



Little Fishers
preschool

“Train up a child in the way he should go
and when he is old, he will not depart from it.”
(Proverbs 22:6)

Parent/Student Handbook
2017 - 2018 School Year

A word from the Director.....

I am so excited to welcome you to Little Fishers Preschool. Thank you for entrusting your child (ren) to our care. We feel so honored and blessed to be your chosen preschool.

Our philosophy is taken from Proverbs 22:6. "Train up a child in the way he should go and when he is old, he will not depart from it." Our mission statement is: EXPLORE, EDUCATE and EXCITE and Grow in Christ. Every young child needs the opportunity to develop in a Christ centered, nurturing environment. Your child (ren) are our number ONE priority. We want to instill a love for learning that will last a lifetime.

Parents and visitors are welcome to visit our campus at any time during operating hours. We ask that you please check in at the preschool office first. Communication between parents, school and teacher is important for your child's success. We have an open door policy and we welcome your questions and feedback.

The Little Fishers Parent Handbook is prepared for each school family to provide you with our policy and procedures. Please take time to read through it as it is updated yearly. If you have any questions or concerns, please do not hesitate to let me or Ms. Kelly know. Please sign and return the Acknowledgment to the Parent Handbook by July 1, 2017.

WELCOME to LITTLE FISHERS PRESCHOOL!!

Abundant Blessings,

Cathy Shisler
Preschool Director

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ORGANIZATION

Little Fishers Preschool is a not-for-profit Lutheran preschool which is a ministry of Fishers of Men Lutheran Church. The school has been in existence since 1997 as a ministry of Fishers of Men Lutheran Church, governed by Fishers of Men Lutheran Church and is licensed by The Texas Department of Family and Protective Services Child Care Licensing Division.

The program is operated by Fishers of Men Lutheran Church as part of its program of service to God and to the children and parents of Sugar Land and surrounding communities.

Little Fishers Preschool of Sugar Land, Texas, does not discriminate on the basis of race, color, national and ethnic origin or religion.

PHILOSOPHY

We believe children grow when they learn that they are loved by God and by their family. They mature emotionally, physically, socially and spiritually when the best resources and teachers are intently focused on their development. We are committed to educating while sharing Christ's love with young minds and hearts through prayer, Bible stories, weekly chapel services, and dedicated Christian teachers. We believe in nurturing the "whole child".

MISSION STATEMENT

Excite, Explore, Educate through Christ and grow with God.

GOAL

Our goal is to provide a quality program in a Christian environment. Each child is provided with learning experiences based on the knowledge of his/her own physical, social, emotional, intellectual, and spiritual needs. This is so he/she can learn and grow at their own rate under the guidance of a Christian teacher.

HOW CAN YOU AND LITTLE FISHERS PRESCHOOL WORK TOGETHER FOR YOUR CHILD?

It is important that the parents communicate to the teacher any significant changes in the child's life or the life of the family that might affect the child's behavior at school. It will help the teacher to understand the reasons behind a change in behavior and help the child cope with the changes. These might include illness or death of a family member or pet,

separation or divorce of the parents, other changes in the family structure, an impending move, etc. Please be assured that whatever information you relay will be confidential.

Parents should take concerns or questions about the classroom, students, or teacher directly and privately to that teacher. See the Complaint Resolution Procedure. It is most important, as a Christian example, that disputes do not become part of a community discussion. Matthew 18:15-20 is the guiding principle.

If you need to speak with the teacher, please feel free to call the school during the day and leave a message for your child's teacher to contact you after the students are dismissed. If you need to speak with the Director, you may call the school during operating hours or contact by email at cathy@fishersofmen.org.

