

Peace Lutheran Preschool & Daycare 2021/22 Parent Handbook



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Description of Peace Lutheran Preschool & Daycare (PLPD)

PLPD is a ministry of Peace Lutheran Church and is governed by a school board consisting of members from the church and community. PLPD is located at 595 Belvidere St. in El Paso, TX. PLPD serves children 6 weeks old to fifth grade. The hours of operations and calendar is determined by the school board. Applications for enrollment of children ranging from 6 weeks through elementary will be considered without regard to age, race, color, religion, sex, sexual orientation, ethnicity or national origin.

Mission

Peace Lutheran Preschool and Daycare (PLPD) is committed to providing a safe, loving and Christian environment filled with developmentally appropriate learning experiences for every child. Through a cooperative partnership between parents, staff and Peace Lutheran Church, the mission is to nurture children, to develop positive strengths, ethics and skills necessary to fulfill God's purpose for their lives and to meet the challenges of our world.

Vision Statement

Understanding that every child can learn and has individual needs and skills, PLPD provides a wide range of positive learning opportunities to foster the healthy development of the whole child- social, intellectual, physical, emotional, moral and spiritual. The curriculum is based on child-centered teaching practices that encourage cooperative and play-based learning experiences that are designed toward academic readiness. The multi-cultural enrollment enables children to learn, accept and appreciate the differences among people.

PLPD recognizes that parents are an integral part of every child's development. Parental involvement is actively sought, encouraged and welcomed to enhance each child's positive self-image and love of learning. The program will daily incorporate and exemplify Christian perspectives. Since children learn as much by observing others as they do by direct instruction, staff members recognize the importance of appropriate role modeling.

Some of the attendant beliefs within our vision for developmentally appropriate child-centered curriculum are:

1. Learning is what children do-it is not something that is done to them. The classroom environment will be designed to encourage autonomous, child-directed, process-based learning with opportunities for guided practice from the teacher and/or through social interactions with peers.
2. Child development is an individual process encompassing unique and individual rates of growth often unrelated to a child's age. Classroom activities should be differentiated based on individual developmental level and individual learner interests.
3. Children learn through constructivist theories of development; therefore, all curriculum should be culturally responsive and culturally relevant to every individual child in the classroom.
4. Children's experiences shape their individual motivation and approaches to learning; therefore, teachers should consider all experiences as a learning experience and should consider every aspect of themselves and their relationships with children as curriculum.

5. The classroom will contain interest centers, thereby encouraging simultaneously occurring learning activities. In this way, each child has an opportunity to work in a variety of centers using a variety of materials.

Curriculum

Peace follows the fundamental principles of Active Learning. Active Learning is an approach to instruction that involves actively engaging students with the course material through discussions, problem solving, case studies, role plays and other methods. Children are still learning and they themselves do not know yet which methods are the effective means for learning. Active Learning helps the child and the teacher discover the learning process together.

PLPD Staff

All staff are required to complete a minimum of 24 hours of training annually. All of our lead teachers have a degree and experience in early childhood education. All staff have passed a background check and are certified in CPR, First Aid, and Food Handlers Safety.

Enrollment

Upon confirmation of enrollment, parents must complete an enrollment packet before children are accepted for their first day of school. Please take the time to read and accurately complete this packet. These forms are required by the state and children may not attend until we have certain forms.

Forms that must be completed **BEFORE** the child's first day include:

1. **Registration Form** must be filled out with sessions and days needed during the school year (updates/changes may be submitted prior to the first day of a month).
2. **Emergency Information/Admission Form**
 - a. If there is a life-threatening emergency, we will call 911 first and then call the parents.
 - b. If there is a non-life-threatening emergency, we will call the parents first. If we cannot get ahold of parents, we will proceed to take the child to the doctor.
3. **Allergy Information** and the **FARE Emergency Care Plan Form** (if your child's allergy requires an Epi-Pen). Both forms require a picture of your child; you can email the picture to peaceschoolteam@elp.twcbc.com or bring a copy with you to the front office.
4. **Pick-up Authorization Form** – It is the parent/guardian's responsibility to notify the school in the event that any one of the persons listed on this sheet will be picking up their child. Everyone on the pick-up list must be at least 16 years old. The name on the list must match government-issued picture identification. It is the parent/guardian's responsibility to keep this form up to date, adding and removing persons as necessary. Parents understand that any changes to this form must be made in person at the school office- NO EXCEPTIONS. A new form will be required when removing people from the list. If a person is not on this list, their child will not be released to them, with the only exception being parents who are listed on the certified copy of the birth certificate.
5. **A copy of your child's immunization records** – Children must be up-to-date with immunizations in order to attend PLPD.

