



Wesley School

Parent Handbook

Welcome to Wesley School where we believe that the collaboration between parents, community, and school makes it clear to children that school is important. By working together, we can ensure that your child has the skills needed to be successful in school and in life. This handbook has been developed to help strengthen the relationship between caregivers and parents by providing you with specific information about our school. It is our hope that this handbook will help you feel more familiar with and comfortable with our program.

Wesley School Mission

The mission of Wesley School is to inspire a lifelong commitment to learning by nurturing the “whole child” by providing a stimulating environment that facilitates a foundation for academic, social, and emotional growth.

Wesley School Philosophy

We respect and value the differences in each child as to her or his interests, developmental needs, and personality. We appreciate and value all family structures, and cultural, racial, and ethnic backgrounds. Our teachers provide a warm, nurturing environment where children can learn and grow.

We believe in the importance of fostering curiosity, discovery, and problem-solving. We create experiences that are relevant to each individual child through intentional teaching and meaningful play which allows growth and development of a positive self-image. Our goal is to build skills that set children up for success in kindergarten and beyond.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their learning. Wesley School is committed to working collaboratively with families. Our goal is to connect schools, families, and communities so children receive the education they need and deserve.

Organization

Wesley School provides a program for children 6 weeks to 12 years old. The school is governed by a Memorial United Methodist Church-appointed board. The board meets regularly with the director to study and establish the policies of the school in the best interest of the children and families involved. The program is administered by a director who has a childcare center Director's Certification from the state of Texas. The director manages the day-to-day operations. Each member of the staff is a caring and nurturing teacher and possesses the understanding essential to teaching children. There is limited enrollment for each class, and the curriculum is designed in accordance with the age group and is developmentally appropriate for each child.

School Hours

The center operates Monday through Friday from 7 a.m. to 6 p.m. We ask that all children arrive no later than 9 a.m. Regular attendance is encouraged to help children become accustomed to routines and form bonds with caregivers and allows children to experience the full advantage of daily activities.

Objectives of Wesley School

- To help your child develop a positive self-concept and feelings of adequacy to cope with his/her environment (self-concept)
- To prepare your child to respect the rights of peers (social skills)
- To develop motor competency through manipulation (small motor skills)
- To develop creativity
- To help your child feel the redeeming love of God as he/she learns to work and play with others under the guidance of Christian leadership

- To develop intellectual skills through curiosity and discovery as well as the development of skills needed for adequate performance in a school situation

BASIC CURRICULUM FOR ALL AGES

Our curriculum is “play-based” and is integrated into routines and transitions; planned and spontaneous activities; indoor and outdoor play and interactions between children and between children and adults. There is a mix of child-led activities and teacher-directed activities. Children have opportunities during the day for individual, small groups, and large group learning experiences. The curriculum focuses on the development of the “whole child” and focuses on all areas of development.

Social-Emotional Development

- a) Plays cooperatively with other children through sharing and taking turns,
- b) Assumes his/her share of group responsibility
- c) Learns to adjust to change and opposition
- d) Learn to accept positive guidance from the teacher when redirection is used.

Language Development and Literacy

- a) Listens to stories, and poems and shares own stories
- b) Observes print enrich classroom
- c) Experiences dramatic play centers
- d) Prints letters when developmentally ready

Cognitive Development

- a) Develops understanding of the world by observing, interacting with the people in the child’s world and seeking solutions to real problems,
- b) Learn about science, math, health and other content areas as they are integrated by activities such as building with blocks; measuring sand, water, and other objects; observing changes in the environment.

Physical Development

- a) Experiences on a daily basis in the playground and/or gym where children have the space and equipment for large muscle activities and aerobic exercise,
- b) Challenged by the small muscle activities of the classroom such as puzzles, pegboards, painting, cutting and many other manipulatives.

Parent–Teacher Conferences

All parents are encouraged to participate in parent-teacher conferences. The conferences offer teachers and parents the opportunity to discuss a child’s progress, share concerns, and plan together to meet a child’s developmental needs. The conferences help increase consistency between home and school, and this helps us provide the best care possible for your child. If it is any time you desire a conference with your child's teacher feel free to schedule it with the teacher and/or director. There will be 2 conferences held each year, fall and spring.

Special Services and referral programs

Our program encourages a good collaboration with the coordinator, teachers, and families to work together to help make decisions about a child’s need to receive outside services that the Wesley School might not offer. The staff will work with the families so that families can contribute vital information to their child’s educational needs to do what is in the best interest of the child. Wesley School works with outside agencies, such as Early Childhood Intervention (ECI) and school districts, to provide continuity of care. The staff will encourage and support families to make the primary decisions about services for their children. A list of informative programs and services is available to the parents if needed and can be found at the Parent Station in the main building. Also, before sharing any information about a child with other relevant providers, agencies, or other programs, staff will obtain written consent from the child’s family.

