

CENTRAL PRESCHOOL MINISTRY



Weekday School Parent Policies & Procedures Handbook 2024-25 School Year

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Central Weekday School

Welcome & Mission

Welcome to Central Weekday School! We are blessed to have you as part of our family. Central Weekday School is a non-profit, state licensed program operated by Central Church. The church considers Weekday School as part of its ministry and outreach to the community. The mission of Central Weekday School is to provide quality Christian early education for preschoolers and to minister to them and their families in the name of Jesus Christ.

Central Weekday School strives to meet the needs of the whole child in all developmental domains, which include spiritual, mental, physical, emotional, educational and social. The Bible says in Luke 2:52 "And Jesus increased in wisdom (mental and educational) and stature (physical), and in favor with God (spiritual and emotional) and man (emotional and social)." The Bible is the basis of our program from the curriculum, to the way the teaching staff responds and interacts with the children. Central Weekday School does not discriminate against any child based on race, color, national origin, sex or religion. Jesus asked the children to come to him. "Let the little children come to me," He said. "Don't keep them away. God's kingdom belongs to people like them." Luke 18:16 NIV

We select our staff carefully to provide the best possible care and education for your child. We employ people who have an understanding of child-development, profess to believe in Jesus Christ as their personal savior and can apply their knowledge in the classroom. Our staff respects each child as an individual and recognizes that God has uniquely made them. They value working as a team with parents and colleagues. Continuing education is an important part of working at Central Weekday School. Each staff member attends at least 24 hours of annual training in child development, teaching methods, and various other classes that help them learn and grow as an educator and caregiver. Our staff is also CPR and First Aid certified.

You are invited to visit Central to worship and grow as a family. The church has a variety of other opportunities throughout the year for you and your family. For more information, please visit the church website at www.centralbcs.org or call the church office at 979-776-9977.

This handbook will help you understand our goals and policies. Please look over the information given, so you are familiar with our operation and guidelines. Please note that as part of the admission packet, you verify you have read and understand everything in this handbook.

If you have any questions about the information contained in this handbook, please do not hesitate to contact us. Weekday's Director for the 2024-25 school year will be Arlette Thomas. She will be in the office this summer on Monday and Wednesdays.

Arlette Thomas, Director
Central Weekday School
(979) 776-9977 x 321
Google Voice Number: 979-500-3173
WeekdayDirector@centralbcs.org

Communication:

- **All Weekday classes will be using the Bloomz app to communicate with parents.**
- Teachers will share photos and class updates via Bloomz.
- Meet the Teacher Appointments and Parent Teacher Conference Sign Ups will be done through the Bloomz app.
- All personal communication regarding your Weekday Student will be done through messaging on the Bloomz app. You can communicate with your child's teacher and the Weekday Administration team through Bloomz messaging.
- You will receive an invitation to join your child's class on Bloomz in August. You will receive instructions via email on how other family members (grandparents, etc.) who may need updates on your child can join your child's class on Bloomz.
- Weekday Administration will send an alert through Bloomz when the drop off or pick up location has changed due to weather.
- Central weekday will follow BISD and CSISD. If one of these districts cancels or delays school due to bad weather, Weekday will do the same and Administration will notify you by alert through Bloomz.
- When any changes have been made to the snack calendar due to a special activity or a Birthday Treat, teachers will notify you through an alert on Bloomz.
- Weekday Administration will post a link to a monthly Family Newsletter on Bloomz. Important dates, events, and information can be found in this newsletter each month.
- Our teachers are paid hourly, so please do your best not to contact them outside of Weekday hours.
- Teachers are limited in their cell phone use while caring for children. If you message them on Bloomz, they may not be able to get to it right away. **You can always contact Weekday Leadership at 979-500-3173.**
- **You may contact the director during school hours at our school phone number of 979-776-7744 x 321 or you may reach the Weekday Director by texting 979-500-3173.** You can ask her to give you a call for further discussion.
- Please do not contact Weekday staff on their personal social media accounts. This violates privacy laws for staff and other students. Please be careful posting photos of our Weekday students on social media as well. There will be some students whose parents do not feel comfortable having their children's photos on social media, which is their right.

You will be notified in writing of any changes in policy. Your signature is required to acknowledge you have received the updated policy. This record will be kept on file.

It is the parent or guardians responsibility to notify Weekday Administration of any changes in information throughout the school year.

What does my child need to bring to Weekday?

Please bring the following at the **beginning of the school year and leave at Weekday**:

- Two complete changes of clothes.
- If your child is staying for nap, please provide a travel-sized pillow with your child's name on it. We will provide the nap mat, blanket and small travel pillowcase for the school year, and we will wash them weekly.
- If your child is staying for nap and has a lovey (stuffed animal or blanket) he or she naps with, please send a lovey that will stay at Weekday with the child's items for the school year. Loveys will be washed weekly.