6. **Official Copy of Birth Certificate** – If any parent is not to pick up or have contact with a child, you must provide a copy of the court order if the parent’s name does appear on the birth certificate. If no copy of the court order is on file, we will release children to either parent on the birth certificate-at any time- even if they are not on the Authorized Pick-up Form.
7. **Discipline and Guidance Policy Acknowledgment**
8. **Permission Slip Form**
9. **COVID-19 Waiver**

Once the above forms have been submitted, your child may attend school; however, you will also need to submit the following forms within 30 days of your child’s first day attended:

10. **Acknowledgement Receipt of Parent Handbook**
11. **Medical Statement/Physical** (with Vision & Hearing portion completed if your child is 4 years old or older)
12. **No Nut Policy** -We are a peanut and nut free school.

Special Programs

Children generally participate in two programs during the school year. The first program is held during the Christmas season and the second program is held at the end of the year. Friends and family are encouraged to attend all programs.

Children have Chapel every Wednesday during the school year with the Pastor from Peace Lutheran Church or with a trained volunteer or employee. During this time, children learn about God’s love, forgiveness, and other core Christian beliefs through Bible stories and songs. We also celebrate religious holidays throughout the year.

Pastoral Support

PLPD is a vital part of Peace Lutheran Church. Pastor Diana Linden-Johnson is available to our families for support or counseling. Please call the church at (915) 584-1383 to set-up an appointment.

Hours of Operation and Holidays

Regular hours of operation

- Monday through Friday, 6:30AM-6:30PM.
- Please follow the times for the sessions you have signed up for in order to avoid any extra fees.

PLPD is open year-round, with the exception of certain holidays including an extended break at Christmas. We will also generally be closed on national holidays. We follow the El Paso Independent School District Calendar (EPISD) calendar to determine school holidays. Please see the school calendar for those dates.

Peace Plus Days, care offered but with a less formal curriculum

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- Peace Plus is held on days such as EPISD teacher workdays, some EPISD school holidays, as well as other days throughout the year.
- Depending on your contract agreement, Peace Plus Days may be an option but could carry an extra fee.
- See your rate contract for more information on fees.

Admissions

Peace Lutheran Preschool & Daycare is open to students ages 6 weeks old through 5th grade.

Peace Lutheran Preschool & Daycare is open to all children regardless of race, nationality or creed who may benefit from our program. To maintain the quality of our program, however, we reserve the right to withdraw any child.

PLPD aims to not only meet, but exceed, state requirements. PLPD aims to follow best practice in early childhood development.

PLPD staff will place children in the most appropriate classroom for their age and developmental level. PLPD will generally implement EPISD age cut-offs beginning in the preschool classrooms in order to ensure a smooth transition out of PLPD when children age out of our center. We are not able to accommodate teacher requests.

Children's files are kept confidential and are only reviewed by administrators, office personnel, the child's teacher, and the state.

Tuition Policies

- Please refer to registration forms for details on tuition.
- Parents will be notified in advance when there are associated fees for any upcoming events.
- Parents agree to the terms and conditions they signed on registration paperwork.

Waiting List

Children will be placed on a waiting list once classes are full, on a first-come, first-served basis. Completion of a registration form and payment of the registration fee is required to reserve a spot on the waiting list. The registration fee is non-refundable unless PLPD is unable to place your child within three months. Registration fee refunds must be requested in writing.

Children's Attendance

Regular attendance is key for children's success in school. Establishing a routine and regular attendance helps a child adjust smoothly to their school environment. If your child will not attend school or will be later than usual, please call and inform the office. The office staff will then inform the teacher of the change in schedule for your child for that day.

Coronavirus Practices

We have developed the following procedures in accordance with local regulations, state law, and federal guidelines.