Children’s Programs

Class Name:	Age	Child to Teacher Ratios			
		Licensing		Target	
Busy Bees	6 weeks to 11 months	4:1	10:2	4:1	9:3
Mighty Ducklings	12 months to 17 months	5:1	13:2	5:1	11:2
Lovable Lambs	18 months to 2 years	11:1	18:2	9:1	15:2
Terrific Turtles	2 years to 3 years	15:1	30:2	11:1	15:2
Gifted Giraffes	3 years to 4 years	18:1	35:2	13:1	18:2
Super Lions	4 years to 5 years	22:1	35:2	15:1	20:2
Dynamic Dolphins	5 years to 12 years	26:1	35:2	18:1	26:2

** Classes are by birthday between September 1 – August 30)

Classroom Placement

Children are assigned to classrooms based upon the birth date. Promotions are made at the beginning of each year (September) and occasionally at other times at the discretion of the director.

Admission Policies:

Wesley School enrolls children ages 6 weeks to 12 years from a waiting list for openings in our classes.

Priority is established in the following ways:

1. Staff of Wesley School/Memorial UMC
2. Siblings of children enrolled in Wesley School
3. Members of Memorial United Methodist Church
4. Community members

We require a \$25 non-refundable deposit to be placed on a waiting list. This is then applied to the registration fee upon enrollment.

Enrolling Your Child

To enroll or reenroll your child, you must complete the appropriate application form and pay a non-refundable annual registration fee. Student records are kept in the office and they must be updated when appropriate. We do an annual update at the beginning of each school year. Please read this Parent’s Handbook thoroughly so that you will have a clear understanding of our policies and procedures.

Annual Registration Fee: due every September

At the beginning of each school year or when a child enrolls, you will be given a list of supplies your child will need to bring for the school year.

- \$100 – 1 child
- \$150– Family up to 3 children

Notification of Policy Changes

Parents will be notified of policy changes. Changes will be communicated through the following ways:

- Website: www.growingatwesley.org
- Email from director
- Letters to parents who do not have an email on file

Updating Information

If the following information should change at any time, please notify us so that we can better serve you and your child:

- Phone numbers where you can be reached during the day
- Home address
- Place of your occupation
- Names authorized to contact in case of an illness or injury
- Names of all people authorized to pick up your child

Discrimination Statement

Wesley School is prohibited from discriminating based on race, color, national origin, sex, age, disability, or other protected classifications. Wesley School provides an equal opportunity for individuals with disabilities to participate in the Center’s program and services by following policies and practices of inclusion, integration, and reasonable modifications unless we are unable to accommodate them in any case.

DFPS Minimum Standards

We are regulated and licensed by the Texas Department of Family and Protective Services. If you would like to contact them, you may visit their website at www.txchildcaresearch.org. We are required to meet or exceed the Minimum Standards for Licensed Child Care Centers. You may review a copy of the standards, the Fire Inspection Report, and the Sanitation Inspection Report located outside the office. Our current License Permit along with our most recent Inspection Report by TDFPS is posted in the main building by the Parent Station for you to examine. The Parent Board also includes a Children’s Product Certification and Gang-Free Zone Notification for you to inspect. Lastly, our Texas Rising Star Certificate.

Preventing and responding to abuse and neglect of children:

We are required by law to report any abuse or neglect to the Texas Department of Family and Protective Services or Law Enforcement. The Child Abuse Hotline is 1-800-252-5400. Teachers are required to have at least 1 hour of annual training on preventing and responding to abuse and neglect of children. As well, teachers receive ongoing training to help them understand issues regarding awareness of child abuse and neglect during staff meetings. The Wesley School will work with all agencies and caseworkers and coordinate any resources or services needed about child abuse.

Tuition

Monthly tuition is due on the first day of each month. Tuition should be paid by check or money order. The office cannot accept cash. A \$50 late charge will be added to payments made after the 5th. Prompt payments are necessary in order for the school to meet obligations. A \$50 charge will be added to return checks. Full payment is due each month.

Wesley School does not give credit for any absences. Each family is allowed 1 week of vacation time for the year that will be prorated for the month. Refunds are given at the discretion of the Wesley School Board Members. Families that will not attend Wesley School for more than 2 weeks must pay a \$25 reservation fee to hold their child's spot.

We are a provider through Workforce Child Care Solutions. Families in need of assistance can contact them at 512-597-7191 to see if they qualify for funding (CCS funds) to cover childcare costs.