Please bring **daily**:

- A labeled, reusable water bottle.
- A lunch provided by you. Students eat lunch at Weekday each day of school.
- No backpacks are brought to Weekday. A lunch box and water bottle will be the only thing brought to school each morning. If a student brings a jacket, please make sure it is labeled.

Weekday School will make every effort to safeguard labeled belongings, but we cannot be responsible for lost or broken items.

HOURS & DAYS:

Central Weekday School meets on Mondays, Wednesdays and Fridays from 9 AM to 12:30 PM, September through May. We have an extended day option on Mondays and Wednesdays for an additional charge that allows your student to stay until 2:30. All students are dismissed at 12:30 on Fridays.

- A school calendar is provided on the Central Weekday School website.
- Weekday School starts September 4, 2024, and ends May 14, 2025. The second semester begins on January 6, 2025.

BAD WEATHER DAYS:

If College Station ISD or Bryan ISD is closed for inclement weather, Central Weekday School will also be closed. If CSISD or Bryan ISD has a delayed start or early dismissal due to weather, Weekday School will do the same. We will notify you via Bloomz of a school cancellation. There are no refunds to your tuition for days missed due to bad weather.

ENROLLMENT REQUIREMENTS:

1. Registration form is filled out through the Central Weekday School Website.
2. A \$150 non-refundable registration fee is paid upon registration.
3. If you have an outstanding balance with Weekday School or with Mother's Day Out, you will not be able to enroll your child in either program until that balance is paid.
4. **Students MUST be potty trained.**
5. A parent or guardian must attend **the mandatory parent** meeting in August.
6. Central Weekday School is open to children who are 3, 4 and 5 years old as of September 1st. Children will be placed in a group of peers based on age and specific needs.

After registering your child for Weekday, and paying the \$150 registration fee, the Admission Form will be emailed to you. The Admission Form is different than the

Registration Form and must be completed before your child attends Weekday. The Admission Form is due by July 15, 2024.

ADMISSION AND WITHDRAWAL:

Your child is enrolled in Central Weekday School when you have:

- Filled out the Registration Form through our Website.
- Paid the \$150 Non-refundable Registration Fee.
- Turned in the **completed** Admission Form (every line and page must be completed).

If you must withdraw your child from the program during the school year, you must notify the director **in writing or via email** of your plans, with a minimum of a two weeks' notice. If a child withdraws after the month has begun, full tuition/extended day fees will be due.

ADMISSION FORM & OTHER REQUIRED PAPERWORK:

*Please note that the Admission Form is different from the Registration Form filled out when registering.

Parents or guardians shall submit the completed Admission Form and additional paperwork by Monday, July 15th. Your child will **NOT** be permitted to attend Weekday School until **ALL** of the required information is completed and returned to the Weekday Office. Tuition will still be required to hold your child's spot.

1. **The Admission Form emailed to you by the Weekday Director.**
2. **A health statement with signature from your child's doctor must be submitted. This can be done inside the Admission Form or separately.**
3. **Parents or guardians shall submit complete birth to current immunization records** upon enrollment and as vaccinations are required and received.
4. When your child turns 4 years old, **hearing and vision test results are required by the state.** If your doctor has already performed these screenings on your child, please include the results with your admission information.
5. Please note in the Admission Form, that the Authorization for Emergency Medical Attention & Emergency Contact Information form requires that the name, address and phone number of the hospital of your choice be listed. ***Please do not type "closest hospital" on the form.*** We are required to have your emergency contacts address on the admission form. This cannot be a P.O. Box. Your child cannot attend Weekday School without this complete.
6. It is the parent's responsibility to inform the Central Weekday School office of any changes in the child's information throughout the school year.

*If you are not able to get any of these things in by July 15th, please notify the Weekday Director and let us know when you will have these items complete. **Your child will NOT be permitted to attend Weekday School until ALL of the required information is completed and returned to the Weekday Office.**

TUITION:

- Tuition reserves your child's place and is not for periods of attendance. Tuition is \$325 a month no matter how many calendar days are attended that month. Money will not be refunded to you due to absences of any kind, holidays, vacation, bad weather days or unexpected days off. Tuition can be paid by check, cash or credit through the Link found in our monthly newsletter or website.
- You must pay tuition **by the 1st school day** of each month.
- **A late fine of \$20** will be applied to your account if your tuition is received after the 1st class day of the month. If your balance, including unpaid late fees, is outstanding by the 15th of the month your child may be withdrawn from Central Weekday School. All late fines, a new registration fee may be due in order to re-enroll your child unless arrangements have been made in writing with the director **prior to a late payment.**
- Tuition payments for Weekday School and Mother's Day Out must be paid separately and given to the appropriate directors.
- Full Semester tuition can be paid on the first school day of each semester by cash or check. A 5% discount is given when tuition is paid by semester. You may not pay a full semester's tuition online.
- Cash or Checks should be given to the director or director's assistant ONLY. Teaching staff is not allowed to accept cash or checks.