ADMINISTRATIVE STAFF

Cathy Shisler, Preschool Director	281-265-5656 cathy@fishersofmen.org
Kelly DeLozier, Assistant Director	281-265-5656 kelly@fishersofmen.org
Rev. Allen Bauer, Emeritus Pastor	281-242-7711 allen@fishersofmen.org
Chris Gould, Director of Church/Admin. Finance	281-242-7711 chris@fishersofmen.org
Susan Yovich, Church Administrative Assistant	281-242-7711 susan@fishersofmen.org
Richard Crouch, Director of Youth Ministry	281-242-7711 richard@fishersofmen.org
Mary Metzger, Children's Ministry Coordinator	281-242-7711 mary@fishersofmen.org
Cathy King, Music Coordinator	281-242-7711 cathyk@fishersofmen.org

OVERVIEW OF SCHOOL PROGRAM

Faith development is the core of the curriculum in the Lutheran early childhood program. The curriculum is the totality of all experiences from the first hello to the last goodbye. It includes Bible lessons and chapel, phonics and language development, storytelling and poetry, math skills, art, music, science, social studies, Handwriting Without Tears, practical life experiences, sensorial experiences, gross and fine motor development, and Spanish. All aspects of the curriculum are developmentally appropriate for each age group. Little Fishers Preschool is licensed and regulated by the Texas Department of Family and Protective Services. A review of minimum standards and licensing inspection results is available at the request of parents to the Director.

OPERATING SCHEDULE

Little Fishers Preschool admits students of any race, color, national and ethnic origin or religion to all rights, privileges, programs and activities, made available to students at the center. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies or programs.

Classes (9:00am - 2:00pm)

2 year olds	Tues/Thurs Mon/Wed/Fri Monday - Friday
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3 year-olds	Tues/Thurs Mon/Wed/Fri Monday - Friday
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Pre-Kindergarten

4 year-olds	Mon/Wed/Fri Monday - Friday
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Please view the chart below to understand how children are placed by age.

2 year old class.....2 years old by September 1, 2016
3 year old class.....3 years old by September 1, 2016
4 year old Pre-K class.....4 years old by September 1, 2016

ARRIVAL All students must arrive at school between 8:50 and 8:55am and be checked in on the computer by his/her parents. The classroom teacher begins the day's instruction at 9:00am. **It is very important that your child arrives on time each day.** If he or she is consistently late, valuable teaching time is missed, and late arrivals are a disruption to the teacher and students. Please do your best to avoid being late.

The school day begins promptly at 9:00am. If you bring your child to school after 9:30am because of a doctor's visit, you will need to have an excused note from your doctor/dentist, etc. Otherwise, please have a discussion with Ms. Cathy or Ms. Kelly regarding the late arrival. In addition, students arriving at other hours will be escorted to classrooms by LFP staff.

For the school day, doors will open at **8:45am**. Once the "stop sign" is turned to "go", parents will escort their children to the classrooms and sign them in at the classroom.

A staff member will be stationed at the preschool office to greet families as they arrive each morning. At this time, the parent should inform the staff if the child is on medication or if someone other than the parent is picking up the child. They must then fill out and sign the appropriate forms. Children should remain with their parents until they have been dropped off at their classroom. At no time should children be left unsupervised.

Parents have been assigned an individual ProCare code. This code will be entered by you into the check in computers to check your child in and out of their classroom each morning and afternoon. Please do not allow your child to enter the code. Friends or family on your authorized pick-up form will be issued their own ProCare code the first time they pick up your child. Please have them go to the preschool office where we will make a copy of their driver's license and issue their code.

Encourage independence by letting your child walk up to his/her room (not be carried). After saying "goodbye", leave the room. If your child is upset, the quicker you are out of sight, the quicker he/she can be calmed and distracted. If you need to talk to the teacher, she will be glad to call you. If you wish to talk to another parent, please do so out of the classroom and out of sight of your child. We appreciate your help and cooperation.