Arriving at School and Attendance

The arrival transition often sets the tone for a child's (and the parent's) day. We ask for all children to arrive by 9 a.m. Please call (512) 467-9740 or email connecting@growingatwesley.org if you think you are going to be late or not attend. Children will not be allowed to attend if he/she arrives after 9 am without a doctor's note or prior arrangements made with the director. Daily attendance is important for your child. Having a routine of coming to school every day not only installs commitment to his/her education but ensures healthy progress developmentally in the core domains.

Please bring your child in a clean diaper and/or help take your child to the bathroom when dropping him or her off at school. This gives your child and your child's teacher a fresh start for the new day. Also, when arriving with your child, please help wash your hands as well as your child's hands when entering the classroom. This includes infants. This will help with the spread of germs. Whenever you visit during the day, please wash your hands before interacting with your child. And as well, when you arrive to pick up your child please wash your hands as you have had a lot of contact with germs during the day and we want to continue to keep our rooms as sanitary as we can. Parents' participation shows children that healthy practices are important. In addition, cell phones are not allowed in the building. This is a special time that requires focus from the parents and teachers. We encourage you to spend time helping your child transition into his/her classroom.

When the school first opens for the day and attendance is low, children are usually gathered in one room before they are moved to their respective classrooms. This provides an opportunity to get settled and gives children of different ages a chance to interact. Likewise, at the end of the day, as children are being picked up, the remaining children might be placed in one room.

We cannot be responsible for children dropped off in the parking lot. ***THIS IS NOT A SAFE PRACTICE!*** Please let the teacher in charge of the group know that your child has arrived and sign them in! Each classroom has a sign-in/out sheet. You are required to sign it daily when dropping your child off and picking him/her up at the kiosk by the office. This is one of our state licensing requirements; please help us stay in compliance by doing this daily. As well, if you are a part of the CCS workforce program you **MUST** also check your child in and out daily on the attendance swipe machine that is located by the

office. This does not take the place of signing in and out of the classroom. Both must be done if you are on CCS.

This is a busy time for the teachers since they are greeting parents and children and getting ready for the school day, so please do not try to talk to the teachers at length. The teachers will be happy to have a conference with you at a mutually convenient time.

Pick-up Safety

For your child's protection, we must know in advance if someone other than the parent/guardian is picking up your child. We may request proof of photo identification from any person before we release your child. If you have someone pick up your child that doesn't normally pick up your child, please tell them to bring their photo ID so we can verify their identity. A pick-up person must be 18 years of age or older to pick up a child from the center.

The parent or guardian should provide the names of at least two other adults who have permission to pick up the child in case of an emergency. This authorization is given on the enrollment form and should be periodically updated in writing.

Late Pick-Up

A late fee of \$2 a minute per child will be charged for every minute after 6 pm. We ask that you pick up your child before 6 pm to avoid any fees. Please make every effort to pick up your child on time. The late fee is only to be used in an emergency. If arriving after 6 pm is a recurring practice further action would be taken.

The late fee must be paid in cash upon arrival or by the end of the next business day. If the late fee is not settled by the end of the business day it must be cleared before your child can return to school. We are not licensed to care for children after 6 pm.

Open Door Policy

Involvement at the preschool level has several lifelong benefits, such as establishing the importance of education and developing a network of helpful connections. Parental involvement at this critical point provides the child with a springboard that makes the move to elementary school a more tranquil transition. Wesley School invites you to visit with your child whenever possible. We recognize that your positive attitude toward education is the key to your child's success. The following are a few ways you can be involved:

- Morning time drop off (allow extra time to have breakfast or play with your child)
- Lunch
- Being a teacher helper (reading stories to the class or teaching the class a new song)
- School events (parties, talent shows, Christmas programs, etc.)
- Take home projects for the classroom

Feel free to suggest new ways you are comfortable with getting involved.

Messages

Verbal messages brought by the child will not be accepted. We ask that you send a message in writing by email (connecting@growingatwesley.org) or call the office. Please leave a message if no one is able to answer your call.

Reporting of Absences

If you know ahead of time that your child will be absent, please notify the director and your child's teacher (you may also email or call the office). If your child is absent due to illness, contact the school by either phone or email. If you have a doctor's diagnosis of a contagious illness, please let us know as soon as possible. If we pick up your child after school and have been sent home or are absent, please contact us.

Custody and Visitation

From time to time, issues arise as to the release of the child to the appropriate parent or legal guardian. Please note any custody or visitation restrictions on your enrollment form. Additionally, please provide to the director any documents supporting those restrictions. We will strictly adhere to the instructions provided in such documents. Please provide updated documents as necessary.