To pay by check:

- **If you use a check to pay tuition, you must write the child's full name and "Weekday Tuition" on the memo portion of the check. Please also update any address on your check that is not correct. Please make all checks out to Central Weekday.**

To pay on-line:

- If paying on-line, a \$5 convenience fee will automatically be added to your tuition payment.
- You may not pay for a full semester online.
- The link to pay online can be found on the Central Weekday School website or in the monthly Family Newsletter posted on Bloomz.

OTHER FEES & FINES

1. **A late fine of \$10 per 5 minutes** per child will be enforced, if the child is picked up after their school day ends. In case of an emergency, contact Weekday School at 979-776-9977 ext. 321 or our Google Voice number at 979-500-3173.
2. There is an additional fee of \$65 per month for those students staying for Extended Day from 12:30pm to 2:30pm on Mondays and Wednesdays.
3. Parents who have been notified to pick up their child due to behavior or illness must make arrangements for their child to be picked up within 30

minutes. **After thirty minutes, late fines will apply at \$10 per 5 minutes.** Any person other than the parent coming to pick up the child must be on the dismissal form and have their ID.

ADJUSTMENTS TO TUITION & FEES

- No adjustments in tuition or extended day fees are made due to bad weather days, holidays, illness, absences, suspension, and late arrival or early pick up. Please note that no “make up” work will be given to students who are absent.

ARRIVAL/DROP OFF & Planning Center:

- Weekday begins at 9:00am. Timely arrival by students helps them and their classmates adjust to the day. Late arrivals can disrupt the class and activities missed will not be made up unless time allows.
- Planning Center is used to sign in your child using your phone number. You will pull up to the back of the playground at the center playground gate. You will give your phone number to the Weekday staff, they will sign in your child and confirm their arrival using Planning Center.
- We will begin taking children from cars starting at 8:50 AM. We will do our best to be finished taking children at 9:05 AM. If you pull up to the center back playground gate, and we are not out taking children, please stay in your car, and text Weekday leadership at 979-500-3173. A weekday staff member will come login your child into Planning Center and bring your child inside.
- **PLEASE NOTE: Every person who drops off and/or picks up your child needs their OWN Planning Center account. They CANNOT use your phone number to sign in a Weekday student. They must have their own account, use their own phone number and they must also be on your approved dismissal list for pick up.**
- ALL children should arrive at Weekday School fully clothed (shoes, socks and proper attire for weather.) We go outside everyday unless it is raining.
- **Children should eat breakfast BEFORE they come to Weekday School.** We have children and staff allergic to certain foods, and we have strict guidelines from the state on how to serve food. Snack is served around 10 AM by Weekday school.
- **Children should arrive healthy and be able to participate in all Weekday activities.** Please refer to the section on *Illness and Medication*.

DISMISSAL/PICK UP PROCEDURES FOR RELEASE OF CHILDREN:

1. At dismissal time, you will line up your car along the curb in the back playground area. Weekday staff will walk your child to your car.
2. We will have a placard with your child’s name on it for you to display in your car window to help pick up run smoothly.
3. Only those students registered for extended day will be allowed to stay on Mondays and Wednesdays from 12:30 to 2:30 PM.
4. **All students will be signed out by Weekday staff through Planning Center upon departure.**

5. Please be considerate of our staff's time and arrive on time to pick up your child. **Late fines of \$10 per 5 minutes** late apply to those who do not arrive on time to pick up their child.
 - **Please text Weekday Leadership at 979-500-3173 if issues arise and you will be late.**
6. **Persons picking up your child must be listed on the child's dismissal form and be listed as a guardian for your child in Planning Center.**
 - You may be required to **present a valid ID** until our staff becomes familiar with you.
 - **If someone else is picking up your child, that person must be listed on the child's dismissal form and as a guardian in Planning Center.**
 - **When filling out your admissions form, please make sure the people listed as your Emergency Contact, are also listed under the Dismissal/Release Section.**
 - **Please have that person bring a valid ID with them when picking up the child. Without a valid ID and the name listed on the dismissal form, we cannot release the child.**
 - **We cannot release a child to a minor unless the minor is the child's parent.**
 - **To update your child's Dismissal/Release Form please notify Weekday Staff in writing of the approved person we may release your child to. You will need to add the person as a guardian for your child in Planning Center at this time.**
7. **Parents, do not leave a child unattended in a parked vehicle. Please stay in your vehicle at all times. Do not walk up to pick up your child. They will be dropped off at your vehicle curbside only.**
8. **We are not able to buckle in your child. If you need to buckle your child into their car seat, please pull out of the pick-up line into a parking spot.**

FRIDAY DISMISSAL FOR ALL WEEKDAY STUDENTS

- On Fridays, all students leave by 12:30 PM. Weekday staff will bring your child to your car as described in the above sections. Please see pick up procedures above.