Covid Policy (Adopted by the board 3/24/2022)

- The PLPD board has updated the Covid Policy. Based on the results of the March 2022 survey and current CDC guidelines, as of 3-24-22 masks will be optional for staff, children and parents. We will continue to follow CDC Community Guidelines. Please see the official policy below. PLPD will follow CDC guidelines that utilize COVID-19 community levels.
 - Find our community level: [COVID-19 by County | CDC](https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html) : <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>
 - Families and COVID-19 | CDC : <https://www.cdc.gov/coronavirus/2019-ncov/groups/families-covid-19.html>

Low	Medium	High
<ul style="list-style-type: none"> ● Stay up to date with COVID-19 vaccines ● Get tested if you have symptoms 	<ul style="list-style-type: none"> ● If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions ● Stay up to date with COVID-19 vaccines ● Get tested if you have symptoms 	<ul style="list-style-type: none"> ● Wear a mask indoors in public ● Stay up to date with COVID-19 vaccines ● Get tested if you have symptoms ● Additional precautions may be needed for people at high risk for severe illness

*PLPD will continue to:

- Require frequent hand washing of staff and students.
- Frequently sanitize all indoor surfaces.
- County, city or state mask mandates supersede PLPD policy.
- If a child or staff member is feeling unwell, they should stay home and call the office to inform the school of their symptoms. If any staff member, student, or parent is exposed to COVID-19, said person(s) must immediately report exposure to the Education Director, their supervisor, and/or the School Board.

Getting ready for school

- When required or chosen, parents are asked to have their child wear a clean mask to school each day. Please bring an extra mask that your child may use if the other mask gets dirty. Masks may not be the type with vents or valves, as they do not reduce the risk of spreading COVID-19.

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- If your child naps, please bring a napping mat, which will stay at the school and bedding, which will be sent home each weekend for cleaning. Finally, please bring a water bottle, labelled with your child's name, for your child to stay hydrated.

Drop Off

- Parents will enter the parking lot from PLPD entrance and park leaving at least one space between cars to help with social distancing. Depending on traffic, there may be some delays for parking spaces. Please be patient until routines can be established.
- Infants should be transferred from car to classroom in their car seats.
- We ask adults who are not in the same family unit to maintain 6 feet of distance at all times and keep your child/children close to you.
- A staff member will meet you at the door to take the temperature of those entering the building.
- Anyone with the following symptoms or circumstances may not enter the building:
 - Temperature 100.4 degrees Fahrenheit or higher
 - Sore throat
 - **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever
 - Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Once check-in is complete, parents will wash their and their children's hands and walk their children to their classroom. If bathrooms in the lobby are unavailable, families may use classroom bathrooms.
- Staff members will wash or sanitize their hands between contact with each child and wear a mask at all times.

Pick Up

- Parents will enter the parking lot from PLPD entrance and park leaving at least one space when possible between cars to help with social distancing.
- When picking up, please maintain 6 feet of social distance with non-family members and escort your children as quickly as possible from the school to your car to avoid interaction with individuals from other family groups and potentially dangerous play in or near the parking.

Response to Symptoms/Exposure

- Any child or staff member showing the symptoms listed in Section 1 of the appendix "COVID-19 Questionnaire" (including elevated temperature, sore throat, uncontrolled cough, diarrhea, vomiting, or abdominal pain, or new onset of headache) will be sent home and may not return until cleared by a medical professional. Clearance must be in writing and state the child's/staff name, when they were seen and what they were evaluated for, and the doctor's recommendation on the child returning to childcare.

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- If any staff member, student, or parent is exposed to COVID-19 they must immediately report exposure to the Education Director, their supervisor and/or the School Board. Said person must then follow CDC, state, and local health regulations/mandates and self-quarantine for 14 days after exposure. They may not report back to PLPD until such a time when they are able to present a medical note stating they are safe to return to school or work. PLPD will follow State of Texas HHS, CDC and Local Mandates in regard to when to close down facility, classrooms, self-quarantine etc.

Classrooms

- Classroom ratios will follow requirements of the Texas Department of State Health Services. “Pods” will be created between sets of two classes. Teachers and children will limit contact with those outside their pods when at PLPD. Teachers, assistants and floaters will wash their hands before and after entering each classroom and will wear a mask at all times.
- There will be routine cleaning and disinfecting throughout the day on high touch point areas and other areas, as necessary.
- For those required to wear masks and children whose parents choose for them to wear masks, masks may be removed while eating or drinking as well as on the playground unless otherwise directed by a parent. Each classroom also has a designated “Safe Zone” where students and staff may temporarily go if they need to remove their mask for a brief amount of time.
- Consistent hand washing and cleaning of the school will take place throughout the day. This may cause your child’s hands to become red. We ask that you use lotion on your child’s hands frequently at home.