School Attire / Personal Belongings

Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. Children will play in mud and sand when playing outdoors. Please do not dress them in their Sunday dress, they will be getting dirty. To encourage the development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance. Children must wear closed-toed shoes which are practical as well as comfortable. Sandals and flip-flops are prohibited. A complete change of clothing (every item labeled) should be kept at Wesley School. Place the clothes in a marked Zip-Lock plastic bag and give it to the teacher. Toys and personal belongings from home should be limited to "show-and-tell" days. This will avoid lost possessions and hurt feelings. Children are not allowed to bring candy, gum, or money to school. Wesley School will make reasonable efforts to safeguard children's personal belongings and clothing but will not be responsible for lost or damaged items. Everything your child brings or wears to school should be permanently labeled.

Lost and Found

If your child is missing anything, please inquire at the office as soon as possible. It is much easier to return a lost item if it is labeled with the owner's name. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time.

Emergency Procedures

Wesley School has written policies and procedures for dealing with emergencies. We periodically schedule, carry out and document emergency procedures. The emergency response plan is available for viewing in the office.

Emergency Notification Card

Emergency cards are kept on file in the office. In case of illness or injury, the cards are used to notify and advise you or the emergency contact person(s) designated by you of the child's status. It is extremely important that the information be kept current with the correct phone numbers.

Inclement Weather

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for child care. The following outlines the most likely schedule based upon Austin ISD's inclement weather decisions:

- If Austin ISD is closed, Wesley School will be closed.
- If Austin ISD is on a 2-HOUR DELAY, Wesley School will OPEN AT 9:00 am.
- If Austin ISD CLOSES EARLY, then Wesley School will close EARLY, time will be determined by the situation. It is imperative that you arrange to have your child picked up as soon as possible in the event of an early closing.

Closings due to other issues

Licensing regulations require us to close for the following reasons:

- no electricity
- no water;
- no landline phone service.

If we need to close due to any of these reasons, a decision will be made by 11:00 am, and pick up will be 1:00 pm. We make every effort to communicate a decision to close or delay opening as quickly as possible. Decisions will be communicated through the following ways:

- Website: www.growingatwesley.org
- Facebook page: [GrowingatWesley](https://www.facebook.com/GrowingatWesley)
- Twitter: [@GrowingatWesley](https://twitter.com/GrowingatWesley)
- Email from director
- Phone calls to parents who do not have an email on file

Student Accidents

If your child is injured at school, first aid will be administered and an incident report will be filled out for you to sign at the time of pick-up. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. The authorization for emergency treatment must be signed when you enroll.

Immunizations and Health Records

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Records should be kept current. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots. Also required is a signed statement from a licensed health professional that has examined the child within the past year indicating the child is physically able to take part in the program. Unfortunately, if we don't have it your child would be unable to attend school.

Hearing and Vision Testing

Each year, Wesley School will ask professionals to come and test 4 & 5-year-olds for vision and hearing problems. There is a small fee. You will be given prior notice. If your child has already been tested by his/her physician, please provide us with a copy of the test results for our files.

TB Testing

Wesley School does not require TB testing for children.

Medication

Our primary concern when administering medication is the safety and optimal health of every child. We have detailed procedures in place to ensure that your child receives the proper dosages of medication. All medications (both prescription and over-the-counter) must be signed in on our medications form. All medicine must be sent in the original container, which includes directions on the bottle. Medication must be brought to the office for children in the main building.

Medication for children in the nursery rooms should be brought to their individual rooms and you should sign in on the medication chart. Non-refrigerated medicine should be placed on top of the bookshelves in the office or on top of the refrigerators in the nursery classes. Refrigerated medicine should be placed on the top shelf of the refrigerator in the resource room or in the nursery classes. **DO NOT SEND** medicine in your child's lunchbox or backpack and ask the child to give us verbal instructions. This is unsafe for your child and for other children.

Parents must sign in on the medication form to give authorization for us to dispense medication. We recommend that you ask your child's physician to prescribe a 12-hour dose of medications when appropriate. This allows you to control the administration of medications at all times.

Medication for Allergies or Chronic Illness

If your child requires medication for life-threatening conditions such as allergies, bee stings, etc., the prescription can be kept in the office and administered when necessary for as long as the child is enrolled. The child's parent must sign an authorization form. Expired medication will be returned to the parent.

Medication in Emergency Situations

Members of our staff is trained in CPR and certified in first aid in the event of an emergency. In all situations, we will follow instructions of the poison control center or physician when providing first aid procedures and/or administering emergency medications.