STUDENT/TEACHER RATIO:

Texas' Minimum Standards state that the maximum number of children one caregiver may supervise for 3 year olds is 15 children. Minimum Standards states that we may have 18 four year olds to one caregiver. We feel that is too many children per one caregiver, so each of our classrooms will always have two caregivers. **We meet the minimum standards set by the state for student/teacher ratio at all times.**

SCHEDULES:

Each teacher will present parents with a schedule that outlines the daily/weekly routines for their classroom, which includes times for Snack, Recess, Centers, Music, Bible, Lunch and Nap. These schedules may change on occasion.

NON-CUSTODIAL PARENT/DIVORCE:

In a custody situation, the director must be provided legal documentation stating that the child may not be released to the non-custodial parent. Without this documentation, the weekday staff may not legally prevent a parent from picking up his or her child.

SAFETY & VISITOR SIGN-IN

You are welcome to visit Weekday School at any time.

Parents are allowed in the facility during school hours, 9 am to 2:30 pm. We keep the doors to the preschool wing locked at all times for our safety. When you arrive, call the number listed on the doors, and we will send someone to let you in and escort you back as soon as possible. The safety of our students is very important to us. Please abide by these rules.

ILLNESS:

1. Only healthy children will be accepted into the classrooms.
2. A child cannot be admitted for care **IF**:
 - a. An illness will prevent the child from participating comfortably in ALL activities including outdoor recess. Children will not be allowed to remain inside with a staff member during outdoor recess time.
 - b. the child has an oral temperature of 100 degrees or greater.
 - c. the child has had stomach upset (diarrhea, vomiting) in the last 24 hours.
 - d. the child has a communicable disease. A child may return after taking antibiotics for 24 hours (if required by physician), fever has subsided independent of fever reducing medication and is free of fever for 24 hours AND written approval of the child's physician.
 1. **The following illnesses require written approval from the child's physician for that child to return to school:**
 - **Varicella (chicken pox)**
 - **Conjunctivitis (pink eye)**
 - **Influenza (flu)**
 - **Hepatitis A & B**
 - **Measles**
 - **Mumps**
 - **Scabies**
 - **Meningitis**
 - **Mononucleosis**
 - **Pertussis (whooping cough)**
 - **German measles**
 - **Impetigo**
 - e. The director can require written approval from a physician at his/her discretion.
 - f. If head lice are found on the child, the child must be nit (egg) free and live lice free before returning to Weekday School. This requires vigorous treatment of hair, bedding, linens, carpet, clothes, toys and car upholstery.
 - g. Symptoms and signs of possible severe illness include such symptoms as lethargy, abnormal breathing, rash with fever, mouth sores, behavior changes or other signs that the child may be ill.

I NEED TO STAY HOME IF...							
							
COMMON COLD	FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY OR ER VISIT
Congestion, cough and "nasty" drainage from the nose	Temperature 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye	Hospital stay and/or ER visit
I AM READY TO GO BACK TO CHURCH WHEN I AM...							
Feeling better and drainage is clear.	Fever free for 24 hours without the use of fever reducing medication. <small>ie. Tylenol, Motrin</small>	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and nit/egg free.	Evaluated by my doctor and have note to return to church.	Released by medical provider to return to church.

- Parents are required to notify the director when a child has been exposed to a contagious disease. If the person with the contagious disease lives with the child or is a caregiver for the child when not at Weekday, the Weekday student cannot return to school until the ENTIRE family is symptom free for 24 hours.
- If a child does not feel well at school or becomes ill during the school day, the director or director's assistant will determine if the child is able to continue in daily classroom activities. Once it is determined the child cannot continue in daily activities, **parents will be notified. PARENTS OR SOMEONE ON THE DISMISSAL FORM MUST PICK UP THE CHILD WITHIN 30 MINUTES OF BEING NOTIFIED. LATE FINES OF \$10 PER 5 MINUTES WILL APPLY AFTER ONE HOUR.** While we apologize for any inconvenience this might cause, these policies are to maintain a healthy environment.

MEDICATION/MEDICAL CONDITIONS:

- Weekday School does not administer medication except in the case of an EpiPen or Inhaler.
Procedures for dispensing medications:
 - If your child has a chronic or acute condition that requires an EpiPen or an inhaler, a trained staff member will administer the required medication if needed.
- Notify the director and the teacher if your child has a medical condition, special need, disability and/or allergy prior to the first day of school. A physician's written instructions for care and/or diet is required to be on file for those students with special circumstances. Parents are required to meet with the director or the director's assistant to go over these instructions prior to the first day of school.** Weekday staff will make accommodations for children with medical conditions, special needs, disabilities and allergies to the best of our ability within reason.