Procedures for COVID-19 cases

If Peace Lutheran Preschool and Daycare has a student or staff member with a case of COVID-19, Peace Lutheran staff will:

- Notify families and staff of any direct exposure by phone and any cases in the school by email.
- Report the confirmed case to the local health department and follow their specific guidelines.
- Report the case to the state Department of Public Health.
- Determine the date of symptom onset for child/staff member.
- Determine if the child/staff member attended/worked at the school while symptomatic or during two days before symptoms began.
- Determine who had close contact with the child/staff member at the school during those days.
- Follow CDC guidelines regarding exposure and quarantining. As of September 16, 2021, [CDC guidelines](#) require unvaccinated individuals who were determined to have close contact with the affected child/staff member (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) to quarantine for 14 days after the last day they had contact with the affected child/staff member. People who are fully

vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

- Open outside doors to increase circulation in the school once all children have left the building.
- Close off areas used by the individuals with COVID-19 until they have been cleaned and disinfected.
- If it has been 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfecting.

Playground

- We will be using the large, covered playground outside in order for the children to get fresh air and exercise.
- Staff and children will wash their hands before and after playing on the playground and be encouraged to maintain social distance.
- Children will not be required to wear a mask on the playground unless otherwise directed by their parent or guardian.
- Staff will use good judgment on the number of children allowed to play on one piece of equipment at the same time.
- All playground equipment will be used appropriately and safely.
- Staff will actively supervise children at all times. They will move with the children to ensure children are supervised in the areas they are playing.
- Staff members will interact and stay close to children.
- Children must keep their socks and shoes on while on the playground.
- The playground is inspected daily for trash, broken equipment and general safety purposes.

Other regulations

- It is prohibited that any person except the following enter the building: staff; persons with legal authority to enter, including law enforcement officers, HHSC child care Licensing staff, and the Department of Family and Protective services staff; professionals providing services to children; vetted volunteers; children enrolled at the school; and parents who have children enrolled at the school.

Waiver

- All families with children attending Peace will be asked to submit a signed waiver to the school (see Appendix A)

Tuition policies

- In the event of a government mandated shelter-in-place or a 14-day shutdown due to a positive COVID-19 case in a staff or student (one class or entire school), we will offer an

optional 50% credit to future tuition charges. For any closure of less than 14 days, no credit will be given. During closures, our teachers will provide video lessons, weekly class Zoom calls, and links to age-appropriate at-home activities.

- If an individual child is required to quarantine due to child/family/household member exhibiting symptoms or testing positive for COVID-19, full tuition will be collected. Additionally, if an individual child is required to quarantine due to family travel, full tuition will be collected.
- Withdrawal Policy: If at any time you want to withdraw your student from Peace Lutheran Preschool & Daycare a 30-day written notice of withdrawal is required. Any tuition due during that 30-day period is required.
- To serve our families, we will consider financial hardships due to COVID-19 on a case-by-case basis.

We need your help in keeping students and staff safe. It is the responsibility of parents and staff to be honest about any illness the child, parent or any member of the family is experiencing. Thank you for your contribution to keeping our kids and staff members safe!

We understand this has been a difficult time for everyone. We, the management at Peace Lutheran Preschool and the School Board, appreciate your patience and grace during this time.

Please let the Education Director (peaceschoolmteam@elp.twcbc.com) or School Board (bit.ly/PLPDboard) know if you have any questions or concerns.

Lunch Program

We are a nut-safe school. Due to the high number of life-threatening nut allergies, we do not allow nuts on premise.

Lunch time is from 11:30-12:00. Families may provide a lunch for their child or purchase a lunch from the school. If you bring food for home for your child, we ask that you follow our nut-safe policy. Please also make sure there is an ice-pack in your child's lunch box, if needed. The school does not have space to refrigerate children's lunches. PLPD does have microwaves in each classroom to warm up lunches for students.

Families may preorder lunch through our hot lunch program. Monthly menus will be available by the third week of the month prior. Families must order lunch for the upcoming month by 5 days prior to the beginning of the new month. Families will circle the days on the menu that they wish to order and also select a drink. The lunches are \$4.00 each. Families can pay for the lunches then or add it to their monthly bill.