Illness

Children who are ill with a contagious disease or fever may not attend school if your child becomes ill while attending school, we will call you. The Director will determine if a child is too ill to remain at school. Any child experiencing the following symptoms will be sent home:

- A fever of 100 or higher
- Contagious skin or eye infection
- Diarrhea – three times in the course of two hours
- Vomiting twice within a 12-hour period
- Profuse bodily discharge of any kind

If your child is sent home because of illness, he/she must be free of any of the above symptoms for **at least 24 hours** before returning to school.

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice posted at the school. If your child should become infected with a contagious disease, please notify the office immediately so that the Director can notify families of other children who may have been exposed to the contagious disease.

When your child has a cold or other illness please keep your child at home in order to safeguard the health of our school community, both students and teachers. When you feel your child must stay inside, please keep him/her home. We have no arrangement for your child when he/she is unable to participate in the group (indoors or outdoors). Do not send your child to school if he/she has:

- Non-allergy runny nose
- Had a fever within the last 24 hours
- An unidentified rash
- Thrown up within the last 24 hours
-

If your child has a yellow or green discharge from their nose, please check with your doctor to see if your child has an infection.

Lice Policy

If lice are found on a child's hair the parents will be called to pick up their child immediately. We have information on how to treat lice. When your child returns to school the teacher or director must check to see if there are any nits (eggs of the lice). All nits must be removed from the hair or more lice will hatch.

Biting

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children lack developed verbal skills and may bite as a response to frustration with another child or a new situation.

When a child does bite, the following procedures will occur

- The child receiving the bite will be comforted and the bite area cleaned to prevent infection. An incident report will be filled out and the child's parent notified.
- The biting child will be redirected to appropriate activities. His or her parents will be notified, and the incident report placed in the child's file. The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior. The child will be closely supervised.
- Most children stop biting soon after these actions have been taken. If this is not the situation the director will refer the family to counseling to try and curb the biting. For those children who continue to bite, it may become necessary to remove them from school, either for a short period or permanently.

Consistent with confidential policy, parents are not told the name of the child who bit their child. Parents of the biter are informed and work together with the teachers in hopes of preventing further incidents of biting.

Toilet Learning

Toilet learning begins at home and will be supported by our staff. Parents should bring an adequate supply of extra clothing during the transition. Parents are often anxious for their children to begin toilet

learning. Close and frequent communication is promoted between parents and teachers in order to keep the child's developmental needs as a primary concern.

When you feel your child is ready for toilet learning, please discuss this with your child's teacher. We will work with you during this process. As a child gets older, toilet learning becomes a consideration in our program. We will support the toileting routine parents use at home to the best of our ability. The manner in which toilet learning is conducted can have a tremendous impact on a child's development. It should be a positive experience with much encouragement for doing well. Toilet learning requires consistency and patience and can only be effective when a child is ready. Our teachers are aware of and look for indications that a child is ready to learn to use the toilet. Each child's readiness for toilet learning is the key to beginning this process. If we feel your child is not physically ready for this, we will talk with you about it.

Guiding Children's Behavior and Resolving Conflict

Discipline/guidance is positive in nature and directed toward teaching the child acceptable behavior and self-control. Children are taught to use their words to settle conflicts. Teachers use positive redirection and consistent consequences to help encourage self-control, good self-esteem, and self-direction. Classrooms are set up in such a way that children can flow freely between activities. Toys, manipulatives, and activities are chosen with care to help foster self-direction. When children are developmentally too young to share, more than one of their favorite toys is provided. Sharing is encouraged as the children develop. Children are given the opportunity to develop self-control, self-esteem, and self-direction. We recognize that conflict is an ongoing part of functioning as social beings. When difficult situations present themselves, they will be looked upon as opportunities to grow and learn:

- Children will be treated with respect and caring,
- Children will be encouraged to participate in solving problems,
- Children will be guided to make pro-social choices,
- Appropriate behavior will be modeled, acknowledged, encouraged and reinforced.

Early Identification of Children Requiring Specialized Attention

Our classrooms are at ratios within the state maximum. Our teachers have specialized training in early childhood education. We have a referral system in place for the identification of children who require additional support during the school day. These children, who may be better served in an alternative environment or benefit from a more specialized environment, are identified through a collaborative yet confidential process. Discussing the situation with the teacher.

Procedures for Handling Challenging Behaviors and Dismissal

We will take the following steps to help a child who is exhibiting challenging behaviors:

- The teacher documents observations in the classroom.
- The director or assistant director makes classroom observations.
- The teacher and director meet with the parents to discuss strategies to assist the child
- The teacher documents observations with new strategies.
- The director determines if Wesley School can meet the child's needs.
- The director meets with the parents and presents recommendations.