Doors will open for dismissal at **1:45pm**. These doors will be locked during the school day for the safety of the children. All children will be in their classroom at the end of the day. Once again, once we turn the "stop sign" to "go", you may go to the classroom to collect your child. Enter your ProCare code into the computer and check with the teacher before leaving with your child. Parents may take a moment to discuss their child's day with the teacher. (Please keep this conversation brief due to the teacher's obligation to the other children still in the classroom as well as the teacher's after-school duties.) If you find that the necessary brevity of this exchange leaves unanswered questions and/or unaddressed concerns, a conference may be scheduled. **Checking a child out and saying goodbye is the signal to the child, parent, and teacher that it is time to leave and the child has made the transition from teacher supervision to 100% parental supervision and responsibility.** We love the fact that we have great facilities and the kids want to continue to have fun even after they've been checked out for the day or before they have been checked in to start the day. However, for everyone's safety, **the Christian Day School Board is mandating that all children not be allowed to play on the church/preschool property either before or after school.** We ask that all families understand and honor this rule. (Fishers of Men and/or Little Fishers Preschool will not be liable for any injuries and/or damage(s) to the property outside of normal operating hours.)

Your child **must be picked up** at the designated dismissal time. There will be a **\$5.00 late fee** charged to your account if your child is still at school after 2:10pm, and **\$1.00** for each minute thereafter. The child will be waiting for you in the school office. In case of an emergency, please call the school office. This also applies to our after-school activities (TOTS-2:45pm, Soccer Shots-2:35pm). A late fee will be charged to your account in the same manner if you are late picking up.

****The speed limit in the parking lot is 5 MPH. SAFETY MUST COME FIRST**, so please do not exceed the speed limit! We have installed speed bumps as a precaution.

****For your safety, please do not leave your valuables in your car when you are bringing or picking your child up from school. Unfortunately, thieves rely on you to let your guard down because you feel safe in a preschool/church setting, so please be diligent in keeping you, your children, and your valuables safe. Little Fishers Preschool/Fishers of Men Church is not responsible for theft or damage to vehicles or contents on this property.**

BIRTHDAY CELEBRATIONS Arrangements may be made with the teacher if you want to celebrate your child's birthday at school. Birthday treats should consist of a **COOKIE CAKE, RICE KRISPY TREAT, ICE CREAM, BROWNIES, or INDIVIDUAL COOKIES.**

CUPCAKES will no longer be allowed in our school. **Please check the label on the package to be sure that the treat does not contain peanuts or peanut oil and that it has not been prepared where there may have been traces of peanuts.** Children do not exchange gifts at school. Invitations to a party may be sent home in the children's bags if ALL children in the classroom are included. Please send only non-edible treats (party favors, trinkets, etc.) to be sent home with classmates.

BITING Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Little Fishers Preschool will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

CALENDAR We used Fort Bend ISD's calendar as a guide. We start later and end earlier because we do not want to conflict with older siblings school events. Other preschools in the area also follow our calendar. Preschools with extended care follow a different calendar. Our calendar is developmentally appropriate for the young children we cater to.

CARPOOL The safety and security of your child is our first concern. While we understand the need for families to carpool, we do not facilitate a carpool line and ask that each child is brought in the building by a parent. Carpools between families will not be set up by Little Fishers. However, parents may set up carpool with other families if they so choose to.

**Unless the school office is notified, your child will not be allowed to leave the school with anyone other than who is listed on your child's Emergency Card. Please make sure to include on your child's emergency card all those who are allowed to pick him/her up from school. If this changes, please call the office and send a signed letter to the Director.*

CELL PHONES Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard. This also applies in our parking lot, so we ask that you **please don't talk on your cell phone on our campus, including our parking lot.** We are following the same guidelines as the city of Sugar Land (No cell phone usage in school zones).

CHAPEL The children and staff members attend chapel service each Wednesday and Thursday at 9:30am. The Pastor, the Chapel/Music teacher, the Preschool Director, or the DCE conducts the service. Sometimes a special visitor will be our guest. Parents are welcome to attend chapel services after we get our little ones settled into the routine. We will let you know when you may start attending chapel.

CHILD ABUSE REPORTING LAW REQUIREMENTS Little Fishers Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html. The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

CHILD TO STAFF RATIOS Little Fishers Preschool exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant.

COMMUNICATION/MESSAGES The preschool office hours are from 8:30am until 3:00pm. If you need to contact the preschool office outside of regular office hours, please leave a message and your call will be returned as soon as possible.