TUBERCULOSIS EXAMINATION & HEARING/ VISION SCREENINGS:

Requirements for TB screening and testing vary across the state. Brazos County Department of Health does not require screenings for children in our child care center.

The Special Senses and Communication Disorders Act, Texas Health and Safety code, Chapter 36, requires a screening or a professional examination for possible hearing and vision problems for children enrolled in our childcare center who are:

- a) First time enrollees that are 4 years of age or older OR
- b) Children enrolled in programs who are four years by September 1st must be screened for possible vision and hearing problems by a licensed or certified screener or health care professional. Documentation of these screenings must be kept in the Weekday student files. Please include these results with your enrollment paperwork.

ACCIDENTS:

1. First aid supplies are kept at Weekday School.
2. A record is kept of all injuries and accidents.
3. If a minor accident occurs, first aid is given and the parent is notified at dismissal.
4. In case of an extreme injury, parents will be notified as soon as possible.
5. If a parent cannot be reached, one of the child's emergency contacts listed on the emergency contact form may be called.
6. If emergency care is needed immediately, Weekday School will call 911 and follow instructions given by emergency personnel.
7. Central Church provides liability insurance.

WHAT NOT TO BRING FROM HOME:

1. The state minimum standards suggest that these items not be brought from home: sugar coated cereal, potato chips, snack chips, bacon, sausage, candy, doughnuts, fruit flavored drinks, coffee, tea, soft drinks, sweetened milk, brownies, cookies with icing. If these things are included in their lunch, we will encourage our students to eat the healthiest item included in their lunch first and save these treats for last.
2. **Hand sanitizer!** In keeping with state minimum standards, we wash hands many times throughout our day. If it is clipped to your child's lunch box or in her pockets, it will be brought to the office and you can come to the office to pick it up at your convenience during office hours.
3. **ANY MEDICATION - over the counter or prescription!** Please do not send Tums, Pepto Bismol pills or any other kind of medication in your child's lunch box or pockets. *The first-time medication is found in a lunchbox or pocket, a warning will be sent home, and we will lock the medication in the office until the end of the day. Every time after that first warning, you will be required to pick up your child each time we find medication (prescription or over the counter) in a lunch box.*
4. **Breakfast.** Students should eat breakfast before arriving to school and are not allowed to eat it at school.
5. **Any products that contain peanuts.**
6. **Choking hazards** such as small coins, small objects, balloons, etc.
7. **Toys.** We will not allow any toys from home. We will not be doing show and tells or teddy bear days.
8. **Sandals, flip-flops, boots or dress shoes** unless otherwise stated for a special event.
9. Anything not labeled.

10. Halloween characters such as monsters, witches, mummies, goblins, or any other scary characters should not be worn on clothing, lunch boxes or be brought in the form of toys.
11. **Backpacks.** Students should bring a lunch box and water bottle each day to school. A backpack will not be necessary.

LUNCHES, SNACKS & BIRTHDAY/VALENTINES TREATS:

1. Parents are to provide lunches and drinks (include straws, spoons, napkins, etc) for their children. Send a lunch for the day with an ice pack if needed. Weekday School is not responsible for your child's daily nutritional food needs. Lunch should be well balanced and healthy, **some state suggested choices of food are...** cheese, yogurt, meat, chicken, turkey, ham, egg, vegetables, fruit (fresh or canned), apple sauce, bread, dry cereal, rice, noodles, crackers, tortillas, bagels, English muffins, 100% juice, plain milk.
2. Child's name must be on lunch box.
3. **Central Weekday School will be peanut free this year.**
4. Hot dogs, grapes and other choking hazards must be cut into small pieces or not sent.
5. Please do not send gum or hard candy to Weekday School.
6. **Please do not send food that must be heated or refrigerated. We cannot heat or refrigerate food.**
7. Weekday School serves a small snack each day of Cheerios and bananas. **If Weekday School plans to serve a snack your child is allergic to, the parent must provide an alternate snack. It cannot simply be that your child does not like Cheerios and bananas offered.**
8. Parents may send a special treat for their child's birthday to be served at snack time. All Valentines treats and Birthday Treats brought to school should be prepackaged. No homemade treats please.
9. If you intend to send a snack for the class, please communicate with your child's teacher in advance. Parents will be alerted via Bloomz when a special snack is provided and can choose for their child to not eat it.

CLOTHING:

1. Please dress your child in washable, weather appropriate play clothes so that your child can actively participate in messy (paint, water, etc) activities and outdoor play.
2. All children should wear closed-toe shoes. **No flip-flops** except on special occasions. Tennis shoes are safest and preferred.
3. Label all jackets, hats, gloves, extra clothes and backpacks.
4. Shorts should be worn under dresses, please.

