



Dear Parents,

Welcome to the Eastridge Preschool! We are so excited to have the opportunity to work with you and your child. You and your family are very important to us. Our goal is for you and your child to have meaningful and rewarding experiences in our program.

This handbook is designed to help you understand our goals, policies, and procedures for our program. Please take time to read it thoroughly. Good communication between all parties is essential to a successful experience for all.

Our teachers and staff maintain a high level of professionalism and moral character needed to give each child plenty of education, love, and personal attention. Our classes are designed to provide opportunities in all areas of development - physical, intellectual, social, emotional, and spiritual.

Please feel free to contact me with any questions or concerns.

It is going to be a great year!

Sherry Watlington  
Program Director

## MISSION STATEMENT

To provide a safe and nurturing environment for children to develop his or her own potential in a faith-based program which allows active learning to enhance physical, intellectual, emotional, social, and spiritual development through discovery, stimulation and play.

The Pre-School Program is a ministry of the Eastridge Church of Christ. It is a program for children ages 12 months through five years.

## GOALS FOR STUDENTS

We want to provide opportunities for each child to:

- Make a successful transition from home to a school setting
- Learn to develop an interest and joy in learning
- Develop a feeling of success
- Develop self-control
- Develop self-expression and creativity
- Develop a secure feeling through trusting relationships

## CURRICULUM

Most of our teachers are accredited teachers with experience in public school early childhood education. Classes are small in size to insure adequate attention is given to each child. Our children will learn through activities that focus on using their large and fine motor skills. A well-planned curriculum provides a teaching topic for each week as well as a letter, number, shape, and color to learn or review. The activities are organized around themes using centers that include language/literacy, math/manipulatives, art, and circle time. A variety of curriculum is used for more academic focus in the pre-K classes.

Since we are a Christian Pre-School, Bible stories and scripture are used throughout the week.

Weekly Chapel time will highlight the Bible theme of the year and the story of the week.

## **INFANTS/TODDLERS/TWOS**

Tuesdays and Thursdays

## **THREES**

Tuesdays/Wednesdays/Thursdays

## **FOURS**

Tuesdays/Wednesdays/Thursdays

Begins the Tuesday after Labor Day

Ends the Week before Memorial Day

*Follows the Rockwall ISD School Calendar*

*(Inclement Weather – closes when Rockwall ISD closes.*

*When RISD has a 2 hour delay....we close)*

## **TIME**

**9:30 A.M. - 1:30 P.M.**

It is very important that your child arrives on time, as they miss out on planned activities when they are late. PLEASE do not drop your child off early, as our teachers use those precious moments to prepare for a fun-filled day.

Children are to be picked up by 1:30 P.M. Please be on time to pick up your child to allow the teacher to complete their clean-up responsibilities before they leave. After 1:35 PM, there will be a \$5 late fee assessed. At 1:40, we will try to contact you, then an additional \$2 per minute late fee will apply. We understand situations happen, so please contact us if an exception needs to be made.

EPS will be entering through several entrances of the building. Those doors will be locked at 9:45. After that time, anyone needing in will need to come to the front entrance and be buzzed in. In the afternoon, the teachers will start walking out the specific entrances at 1:15. The specific doors and ages will be given at Meet the Teacher.

## FEES

Program includes:

\$75 Annual Registration Fee (Non-Refundable)

\$125 Annual Supply Fee

2 day programs - \$200 monthly tuition

3 day programs - \$225 monthly tuition

*If there is more than one child per family, a 10% discount will be applied to the monthly tuition for the second child. If the tuition is paid in full in August, there is a 10% discount.*

The Annual Registration fee and Supply Fee are due at the time of registration. First month's tuition (Sept) is due on August 15th. Tuition is paid one month in advance, due on the 15th of the month. There will be no payment due in May, so that money may be used for fees for the next year, if returning.

Payments may be made by cash, check, or on-line, with a card. In order to do that, you go to the Eastridge website and click on Preschool Payment. Payments made after the 15th of the month will incur a \$10 late fee.

*\*\*If you choose to withdraw your child, we must be given 30 days advance notice. Annual Registration/Supply Fees are not refundable.*

## BRIGHTWHEEL

Brightwheel is an app that we use for checking in/checking out and communication. This will be introduced to you at registration.

### ILLNESS AND EXCLUSION CRITERIA

EPS assumes that parents will not send a child to school if she or he shows any sign of illness. Sick children will not be accepted. If symptoms of illness are observed, the child will be sent home. The teacher/director will make the decision to accept or turn away children due to illness.

When any of the following exists, the child may not attend class:

- Fever (temp must be normal WITHOUT the aid of fever reducer)
- Vomiting and/or diarrhea (even associated with teething and/or medication)
- Any symptoms of childhood diseases such as Measles, Chicken Pox, Strep Throat, Flu etc, or any infectious contagious disease.
- Common cold – from the onset through one week
- Sore Throat or Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo
- Pinkeye or other eye infections (must be on medication for 24 hours before returning to school)
- Any communicable disease
- Cloudy or green runny noses, persistent cough (even associated with allergies)

*We require that a child be free of fever, vomiting, and diarrhea for 24 hours before returning to school.*

In cases of Strep and other treatable illnesses – the child must be on their antibiotic a full 24 hours before returning to school.