Snacks

Beginning in the Toddler room, children will be served snack three times a day, once in the morning, once in the afternoon and once in the evening. Families bringing snacks from home are asked to provide pre-packaged, store bought, nut-free, healthy snacks.

Birthday Celebrations

Birthdays are very special to children. Teachers and staff will do their best to honor and celebrate your child's birthday in the classroom. Parents may bring store bought pre-packaged, nut-free, treats to share with their child's class.

Illness and Exclusion

PLPD follows the Illness and Exclusion Policies set by the Health Services Department of EPISD. This is not an exhaustive list of when to keep your child home. You know your child best, so please keep your child home if they appear too sick to participate or if they could pose a health risk to other students. If your child is diagnosed with an illness, such as those below, you must notify the school immediately.

Please keep your children home when they have:

- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Lice and/or nits
- Yellow or green discharge from nose, ears or sores
- Pink eye, Conjunctivitis, eye discharge: mucus/pus in or draining from the eye
- Any other communicable illness and/or disease
- Any illness that prevents your child from participating in their school routine- including outside time

If you bring your child to school with the above symptoms, you will be called to come pick them up within an hour from receiving a phone call from the school.

If at any point during the day, your child becomes ill with any of the above symptoms or any other illness, you will be called to pick them up.

If we are unable to reach you, we will start calling your emergency contacts and ask them to come pick up your child.

You must keep your child home for 24 hours after fever has ended without the use of fever-reducing medications and vomiting or diarrhea has subsided. If you bring your child in before the 24 hours, we will ask you to take them home. If your child is ill at school, they will wait at the front office until they are picked up.

Any child who is ill with COVID-related symptoms will require a doctor's note giving permission to return before returning to the school.

If your child is sent home with lice, they will not be able to return to class until they have been treated at home, checked and cleared of lice and nits by the office staff.

Health and safety are a priority for our children, and we will do our best to prevent the spread of any illness.

Medication

All medication, including over the counter medication such as sunblock and diaper cream, must be brought to the front office. Parents must fill out the Medication Authorization Form in order for the school to administer medication.

The medication must be in its original container and labeled with the child's name.

When you drop off your child, you must also inform their staff-person receiving your child that your child has medication in the office that they need to take.

Allergies

PLPD will not accept any child with allergies without the proper paperwork. We must have a note from the doctor stating your child's allergy. For life-threatening allergies, we must also have the Food Allergy & Anaphylaxis Emergency Care Plan (F.A.R.E.) completed by parents before the first day of school.

Once we have the allergy information, an allergy alert sheet will be posted in your child's classroom so that all staff members are aware of the allergy and know how to react in case your child is exposed to the allergen. The allergy sheet will include all allergy information along with a picture of your child. Please provide the school with your child's picture to post on these forms. If your child has medication such as Epi-pens or Benadryl that must be administered, you must also provide those to the school.

Immunizations

You must provide PLPD with up-to-date immunization records before your child can attend. You must also provide the school with updated immunization records as your child continues to receive immunizations.

Vision and Hearing Screenings

Once your child turns four, they must receive a hearing and vision screening, per state requirement. Please make sure your child receives their first vision and hearing screening by the age of four. Your child will not be able to attend if we have not received paperwork on the screenings by the 30th day after their fourth birthday.

Emergency Preparedness Plan

While we hope that we never have to react to an emergency on our property or in our city, we do have a formal Emergency Preparedness Plan that will be followed in such an event.

We are required to have monthly fire drills. Teachers will talk to students about the importance of fire drills in order to better prepare them for upcoming drills and to reassure them that they are safe after drills.

We are also required by the state to practice severe weather and lockdown drills once every three months. In case of a real emergency where we must evacuate our property, we will go to the Good Samaritan Society located at 7304 Good Samaritan Court. Please do not attempt to pick up your child during a lock-down or emergency unless you are contacted by PLPD to do so. In any emergency situation, we must follow recommendations from local authorities.

An Emergency Preparedness Plan is available in every classroom and at the front office for further review. You may also request a copy from our front office.

Communication

We believe that parents are the most important adults in a child's life. We strive to create mutual respect and cooperation between parents and the school. We strive to create a partnership for the benefit of each child.

Parents will receive regular emails and other printed/electronic forms of communication from the PLPD management team. Please make sure to read the emails. Important information is conveyed through the emails and we wouldn't want you to miss anything important.