POTTY TRAINING POLICY:

All students enrolled in Weekday School must be potty trained. We have regularly scheduled potty times where we ask all students to try to use the bathroom, and of course, they may go to the potty any time while at Weekday School. Each classroom has a bathroom attached to it. We understand that accidents might happen, especially during the first month of school. However, you will be notified in writing of every potty accident your student might have and after our first month, if a child has more than one accident at school during a week or four accidents during one month, they are not considered potty trained

and may be asked to leave the program. Please also note that diapers/Pull-ups are not appropriate while at school. Teachers and staff will not change students into diapers/pull-ups for rest time.

Even if a child has not had a potty accident in a long time, please provide a complete change of clothes in your child's backpack including socks and shoes in case an accident happens or they get messy in some other way.

EXTENDED DAY/NAP TIME:

1. All children staying for extended day (until 2:30 Mondays and Wednesdays) are expected to have a rest time appropriate for their age and development.
2. Children not requiring sleep are expected to rest quietly for one hour as required by the state minimum standards. After one hour of rest time, all children will be woken up for more activities.
3. **Parents must provide a labeled travel pillow to be left at the school. Weekday will provide a nap mat, light blanket and travel pillowcase that will only be used by your child and will be washed weekly.** Label all items.
4. You must be enrolled in extended day and pay the required fees in order to stay during extended day.

TRANSPORTATION:

In case of emergency, your child may be transported in an emergency vehicle, or with Weekday personnel to the hospital of your choice as stated on your signed *Authorization for Emergency Medical Attention & Emergency Contact Information* form from page 3 of your Admission Packet.

FIELD TRIPS:

Field trips provide enrichment for Weekday students. However, due to the lack of transportation available to Weekday School, we no longer provide field trips off campus. We have on-site "field trips" where we have people come to Weekday School to do enrichment presentations. We normally have enrichment activities that bring in community helpers to show the kids things like fire trucks, police cars, police dogs, dental hygiene, trash truck, etc.

WATER ACTIVITIES:

A parent/guardian will be notified & permission will be required if water play includes a wading/splashing pool. We do not anticipate using a wading/splashing pool. However, in our center rooms, there are times that water might be used for science experiments and in the sensory table. On page one of the Admission Packet, you either gave consent or denied consent for this type of water table play. Of course, at **no** time will Weekday Students be left unattended and that includes during water table play.

ANIMALS:

If animals visit Weekday School, parents will be notified in writing. State licensing guidelines will be followed regarding the animal's required vaccinations. If your child has a pet they would like to bring to school, you must get the director's permission and comply with providing all of the necessary documentation required by state law. Teachers and staff will practice state minimum standards,

good hygiene and hand washing for the students while in contact with the animal and items used by the animal.

PARTIES:

Weekday School celebrates Thanksgiving, Christmas (with a focus on the birth of Christ), Easter (we focus on the new life we can have in Christ) and the end of the school year. Valentine's Day is celebrated with in class activities, but we do not have a class party. We will have Pajama Day, and Orange You Glad Jesus Loves You Day that just require dressing up and not parent involvement at school.

- Please do not send decorations (including piñatas) or food items that could be harmful such as popcorn, peanuts, peanut butter, hard candy, suckers, gum, balloons, thumbtacks or small plastic toys. Please do not provide expanding/inflatable sponges/figures that look like candy or capsules.

HANDOUTS/ADVERTISEMENTS:

- Do not send anything to Weekday School to hand out to other children in your child's class without checking with your child's teacher and/or the director beforehand.
- It is the policy of Central Church not to advertise events without church staff approval.
- It is the policy of Central Church not to participate in fundraisers or to allow vendors to display and sell items at Weekday School.

RECALL LIST:

A current recall list of child related items is located in the Weekday School Office. Weekday staff checks for these recalled items in our inventory. If one is found, it is removed. If you would like more information concerning this list, please see the flyer posted on the bulletin boards outside the Weekday School Office.

GANG FREE ZONE:

It is against state law to participate in gang related activities within 1000 feet of a childcare center. If caught participating in these activities, penalties will increase.

PARENT CONDUCT:

While on Central Church's property and/or while attending any Central Weekday School events, parents/guardians are expected to behave in a manner consistent with the Christian principles in which Central Church was founded. Inappropriate language or conduct from parents/guardians may result in the forfeiture of fees paid and the removal of your child from Weekday School.

PARENT INVOLVEMENT:

1. As a parent, you are always welcome at Weekday School. Please be sensitive not only to your child's need to adjust to separating from you, but also to his or her classmates' need to adjust to their parents' departure. You are welcome to call to check on your child's well-being at any time.
2. Due to the FBI background check process, parent volunteers are by request only.
3. Parents will receive weekly communication. Any individual student concerns will be brought to your attention.