If an independent educational consultant or therapist is recommended, using such a resource is at the parent's expense. Failure to follow through with the recommendations could result in removal

from the program. If we are unable to meet the needs of the child, the director will assist the family in finding appropriate placement or services. Since every child is unique, it is impossible to set forth the exact criteria or instances that might result in action to remove a child from our school. So, the center takes each situation on a case-by-case basis. If your child is not yet ready for the group experience or if his or her needs are not best met in the group setting, the director reserves the right to remove the child after a confidential conference with the parents.

Hand washing

We strive to maintain a healthy environment and to keep the spread of illness to a minimum. Hand washing is the best way to keep from spreading germs. Hands must be washed by all children and adults entering the classroom (indoors and outdoors) in the morning and afternoon. At pick-up, parents and adults need to wash hands first when entering the classroom and then gather belongings and children to leave for the day. Adults modeling proper hand washing help children develop this important habit.

Rest Time

All children who spend a full day at Wesley School are required to rest/nap. Children who are 12 months and walking and older will rest/nap on individual cots that have been assigned to them. Depending on their age, children are expected to rest quietly or engage in quiet activities. A supervised nap or rest period of one or two hours will immediately follow lunch.

Infants under 12 months will still nap in individual cribs and may require more than 1 nap period a day. Infants will rest/nap on demand. All infants that are 12 months and under will be placed to sleep on their backs. Placing infants on their backs to sleep is a licensing rule that must always be followed. As well, infant rooms for infants that are under 12 months have a no blanket policy. No blankets should be brought to school or allowed in the sleeping areas. To ensure the safety of infants no additional items (including blankets, swaddled, and wubbanubs) are allowed in cribs. All infants will be placed on their backs when sleeping. Infants who are walking will take a nap on a sleeping cot that we provide.

Licensing Safe Sleep Policy

All parents who have an infant or a teacher, substitute, or volunteer who works with infants must sign the Operational Policy on Infant 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) when enrolling or for a teacher who begins employment. This Safe Sleep Policy is part of the required paperwork that a parent will need to read and sign each year at enrollment.

Lunches and Snacks

The center does not provide meals. Plan your child's lunches to include meat and/or cheese, vegetable fruit, and bread. Refrigerators are available to keep lunches cold. If you send a meal that must be heated up, please remember it needs to be warmed in two minutes or less. Frozen dinners cannot be warmed up. Please do not send foods that are sugar such as candy, cookies, or sweet drinks. Please remember to send utensils if necessary and send a plastic cup for juice and milk. We will send the cup home each day so that you can wash it. Please be aware of foods that can cause choking in young children. Grapes, hot dogs, apples, and carrots are all potential dangers. If you do send these foods be sure to chop them up into small pieces. Milk is provided for the children. **Do not send canned soft drinks.** If your child is allergic to milk, we can provide water, or you can send fruit juice.

Nutrition

1. Parents must provide a lunch that meets the daily food needs as outlined in the Food Guidelines and Lunchbox Suggestions. The school will provide milk for the children at lunch time. Items that do not meet nutritional guidelines will be returned. The staff is always happy to share suggestions for lunches. Parents will be sent a reminder if lunches consistently do not include the required components.
2. The Health Department requires lunches that include perishable items to be packed with an ice pack or in an insulated thermos. These measures will help keep food at a safe temperature until lunchtime. Liquids and food hotter than 110 degrees F are kept out of reach.
3. On the days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials.
4. Parents should be aware of food allergies. This is when your body mistakes harmless food for something that could make you sick. When you eat something you're allergic to, your immune system responds to protect you. You might get a mild skin rash or itchy eyes, or you could have a bigger reaction that leaves you gasping for breath. Food allergies can be serious, but you can take steps to manage them. One of the best things you can do is avoid your trigger foods.

Foods that Cause Allergies:

- Milk
- Eggs
- Peanuts
- Tree nuts, like walnuts, almonds, pine nuts, brazil nuts, and pecans
- Soy
- Wheat and other grains with gluten, including barley, rye, and oats
- Fish
- Shellfish

All staff are educated on food allergies and they take precautions to ensure children are protected.

5. Child Care licensing requires parents of infants to provide a feeding plan and update it monthly. Parents of infants provide snacks, meals, and bottles for their children. Parents may bring formula already prepared or expressed breast milk.

6. Parents are welcome to breastfeed their child at the center. Adult rocking chairs are provided in the infant classrooms. If a parent desires more privacy, we will find an unoccupied office for them to share this special time with their child.

Lunchbox Guidelines and Suggestions

Please follow these guidelines when preparing lunches for your child.