Staff are not allowed to administer any medication. If an inhaler is needed, this needs to be left with the director.

## MEDICAL EMERGENCIES

### Minor Emergencies

- First Aid will be administered
- Parents will be notified if warranted
- Injury report will be sent home and filed

### Major Emergencies

- First Aid/CPR will be administered
- 911 will be called
- Parent will be notified
- Licensing will be notified
- Report will be filed
- Follow up will be done by staff

### Food Allergy Emergencies

- EPI Pin will be used
- Parent will be called
- Licensing will be notified
- Report will be filed
- Follow up will be done by staff

## DISCIPLINE AND GUIDANCE

Discipline will be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including:
  - Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
  - Reminding a child of behavior expectations daily by using clear, positive statements
  - Redirecting behavior using positive statements

## SUSPENSION AND EXPULSION

There will be no suspension or expulsion of a child. If a child needs a break from the classroom, they will visit the office staff and do a calming activity (read, rock, play with blocks) until they are ready to return to class. Parents will be notified at pick-up.

*Incidents will be documented.*

## SAFE SLEEP

Children in the infants' room (12 – 18 months) will:

- Have individualized schedules for eating, sleeping, changing.
- When sleeping, they will be placed in a crib with no restrictions on their back.
- Daily reports will be sent home and filed for the school year.

## MEALS

Each child will provide their own lunch, water bottle and snack. No food will be prepared on premises. Each child needs to bring a spill proof labeled cup with a drink. No milk, please!

A lunch should be sent from home, made up of finger foods that can be served with little assistance. Please do not bring foods that are difficult to clean up. Candy and large sugary treats will not be given to children except for Birthday or Class Celebrations. Please make sure that the items in your child's lunch are not choking hazards (hot dog pieces, grapes, etc.) Please bring drinks that are clear (apple juice, white grape juice, etc.) as we should respect the facilities provided for us by preventing possible stains. Please mark your child's lunch containers clearly with their names.

## PERSONAL ITEMS

Please leave your child's toys at home with the exception of a security item. Occasionally, your teacher may request or allow a "Show and Tell: type of activity which would allow for something like this. Example....studying letter C...bring a car for show and tell. The teacher will be communicating these plans to you.

## CLOTHING

Send your child ready to "play". Select clothing that is washable, sturdy, and free of complicated fastenings. Your child needs to be able to manipulate all fastenings. Please send your child in shoes that he/she can easily put back on themselves. A plastic bag is provided for you to leave a complete change of clothing with us.

## IMMUNIZATIONS

Each child is required to have a current immunization or exemption record. In addition, each new child is required to have a "Statement of Good Health" from a Doctor.

## HEARING AND VISION SCREENING

Four year olds must have a current vision/hearing screening record on file.



## ENROLLMENT PROCEDURES

First – Registration open to current students and church members.

Second – Registration is open to the public, based on availability. Once capacity is reached for a class, the class is closed and a wait list is started. When there is an opening, someone off of the list is called to enroll.

Registration Form is on the website and are updated each year.

Our handbook with policies are on the website and hard copies available upon request. If anything changes, parents are notified in writing (note sent home), email, or phone call.

## OPPORTUNITIES FOR PARENT PARTICIPATION

Every effort is made by the staff to get to know the families we serve. We welcome any input, questions, concerns that may arise. When concerns are voiced, we listen and act according to what the concern is in a timely manner. We then report back to the parent to assure resolution. Staff share their phone numbers with parents. We have a private social media page. A communication app, Brightwheel, is used by the entire school.

Each class has a “Room Mom” that coordinates holiday activities.

Parents are invited to review the New Parent Orientation located on our website where all of the procedures are explained and questions answered. Information concerning ways to access the Minimum Standards, Licensing, and the process for reporting Child Abuse and Neglect are included in that presentation on our website and then posted in the office. There is a copy of the minimum standards in the office for reference any time.

## BREASTFEEDING

There is a private breastfeeding area in the nursery. Mothers are welcome to breastfeed there or anywhere they choose. Breast milk may be sent for those still breastfeeding.

## CHILD ABUSE AND NEGLECT

Each staff member is required to complete training in Child Abuse and Neglect Education. In this training, they will learn how to respond to a situation where they suspect or are concerned about a child's safety. If a staff member is concerned about a child, the director is to be notified and then appropriate steps will be taken to report. The number for the Hotline will be posted in the office and available to staff and parents.

By forging a relationship with our families, we are able to bridge the gap between them and resources we have available. Our church has free counseling available for our families. If there is a problem, we would refer them to this service.

# IMPORTANT NUMBERS

Eastridge Preschool

972-771-9161

Sherry Watlington - Director

214-395-0287

Childcare Licensing

214-583-4253

Texas Abuse and Neglect

Hotline 1-800-252-5400