4. Central Weekday School is licensed by the Texas Department of Protective and Regulatory Services. You are welcome to bring any concerns or comments to the teacher's attention. If your concern is not resolved by teaching staff, you may bring this matter to the director's attention. Central Church provides a Weekday School advisory board that you are welcome to contact if the need arises. If you feel the need to contact the Bryan Regulatory office the phone number is 979-774-6779. You may anonymously contact The Child Abuse Hotline at 1-800-252-5400. You may view our compliance report and the rules of the Texas Dept. of Regulatory Services in the Weekday School office or access the web site of the TDPRS at <http://www.dfps.state.tx.us>.
5. All current inspections by the DFPS are posted outside the Weekday School Office on a bulletin board.

Weekday School Staff is required to report any suspected abuse.

DISCIPLINE:

1. Discipline will be:
 - a. Individualized and consistent for each child.
 - b. Appropriate to the child's level of understanding; and
 - c. Directed toward teaching the child acceptable behavior and self-control.
2. A caregiver will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include at least the following:
 - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - b. Reminding a child of behavior expectations daily by using clear, positive statements;
 - c. Redirecting behavior using positive statements; and
 - d. Using brief supervised separation 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.
3. There will be no harsh, cruel, or unusual treatment of any child by staff or by parents on the premises or on field trips.
4. The following types of discipline and guidance are prohibited:
 - a. Corporal punishment or threats of corporal punishment;
 - b. Punishment associated with food, naps, or toilet training;
 - c. Pinching, shaking, or biting a child;
 - d. Hitting a child with a hand or any object;
 - e. Putting anything in or on a child's mouth;
 - f. Humiliating, ridiculing, rejecting or yelling at a child;
 - g. Subjecting a child to harsh, abusive, or profane language;
 - h. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 - i. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
5. If a child's behavior becomes a concern, the teacher will notify the parent.
6. **The following is considered unacceptable behavior:**
 - Excessive running in the classroom or hallways
 - Being constantly disruptive
 - Throwing toys, rocks, sand

- Abusive or inappropriate language
- Regular lack of cooperation
- Leaving the area or group without permission
- Removing shoes or other articles of clothing
- Using toys and materials inappropriately
- Arguing with staff members or other children
- Hurting themselves or others including but not limited to:
 Hitting, biting, spitting, kicking, choking, scratching, pinching
 & pulling hair
- Behavior determined by the director or staff to be unacceptable.

7. In cases where a child's behavior requires the parent to come pick up the child, PARENTS OR SOMEONE ON THE DISMISSAL FORM MUST PICK UP THE CHILD WITHIN 30 MINUTES OF BEING NOTIFIED. LATE FINES OF \$10 PER 5 MINUTES LATE WILL APPLY AFTER THIRTY MINUTES.

8. Weekday School Aggressive Behavior Policy

One of the primary functions of our school is to ensure the safety and well-being of all of our students and staff. This policy sets forth the actions that Weekday school will take when the safety of our students **AND/OR** our staff is endangered due to the aggressive behavior of a child. **Examples of aggressive behavior: hitting with or throwing a hard object, shoving down, scratching, kicking, pinching, choking, slapping, etc.**

- Upon every occurrence of aggressive behavior, written notification will be given to the child's parents that this behavior has occurred.
- When there have been two (2) acts of aggressive behavior, the child will be suspended from attending Weekday school for the rest of that day and the following day we meet.
- If there is a third (3rd) display of aggressive behavior, the child will be suspended from attending Weekday for a full week (3 class days since we meet only 3 days a week).
- If there is a fourth (4th) display of aggressive behavior, the child will be suspended for a month from Weekday. Tuition will still need to be paid to hold your child's spot. When the child returns to school, written permission from a health-care provider must be presented before the child is allowed to return to class. A written notification will be given to the parents stating that any further occurrences of aggressive behavior will result in expulsion from Weekday school.

In extreme circumstances the Weekday director has the authority to override this policy and suspend or expel a child from school immediately.

9. Weekday Biting Policy:

- If a child bites another student or staff member, the first time, they will be sent home for the remainder of the day and will be suspended for the next school day.

- If another biting incidence occurs during the same semester, the student will be removed from the program for the remainder of the semester. Please note that if your child is asked to leave the program for the first semester, to guarantee your child's spot for the following Spring semester, tuition must be paid each month; otherwise, the spot will be filled.
- The third time a child bites, they will be dismissed from the program.

10. Central Weekday School reserves the right to remove any child from the program who consistently causes harm to himself, others or destroys property.