Required Food Groups/Components:

Protein	Carbohydrate
<p>Meat/Meat Alternative or Dairy:</p> <ul style="list-style-type: none"> ● Lunch Meats (95% fat-free) ● Tuna ● Hard-boiled egg ● Chicken ● Tofu or other soy products ● Hummus ● Beans ● Soy butter ● Cheese (low fat) 	<p>Bread, Crackers, or Cereal</p> <ul style="list-style-type: none"> ● Whole wheat/grain bread ● Tortillas or corn chips ● Bagels ● Rice cakes ● Pita bread ● Pasta ● Brown rice ● Potatoes ● Couscous or Tabouli
Fruit	Vegetable (raw or cooked)
<ul style="list-style-type: none"> ● Apple, pears, plums ● Citrus (orange, grapefruit, etc.) ● Berries (strawberries, blueberries, raspberries) 	<ul style="list-style-type: none"> ● Carrots (baby or sticks) ● Celery sticks ● Bell pepper ● Broccoli or cauliflower

<ul style="list-style-type: none"> ● Pineapple, kiwi, papaya or mango ● Grapes (sliced lengthwise for young children) ● Peach, nectarine, or apricot ● Bananas ● Melons ● Unsweetened applesauce ● Dried fruits ● Canned fruit in juice 	<ul style="list-style-type: none"> ● Cucumbers ● Tomatoes ● Squash (zucchini or yellow) ● Tossed salads or greens (dressing on the side if needed) ● Potatoes or sweet potatoes ● Peas, corn, and green beans
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Note: Yogurt does not count as a fruit. It may count as a protein if it is plain or not highly sweetened.

Required Food Amounts:

Component	Ages 1-2	Ages 3-5
Vegetables and /or Fruit (2 or more)	¼ cup total	½ cup total
Protein	1 oz. meat or ¼ cup beans or 2 Tbsp. soy butter or ½ egg or 4 oz. yogurt	1 ½ oz. meat or ½ cup beans or 3 Tbsp. soy butter or ¼ egg or 6 oz. yogurt
Carbohydrates	½ slice bread or ¼ cup pasta	½ slice bread or ¼ cup pasta

Breastfeeding

Breastfeeding is very important for infants. We have, an area set up in the infant sleeping room for mothers who want to nurse their babies.

Here is an article, <http://www.webmd.com/parenting/baby/nursing-basics#1>, that gives an overview of breastfeeding. The following topics are covered:

- Benefits of breastfeeding
- Producing enough milk
- Increase milk supply
- Best position for breastfeeding
- How to get baby to latch on
- ABCs of Breastfeeding

Pizza Fridays.

Wesley School currently orders pizza from Dominos every Friday. If you want your child to have pizza it must be ordered by Thursday. Each slice is \$1 and a whole pizza is \$5. We will serve milk, fresh fruit, and vegetables with pizza.

Holidays

Holidays are celebrated by incorporating child-centered, hands-on, concrete activities into the children's daily routines. The emphasis is on recognizing and appreciating diversity while introducing the children to family customs and traditions found within and between cultures. Parents are welcome to share a developmentally appropriate activity (cooking, story, or demonstration) that illustrates a tradition from their family's culture. As well, we love to hear stories or have parents share their culture with us. Our center will celebrate some of the holidays throughout the school year by having parents volunteer to sign up to bring a "special snack" for the class. We also would encourage parents to stay on these special snack days and participate with us.

Birthdays

We would like for your child's birthday to be a special day at school. Please speak with your teacher to plan an appropriate activity for the class. Often, parents will provide a special snack for the day. Be sure to let the teacher know if you are planning to recognize your child's birthday at school. Invitations to birthday parties will be distributed by the school ONLY if there is one for EVERY CHILD in the class.

Chapel and Sing Song

Beginning in the Loveable Lambs Room, all children attend chapel once a week. The children learn Bible stories through songs and other activities. The teachers lead this worship. We do not attempt to instruct in church doctrine but focus rather on the central theme of God's love for children.

Enrichment Programs

Wesley School currently offers three enrichment classes for students ages 2 and up Super Soccer Stars, Kinder Dance, and Kinder Gym. Flyers for this program's enrollment would be sent home, posted on Facebook, or located at the parent station in the main hallway.

Outside Play

Children must have a chance to exercise their growing muscles. Such opportunities for physical exercise are best provided during outdoor play. Children can go outside every day unless it is raining, or too hot or cold. On cold days children should wear warm clothes appropriate for outside play. Dressing in layers is also a good idea. We are not staffed to allow a child to play indoors while the remainder of the class is outside. Before returning to school after an illness your child needs to be well enough to play outside.