E-mail addresses for the school director and assistant director are listed at the beginning of this handbook. We welcome your comments, questions or concerns.

Each week your child will take home his or her folder, which will include work done that week. Please look through your child's folder daily. Your child has worked hard during the week and is proud of his or her work. The school director writes a **monthly** newsletter for parents, called "The Fishing Line". The classroom teachers write **weekly** newsletters to their parents. Please read all emails and/or paperwork so you will know what is occurring each week. Parents may also access information on our website at www.littlefisherspreschool.org.

COMPLAINT RESOLUTION PROCEDURE Situations may arise throughout the school year that may cause parents or teachers concern. Resolving these situations promptly is beneficial for all parties involved. The following steps are necessary for reaching satisfactory solutions.

STEP ONE: CONTACT THE TEACHER OR OTHER APPROPRIATE STAFF MEMBER - The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, parent, or student, as soon as possible, but in any case, no later than seven days after the date of the incident. Over 95% of the concerns are resolved at this level.

STEP TWO: CONTACT THE DIRECTOR - If a parent/guardian's concern is not resolved by conferring directly with the individual involved, a complaint must be made in writing within seven days of the inability to resolve at Step One. This step should be taken only when Step One has not resolved the concern.

STEP THREE: CONTACT THE CHRISTIAN DAYSCHOOL BOARD - The Christian Dayschool Board is in charge and is responsible for concerns that may arise from the school's operation. This step should only be taken when Steps One and Two have not resolved the concern, or when the concern involves the Director. Complaints to the Christian Dayschool Board must be made in writing within ten days of the incident or inability to resolve at Step Two. All decisions made by the Christian Dayschool Board are final.

CUSTODY SITUATIONS Little Fishers Preschool prefers NOT to get involved with custody disputes. Little Fishers Preschool will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Little Fishers Preschool has the right to terminate care.

CURRICULUM Little Fishers Preschool uses the Little Lambs curriculum for our Two's, and the One in Christ Christian curriculum for our Three's and Four's. Phonics curriculum for our Three's is Scholastic ABCs Charts, and our Pre-K uses Abram's Letter People. Little Fishers Preschool uses Handwriting Without Tears and Abram's Science for our Three's. The Four's use Mango Math and Abram's Math, Handwriting Without Tears Numbers for Pre-K, Abram's Social Studies for Pre-K, and Scholastic Let's Find Out (Weekly Reader). Language Kids is used as our Spanish curriculum, and SuperMoves Movement Education curriculum is used as our Motor Skills curriculum. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Little Fishers Preschool is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These

programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

CYBER IDENTITY/SOCIAL NETWORKING Cyber identity and social networking is very exciting these days. However, please understand that employees of Little Fishers Preschool are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and MySpace.

DIRECTORY The school issues a directory at the beginning of each school year, listing family names, phone numbers, addresses, class lists, etc. (Note: If you have a change in your address, home or work number, cell phone number, or email address, please notify the school office immediately.)

DISCIPLINE AND GUIDANCE - Staff members will always deal with children in a loving, Christ-like manner that builds self-esteem, nurtures the faith and enhances relationships with other children and staff. Our classroom rules are very simple. We have found that these rules are applicable to most situations: Quiet Voices, Walking Feet, and Gentle Hands.

Little Fishers Preschool staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This is a "time-out" and is used according to the child's age and development and limited to one minute per year of the child's age. Little Fishers Preschool staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Little Fishers Preschool reserves the right to terminate care for the child for discipline problems at any time.

DISMISSAL POLICY Should the program director determine that a child cannot adjust to the program or the center is not meeting the child's needs, the center reserves the right to dismiss the child from the program.