STUDENT DOCUMENTATION FORMS:

You may receive a Student Documentation Form during the school year. It is documentation of a behavior we have noticed that we know will cause issues for your child once they are in kindergarten. It is simply a tool to let you know what has happened in the classroom and to let you know that we are working on it here and that we encourage you to work on it at home.

If it is in relation to frequent potty accidents, there may be further repercussions as described in the potty training policy.

Biting incidents and aggressive behavior have separate forms.

OUTSIDE GUIDELINES:

Heat Index

Less than 90	30 minutes
90-95	15 minutes in the sun, then up to 15 minutes of shade
95-100	5 minutes in the sun, then up to 25 minutes of shade play
Over 100	Shade play only, limited to 10 minutes

Wind Chill

Over 55	30 minutes
50-55	15 minutes
45-50	5 minutes
Under 45	no outside time

No outside time when it is raining, snowing, etc.

EMERGENCY PROCEDURES

FIRE DRILLS

To meet minimum standard requirements, we hold a fire drill every month. We use a bell and signs to indicate that there is a fire drill happening. Teachers have children stop what they are doing and line the children up and exit the building in an orderly fashion according to the diagram posted in each room.

FIRE AND BOMB THREAT EVACUATION PROCEDURE

When an actual fire alarm goes off in our building indicating that there might be a fire, children will be evacuated according to the diagram posted in each room or as directed by the police or fire department.

In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable, the center will notify KBTX. Parents should listen to the TV station for information. An attempt will be made to call and inform parents if possible. We will also send a text using the Remind app.

TORNADO PROCEDURE

We are required to do four severe weather drills a year. We call it a Turtle Drill because we get on the floor on our knees and cover our heads with our hands and look like little turtles. If we are alerted to a real tornado, we will notify our teachers and students who are in rooms with glass windows. They will be evacuated to inner rooms with no windows to take cover or into the bathrooms between the classrooms and the doors will be shut. In the case of an actual tornado, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

SNOW DAYS AND POWER FAILURE PROCEDURE

If College Station ISD and/or Bryan ISD are closed, Central Weekday School will be closed. If those schools dismiss early due to snow and ice, parents should come as quickly and safely as possible to pick up their Weekday student. Central Church has back up power and can provide activities for Weekday students until parents can come pick up their children as quickly as they are able to come.

CHEMICAL SPILL EVACUATION PROCEDURE

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the church is considered unsafe, the children will be loaded into church vans and staff members' vehicles as safely as possible and take them to an area deemed safe by the authorities. Information will be given to the police and KBTX and WTAW to have them notify the parents of our location. A Remind text will also be sent.

INTOXICATED PARENT PROCEDURE

If an intoxicated parent comes to pick up his/her child, Weekday staff will try to detain the parent. The director or designee will contact another person listed on the child's emergency contact information and ask them to come pick up the child. The director or designee will tell the intoxicated parent of the pick-up plan. If Weekday staff is unable to contact another pick up person, the child legally must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

INTRUDER PROCEDURE

If an unknown individual gains access to the Weekday School area, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder. If the person is determined to be an intruder, the staff member will try to get the person to leave the building. During this time, another staff member would then use the designated code to alert other team members in the building to contact the police. If possible, children will be taken to a designated area of the building. Staff would then proceed as directed by the police. An attempt will be made to keep in contact with all staff members who are taking care of the children to keep them apprised of the situation. Staff members have cell phones and walkie talkies with them at all times.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff members in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children to the best of their ability and will respond accordingly.

LOCK DOWN DRILL

In the recent update to the Texas Minimum Standards for childcare, they now require that licensed childcare facilities hold four program-wide lock down drills during a school year. We do not share with the children that what we are doing would be used in the event of an active shooter. Our teachers will show them a booklet we have made with very simple and basic instructions. Weekday will share a redacted version of this booklet we share with the children before our first drill. It will omit where we go in case the person we are sheltering from is one of our parents.

The children's emergency forms will always be taken when leaving the building. A head count will be taken when leaving the building as well.

If you need to reach us during an emergency or for emergency purposes such as an evacuation, fire, etc., please text Weekday Leadership at 979-500-3173.

Contact Information:

Arlette Thomas
Weekday School Director
WeekdayDirector@centralbcs.org
979-776-7744 x 321
979-500-3173 (mobile)

Amberly Moore
Director's Assistant
AMoore@centralbcs.org
979-776-7744 x 421
979-500-3173 (mobile)

Natalie Hering
Director's Assistant
979-776-7744 x 421
979-500-3173 (mobile)

Sherry Maggard
Director of Preschool Ministries
SMaggard@centralbcs.org
979-776-9977

Childcare Regulation, Bryan, Texas
3000 E. Villa Maria
Bryan, TX 77803
512-834-3426

Get In Touch With DFPS

- To report abuse, call **1-800-252-5400**.
- For other questions, call 512-438-4800.
- www.dfps.texas.gov/Child_Care