing and vision screening requirements
- Discipline and guidance practices
- Requirements regarding gang- free zones
- Policy concerning prevention of and recognition of child abuse and neglect
- Notice of Nondiscriminatory Policy
- Dismissal of child from program
- Procedures for parents to review a copy of the minimum standards and the Center's most recent Licensing inspection report
- MCLC Licensing Information and Contact Numbers for DFPS abuse hotline and DFPS website
- Security camera footage policy
- Emergency evacuation procedures

Child's Name _____

Parent Signature _____ Date _____