Teachers will be using the ClassDojo app to communicate directly to parents and guardians. Parents will be provided with instructions on how to sign up for ClassDojo at the time their child is enrolled in a new classroom.

Teachers will hold two parent-teacher conferences a year to keep you updated on your child's progress. However, if you have questions or concerns, you do not need to wait until a parent-teacher conference. Talk to your teacher to schedule a good time to meet when the children are not present. Regular communication between parents and staff is encouraged.

Infants and toddlers will receive daily paperwork on your child's care.

School Oversight and the School Board

Oversight of Peace Lutheran Preschool & Daycare is the responsibility of the Peace Lutheran School Board. The school board serves as the governing body for the school, accountable for the day to day management of the school, including policies, procedures, budget, and overall operations and staff. The school board meets frequently regarding the school operations and the members also serve as volunteers with various school activities and functions. Feedback about the school - positive and constructive - along with any questions or concerns can be directed to the Directors and to the school board. The members of the school board can be contacted directly via a Google Form, at the following address: bit.ly/PLDPboard

Parent and Volunteer Involvement

Parental involvement is key in your child's school success and is encouraged at PLPD. You can volunteer through Parents for Peace (PFP). PFP is a parent group composed of families advocating for PLPD. This group works towards encouraging parent involvement in supporting school activities. This group of parents helps raise funds for the school and volunteers time during school activities.

Parents and other volunteers are invited to participate and contribute their talents to help the school and the children of PLPD. We encourage anyone interested in spending time at the school helping out to speak to the directors about the possible options and schedules.

In order to comply with state regulations, volunteers coming routinely or who plan to come more than twice a month must fill out a volunteer application and submit to a background check. Due to COVID-19, parents are not allowed inside the school-building at this time.

Incident Reports

If your child is injured on-site, a staff member will inform the parents via a report at pick-up. The management team will decide if a phone call is necessary to inform parents of injuries beyond the typical scrape, bump or bruise.

Behavior Reports

If a child displays inappropriate behaviors for their age, parents will receive a behavior report for the behavior displayed. The behavior report will inform parents of the behavior and the actions the teachers took to help resolve the issue. If a child continues to demonstrate behaviors that are inappropriate, the teacher and director will request a meeting with parents in order to help their child through the phase

PLPD requires parent's full participation and cooperation while working through behavior issues. We need to make sure behaviors do not escalate to where any child becomes unsafe or physical towards other students.

Discipline and Guidance Policy

Teachers will help children develop the skills necessary to solve problems and interact successfully in a group setting. As children grow, they go through stages that sometimes can be uncomfortable for adults. Teachers are equipped to help children through difficult stages in their development. They will help children identify their feelings, label them, find their triggers, find a solution to the problem at hand and will teach them appropriate replacement behaviors and coping mechanisms.

Discipline must be:

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Directed towards teaching the child acceptable behavior and self-control.
- A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction; which include the following:
 - Using praise and encouragement of good behavior instead of only focusing only on the unacceptable behavior.
 - Reminding a child of behavior expectations daily by using clear, positive statements
 - Redirecting behavior using positive statements

There will be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

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

Child Abuse and Neglect Policy

Following state regulations, all staff members and volunteers of PLPD are required by law to report any possible incident of child abuse or neglect.

All staff members will receive at least one hour of training upon hire, and annually thereafter, on child abuse and neglect topics. The US Department of Health and Human Services has posted a link on their website as a tool for parents and educators. " Preventing Child Abuse and Neglect" <https://www.hhs.gov/answers/programs-for-families-and-children/what-is-child-abuse/index.html> you may also visit Childwelfare.gov. for further resources.

If you have any concerns about a child being abused or neglected or about a staff member's conduct, please reach out immediately to the Education Director. You may also report your concern to 1-800-252-5400.

Suspension/Exclusion Policy

In extreme situations in which PLPD cannot provide the services needed to help a child, PLPD might decide that it is in the best interest of the child to unenroll.

If a child demonstrates inappropriate behavior, regardless of the reason, the teachers will be the first to address the behavior. Teachers will redirect behavior and teach children the necessary skills needed to find a replacement behavior or a coping mechanism.