DRESS A uniform is not used at Little Fishers Preschool for preschool aged children. Children should be dressed in clothes suitable for active play and Sugar Land's constantly changing weather. Children should also be dressed for freedom of activity and freedom

from worry about dirt, paint, etc. Assume that anything worn to school can get dirty. Make sure children can handle their clothing when using the restroom. Clothing should be free of complicated fasteners (i.e. snaps, overalls, jumpsuits, etc.) so that children are able to manage them themselves. **Closed-toe shoes and socks must be worn, and must be safe for all activities.** Sandals, cowboy boots, jellies, and slippery-soled shoes invite accidents. Please label all clothing with your child's name. We cannot be responsible for lost clothing. Should an item arrive unlabeled, the teacher will label it. Girls should wear shorts under dress. Please make sure that undergarments (panties or underwear) are worn daily. We ask that our students wear our LFP school shirt on Thursdays and Fridays of each week.

****Extra Clothing** Please bring a Ziploc bag with an entire change of clothes for emergency use. It should be labeled with the child's name. If your child experiences a growth spurt, be sure to replace emergency supplies with the new size.

EARLY PICKUP If a student must leave school before his school day ends, we ask the parent or guardian to send a note explaining the need for early pick-up. Upon arrival on the school premises, the parent or guardian must first sign out the child in the school office. The child will then be brought to the school office for pick-up.

EMPLOYEE IMMUNIZATION POLICY Effective July 1st, 2014, Little Fishers Preschool has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Services, Minimum Standards Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

Vaccines that we currently recommend our employees receive:

- Influenza (annually)
- Pertussis (Tdap)

If the employee is not exempt from having these immunizations, Little Fishers Preschool recommends that employees consider these immunizations. The employee will indicate if there are any exemptions that would prevent them from receiving an immunization for a vaccine-preventable disease. A copy of this policy, signed by the employee, will be kept in the employee file. If the employee decides that these immunizations are appropriate and beneficial for their health and well-being, and receive the immunization, they are asked to provide the Preschool Director with the documentation that the immunizations have been received.

Little Fishers Preschool will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment would include gloves, masks, and hand sanitizer. The use of protective medical

equipment will be based on the level of risk the employees present to children by the employee's routine and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of illness. Little Fishers Preschool will monitor information provided to the public through the CDC and/or other sources to determine the level of risk the employee presents. There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of protective medical equipment will not be considered retaliatory when used by employees of Little Fishers Preschool.

All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether or not an employee chooses to have immunizations for vaccine-preventable diseases will be kept confidential. Failure to sign this policy will result in the employee not being able to work directly with children.

FIELD TRIPS/WATER ACTIVITIES Little Fishers Preschool does not take off-campus field trips. Water activities will consist of water table and sprinkler play only.

GANG FREE ZONE Little Fishers Preschool is a GANG FREE ZONE. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas Law. The gang-free zone is within 1000 feet of our child care center as defined by the Texas Penal Code. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather while enforcing tougher state penalties.

HEALTH POLICIES

- **Health Forms** - The school requires the submission of Texas Department of Health Form prior to the beginning of the school year, which must be signed by a licensed family physician within the past 12 months stating that the child is in good health and free of contagious disease. Special medical problems should be reported to the school office upon registration of the child to Little Fishers Preschool.
- **Immunization and Screening** - The following immunizations **MUST** be up to date and on file in the child's file: 3 doses of HIB, 4 doses of DPT (diphtheria and tetanus toxoids and acellular pertussis vaccine), 4 doses of polio vaccine (2 months, 4 months, 6-18 months, and 4-6 years), 2 MMR (second dose is recommended between the ages of 4-6 years of age), Varicella (Chicken Pox), 2 doses of Hepatitis A after the 23rd month, PCV7 vaccine and 3 doses of Hepatitis B. From time to time, Little Fishers Preschool may have children enrolled that have not received immunizations due to a personal belief. An ORIGINAL notarized affidavit must be on file for these children.
- **Medications** - We do not administer medicine to the children, with the exception of an EpiPen or Benedryl in the case of a severe allergic reaction. If your child needs medication you must come to the school and administer it. Please do not send medications to school with your child.