Field Trips

Field trips are planned at various times throughout the school year. You will be notified in advance of the details of the trip. We ask that you volunteer to accompany us on our trips if able. This can be a very special occasion for your child if you can go with us. Notices will be sent home and a poster will be placed on the classroom door.

Animals at School

Wesley School may occasionally have a school pet. Children will help in the care and feeding if they wish to. No child is forced to see the animal if they are scared.

Screen Time

Screen time is for 30 minutes every Friday. Videos must go along with the unit being taught in the class, chapel story or must prompt physical activity. Children under 2 will not be shown videos.

Parent Information and Communication

We strive to keep parents fully informed of our activities. Frequent communication will be sent home through newsletters, calendars, and letters. This is our way of keeping you informed of our activities.

Parent Visitation

Wesley School has an open-door policy, which simply means that you are welcome to come to the school and share in your children's day at any time. There is no need to pre-arrange a time to visit. If you are coming to share a special snack for a birthday, please let your child's teacher know in advance.

Parent's Rights

You have a right to review the Texas Department of Protective and Regulatory Services Minimum Standards and to see the latest licensing inspection report. The Minimum Standards manual is in the director's office and the latest inspection report is posted to the right of the door to the director's office. Please see the director for more details.

Helpful Numbers:

Local Licensing Office: 512-908-9594

Child Abuse Hotline: 1-800-252-5400

Contact TDPRS by the internet www.tdprs.state.tx.us

Parent Volunteers

We ask that each family volunteer a minimum of 15 hours annually from September 12th to August 31st. There are numerous opportunities for parents to volunteer in our center. Please inform the office of your interest in volunteering.

Parent Evaluations / Surveys

The input of our parents is extremely valuable in helping us assess how we can better serve our families. Parent surveys are given twice a year. Please take the time to fill out this form. In addition, we encourage you all year long to stop in the office, speak to your child's teacher or leave a comment in the yellow box (located at the Parent Station).

Grievance Procedures

When a parent or guardian has a question or concern about a matter in the classroom, the parent should first call and arrange a conference with the concerned teacher in an attempt to resolve the matter. If the matter cannot be resolved, the director should be asked for assistance. Parental concerns can always be brought to the director as well. If a parent or guardian has a grievance with the director, he or she should talk to the director first to try and resolve the issue. The next step would be to speak with the Pastor of Memorial United Methodist Church. If the issue is still not resolved, the parent may then contact the Wesley School Board Chairperson. If necessary, an issue may be placed on the agenda by the Board Chairperson and then introduced to the board at the next meeting.

Technology

Wesley School does not teach technology in the classrooms.

Transportation

Wesley School does not offer transportation for children to school or from school.

Water Activities

Wesley School does not use swimming pools. Water activities are limited to the use of water tables.

Independent Babysitting

Wesley School does not refer, recommend or endorse any employee to babysit outside their regular work schedule on or off the Wesley School campus. Staff members are not acting as agents of the school when babysitting for families.

Anti-Bullying Policy

Bullying comes in many forms, including physical, verbal, silent, and isolation. We believe that all children and adult individuals have the right to come to Wesley School without the fear of being bullied. Any act of bullying will be dealt with immediately.

Gang Free Zone

Childcare centers in the state of Texas are designated as gang-free zones, which means gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a center is subject to increased penalties under state law. No Handgun Zone: Childcare centers in the state of Texas are designated as no handgun zones, which means no one is allowed on the premises if they are carrying a firearm.

No Smoking on Campus

The Child Development Center is a smoke-free zone. No Smoking is allowed on the premise

Withdrawing Your Child

Please notify the office in writing at least two weeks before withdrawing your child so that the school will have an opportunity to fill that place. There is a withdrawal form that you need to complete for your child's file. Payment is required during those two weeks. The Wesley School reserves the right to withdraw any child who poses a risk to the health or safety of any child or staff, or any child whose needs cannot be met in our program.

Occasionally withdrawal occurs when a parent or child's needs cannot be met. Conditions under which an involuntary withdrawal may occur include but are not limited to: habitual tardiness in or unwillingness to pay tuition or other fees, or unwillingness to abide by the policies set forth in this manual. Other conditions of involuntary withdrawal will be at the discretion of Wesley School or the Pastoral staff of Memorial United Methodist Church.

Policies are reviewed annually and updated if necessary.

Thank you for entrusting your children to us.

Wesley School Parent Handbook

I have read and understand the Wesley School Handbook

Accepted by
(Print) _____

Signature _____

Date _____

Director's
signature _____ Date _____

Should there be any changes in policies, parents will be notified via newsletter, memos and/or a revised handbook.