Teachers will document the behavior and inform the parents. If the behavior continues, the Education Director, teachers and parents will meet to develop a Behavior Plan. PLPD has the right to suspend care until a meeting can be held. In this plan, the parents and school staff will document ways in which they will support the student. There will be goals and consequences included in the plan, up to and including unenrollment. The Education Director will follow-up with staff to ensure that the plan is being followed. Parents will also be expected to support the plan at home, providing support to their child with clear, consistent consequences for the challenging behavior and any other suggestions documented in the Behavior Plan. The

Education Director will monitor and decide if the plan is effective or if the student can benefit from an external referral. If the child has consistent unsafe or inappropriate behavior, parents refuse to seek the assistance of outside service providers, and the school has attempted to help the student with no results, the child will be suspended and may be unenrolled.

A child can be unenrolled immediately if the child becomes a danger to themselves or other children.

Special Needs

Every effort will be made to accommodate children at PLPD with special needs and staff will work closely with parents and support staff towards this goal. However, there may also be circumstances in which PLPD will be unable to meet the educational or developmental needs of a child.

Field Trips and Transportation

If a teacher wants to take a field trip related to their study, they are welcomed to do so. They must notify the Education Director in writing of their plan a month prior to the planned trip. The director will meet with the teacher to confirm the details.

- Each parent will be asked to sign a permission slip with the details of the trip.
- Parents are encouraged to volunteer on field trip days. During trips, the adult: child ratio is lowered. If there are not enough parent volunteers or staff members available, the trip will be cancelled.
- Off-site field trips are reserved for children 5 years and older by the day of the trip.
- Staff will carry all emergency information necessary on the trip.
- Should an accident occur during a trip, staff members will call for emergency medical services and then notify the center.
- Parents will then be notified.

If parents decide that they do not wish for their child to participate in the field trip, the care of the child is the parent's responsibility for the duration of the trip. PLPD will attempt to accommodate children in a classroom staying on-site but cannot guarantee care for that day.

PLPD provides transportation for children to and from local elementary schools. Van drivers receive special training on safely transporting passengers in a 15-passenger van. All children are required to wear seatbelts and use "indoor voices" while in the vans. PLPD maintains the right to refuse service for children not able to follow these safety rules.

Infant and Early Toddler (children under 18 months) Personal Belongings

Please bring several changes of clothes for your infant and toddler.

Parents will provide diapers, wipes and any other personal item necessary for your child. Parents must fill out an Authorization for Dispensing Medication Form in order for staff to apply diaper cream and any other over the counter creams to children.

Parents will supply all bottles. Breast milk can be stored at school- frozen or thawed. For infants, make sure to bring all food your child might need. For Toddlers, you may order lunch or bring lunch for your child but must provide snacks for your child. Items such as frozen breast milk, formula, snacks, extra clothing, diapers/wipes and bottles can be stored at school as needed for a given week.

Make sure everything you bring to the center is labeled with your child's first and last name. The following items are not allowed: pillows, toys, jewelry, hair accessories and baby equipment. Other items may also be prohibited by center staff.

Clothing

Dress your children comfortably with clothes for indoor and outdoor play. Please remember, children run and play and engage in other activities that can be messy at times. Please make sure your child wears clothing and footwear appropriate for these types of activities.

Please bring a large, Ziplock bag to school that will stay at school with an extra change of clothing for your child, including extra underwear, shirt and shorts/pants. Please make sure the clothing is weather appropriate and change out as seasons change.

Label all personal belongings with your child's first and last name.

Naptime

If your child is in the Toddler group, Pre-K 2, and Pre-K 3, you must provide a crib size sheet and light blanket for them to use at naptime. In the Pre-K 2 and Pre-K 3 programs, parents/guardians must also provide a mat for naptime. The Toddler group sleeps on school supplied cots.

Please take your child's nap time sheet and blanket home weekly to wash. Also, please make sure to take the same items home to wash if your child is sent home sick. Bring clean sheets and blankets to the school the next time the child attends.

Pre-K 4 students will have a quiet time to rest but no naptime.

Label all personal belongings with your child's first and last name.

Water Bottles

Please bring a water bottle, labelled with your child's name, to school every day, so that your child may fill it as needed to stay hydrated.

Toys and Games

Toys, games, trading cards and electronics from home are not allowed at school. This is to prevent damage to toys and hurt feelings. Children need to learn to share and take turns, but they can practice those skills with the toys at school instead of a personal item from home.

We do not allow any item that promotes violence. Toy weapons are strictly prohibited.