- Allergies - Please indicate on your child's About My Child form any allergies he/she has and inform the Director of such. A physician's action plan must be on file in the office. We pay strict attention to food allergies when giving children any food items. We also post the allergies for each class so every Teacher, Teacher's Assistant, Parent Volunteer or Substitute are aware of a child's allergies.
- Illness - Children who are ill should not attend preschool. Little Fishers Preschool observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:
 1. Illness that prevents the child from participating in preschool activities, including outdoor play.
 2. The illness results in a greater need for care than teachers can provide without compromising the health, safety, and supervision of the other children.
 3. Ear temperature of 100° or higher.
 4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, or vomiting.

When to keep your children home

Notify your child's teacher and the school office if your child is ill, whether chronic or temporary. Guidelines based upon the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, states that individuals should remain at home when any of the following exist:

- Fever (anything over 100° or higher taken in the ear) Students must be fever free for a full 24 hours without fever reducing medication before returning to school.
- Excessive runny nose, headache, sore throat, coughing, sneezing or earaches related to the common cold. (To return, child must be free of deep, barky cough).
- Vomiting or diarrhea (To return, child must be free of symptom for a full 24 hours. The only exception is athletically induced vomiting resulting from overexertion (as determined by a member of Administration).
- Any symptom of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, or whooping cough). To return, a doctor's release is required.
- Croup/Croupy cough
- Any unexplained rash
- Any skin infection (e.g., boils, ringworm, impetigo, etc.) (To return, a doctor's release is required.)
- Pink eye or other infection (Medication needs to be dispensed for a full 24 hours prior to returning to school.)

You are asked to keep your child at home if any of the above are present. This request is made for his/her protection as well as for the protection of the other students. His/her doctor must confirm a child who has been absent because of a contagious disease is noncontagious before returning to school.

NOTE: Students who display any of these symptoms will not be allowed to remain at school. Parents will be contacted so that they may arrange to pick up their children within one hour. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Little Fishers Preschool may call for an ambulance at the parent's expense.

Communicable Diseases

The following table lists some communicable diseases and infestation, and the requirement for readmission to school:

- Chicken pox
Readmit after 7 days from onset of rash, except immunocompromised individual, should not return until all blisters have crusted over. (May be longer than 7 days)
- Conjunctivitis (bacterial and/or viral)
Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.
- Diphtheria
Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to the local health department.
- Fever (100° or greater)
Readmit when the child is fever free for 24 hours without the use of fever reducing medications.
- Gastroenteritis, viral
Readmit when diarrhea subsides for at least 24 hours
- Head lice (pediculosis)
Students must be free of all live lice and nits (eggs) before being allowed to return to school.
- Hepatitis Viral, type A
Readmit after 1 week from onset of illness. Immune globin should be given to household contacts.
If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.
- Impetigo
Readmit when treatment has begun.
- Influenza

Readmit when symptoms subside and the child has been free of fever for 24 hours without fever reducing medication.

- Measles (rubeola)
Readmit after 4 days from rash onset. In an outbreak, non-immunized children should also be excluded for at least 2 weeks after last case of rash onset occurs. Report suspected cases immediately to local health department.
- Meningitis (bacterial)
Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.
- Meningitis (viral, Aseptic Meningitis)
Rarely serious. Usually caused by common viruses such as herpes simplex, adenovirus, or Coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.
- Mumps
Readmit after 9 days from onset of swelling.
- Pediculosis
See Head Lice.
- Pertussis (Whooping Cough)
Readmit after 5 days of antibiotic therapy. Non-immunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.
- Poliomyelitis
Readmit after a physician's certificate or health permit is obtained. Report case immediately to local health department.
- Ringworm of the scalp
Readmit when treatment has begun.
- Ringworm of the skin
Admit provided lesions are covered. Treatment is recommended.
- Rubella (German Measles)
Readmit after 7 days from rash onset. In an outbreak, non-immunized children should be excluded for at least 3 weeks after last case of rash onset occurs. Report suspected case immediately to local health department.
- Salmonellosis
Readmit when diarrhea subsides.
- Scabies
Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated prophylactically.
- Shigellosis
Readmit when diarrhea subsides.
- Streptococcal sore throat and scarlet fever

Readmit 24 hours from time antibiotic treatment begun.