Toilet Training

PLPD will work with parents to develop a “Potty Plan” for when your child is ready to start the transition to underwear. In order to develop a “Potty Plan,” your child must:

1. Stay dry for several hours
2. Be able to communicate the need to use the toilet
3. Be aware of wet and soiled diapers and begin to communicate that to adults
4. Be interested in the toilet by either wanting to use it or just being curious about it
5. Be in a cooperative mood

If your child meets the above criteria, the teachers will meet with you to write a “Potty Plan.” Make sure that you dress your child in clothes that they can take off and put on by themselves to encourage increased independence during this time. The process at home must reflect the process at school to eliminate confusion. Please remember that potty training is a process and we don’t want to stress, pressure or confuse children because they might be resistant or regress. We want to support and encourage independence. During the potty-training process, please ensure to have many changes of clothes at school because accidents will happen.

All children enrolled in the Pre-K 3 & Pre-K 4 classes must be potty trained. Each child should be able to take care of their potty needs with minimum assistance from their teacher. However, if your child is unable to care properly for his/her potty needs, they will not be able to attend PLPD until they can do so. Returning to the program that same year will depend on space available unless tuition is continued to hold the child’s position in the class.

Lost and Found Items

Lost and found items will be placed at the front of the school for parents to claim. If there are names on the items, staff will return items to the children; however, if items are not labeled, they will be held on our lost and found table for two weeks. After two weeks, lost and found items will be donated.

Pets

State law regulates which type of pets may be on premise and under what conditions. Therefore, as a general rule, pets will not be allowed on the premises.

Pest Control Notification

We utilize indoor and outdoor pest control service quarterly, on weekends. Information about the types of application is available upon request.

Gang Free Zone

Effective March 1, 2010, we are required by Texas Law to inform all parents that the area within 100 feet of a childcare center is designated as a “Gang Free Zone.” Any gang activity taking place within this zone has increased consequences per Texas Penal Code.

Cell Phone Policy

Please do not use your cell phone while driving on school property or when picking up your child from school. Your child is excited to see you at the end of the day and is looking forward to greeting you. Please make sure you are ready to engage your child from the moment you arrive.

Please do not send your child to school with any cell phones or electronics. If a child does have a cell phone or electronic device at school, management will hold the phone at the front office until you pick it up.

Grievance Procedures

In any grievance situation, proper procedures and protocol must be followed. In keeping with our purpose and mission, open and honest communication is encouraged. This is key to how we run as an organization. There may be times when parents will have a grievance. PLPD encourages parents to use the following procedure to address any issues that may occur.

- Teacher (or Assistant) with Parent: Every attempt will be made by teaching staff to correct any issues between teacher/assistant and parents. If no resolution is found, a grievance must be forwarded in writing to the Education Director. The teacher/aide and parent must then initiate a discussion with the Education Director.
- Parent with Director: Face-to-face communication is the first step to resolve any issues. If a grievance between a parent and the Director persists, the parent is encouraged to put the grievance in writing to the Director so they can evaluate every aspect of the grievance that might not be conveyed in person. All relevant records regarding a grievance will be kept in a file by the Director and if escalated to the Preschool Board, by the board secretary.
- Concerns can also be raised to school board members. When possible, the concern should be raised first with the applicable staff members, per the above process. The school board can be contacted directly at this Google Form: bit.ly/PLPDboard

Appendix A - COVID-19 Waiver Form

Dear Parent/Legal Guardian:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state, and local governments and agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. We are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you or family members will not become infected with COVID-19.

By participating in programs, services, and activities of Peace Lutheran Church, Preschool & Daycare, you agree to the following:

On behalf of yourself and your children, you hereby release, covenant not to sue, discharge, and hold harmless **Peace Lutheran Church, Preschool & Daycare**, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any hosted or programmed event by this organization.

Parent Signature: _____

Printed Name: _____

Date: _____

Names of Minors:

_____	_____
_____	_____
_____	_____

Appendix B - COVID-19 Questionnaire

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

Does your child have any of the following symptoms?:

- Temperature 100.4 degrees Fahrenheit
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- Has your child had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19?

Parent Acknowledgment

The Texas Department of Family and Protective Services requires that all parents receive a copy of our handbook and discipline policy.

- YES, I have received and read the parent handbook that contains Peace Lutheran Preschool's policies.

Child's Name: _____

Parent's Printed Name: _____

Parent's Signature: _____ Date: _____