- Tuberculosis, pulmonary

Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. Antibiotic prophylaxis indicated for newly positive reactors.

- Tuberculosis skin test, positive

If the student has a reactive skin test and is symptomatic of ZTB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to school.

Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray.

Documentation of a negative chest X-ray and evaluation for preventative therapy must be presented to the school after the appointment.

HEARING AND VISION SCREENINGS Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act., Texas Health & Safety Code, Chapter 36, for children who are 4 years old. Little Fishers Preschool will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

LOST AND FOUND Items found will be taken to the school office. Any items unclaimed at the end of the school year will be donated to charity.

LUNCH/SNACKS Parents must provide a lunch and a water bottle/spill proof cup (plastic or stainless steel, NO GLASS) labeled with child's name. Children are encouraged, but never forced to eat their food. Morning snacks will be provided for the class by a parent in that class for a particular week, either as chosen by the parent or designated by the teacher. When sending morning snack, we encourage healthy nutritional snacks. Please refer to the Snack Helper Information sheet provided to you in your Parent Packet to help you choose healthy snacks for your child's class, and check with your child's teacher regarding any allergies in the class.

During Lunch, your child will practice social graces, eat lunch, play with their friends, and have a special enrichment time facilitated by our staff. Your child should bring a healthy lunch (a protein, fruit/vegetables, and a sugar-free drink), packed in a lunch kit labeled with child's name. Try to avoid foods high in sugar content. Please do not send candy or carbonated beverages. If candy is sent in lunches, it will be sent home with a note reiterating our policy. Chips and cookies are acceptable, if the child finishes the "growing food" first. Little Fishers Preschool is not responsible for your child's daily nutritional value intake. Lunches from home should be able to be eaten as is. We do not have a microwave available for heating up food for the children.

If your child forgets his/her lunch, a staff member will call you to bring a lunch for your child. In case you cannot be reached, LFP will provide a lunch from our LIMITED food pantry, and **you will be billed \$5.00**. It is the parent's responsibility to make sure their child has a lunch.

MOONLIGHTING Should the parent elect to hire a teacher to watch their child for other than at Little Fishers, Little Fishers or FOMLC holds no responsibility for the teacher or teacher's actions.

NAP/REST TIME Your child's schedule will include a nap time OR quiet time after the lunch period.

Two-year old classes will nap. Children sleep on their own mat that is brought to and from home **DAILY**. (Due to space and storage facilities, we cannot leave the nap mats here at school.) Children are encouraged but never forced to sleep. Children may bring 1 small stuffed toy or doll to school for naptime. However, toys which promote aggressiveness are not allowed (i.e. guns, Power Rangers, Ninja Turtles, etc.)

Three and four-year-old class will observe a quiet time/story time after lunch.

NON-DISCRIMINATION POLICY Little Fishers Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Little Fishers does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions and other school-administered programs.

OUTDOOR PLAY Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground. Staff of Little Fishers Preschool will not apply sunscreen or insect repellent on children. If needed, please apply these things before coming to school.

PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Please understand that due to liability issues, staff of Little Fishers Preschool is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Little Fishers staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during

naptime by two year old children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled meal times of snack and lunch, 10:00am and 12:00pm (11:30pm for two's), and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled meal time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services does not allow the use of cigarettes, e-cigarettes, or other vapors on the premises, either indoors or outdoors.

PARENT/TEACHER CONFERENCES & PROGRESS REPORTS In November and May, a Parent/Teacher conference will be held to discuss your child's progress. No school will be conducted on the days of Parent/Teacher conferences, and child care will not be provided. If you have difficulty arranging child care, a phone conference is always an option available to you. Progress Reports will be sent home with the child in February. If you have a special concern about your child, please feel free to call the teacher or the school office to schedule a conference.

PARENTAL INVOLVEMENT Parents' involvement in their child's school is an important part of his/her success, and ensures a positive educational experience for all. The Parent Volunteer Group of Little Fishers Preschool (VIPs) encourages all parents to give their time and talents to the school. There are many volunteer opportunities available. You can become a member of the group at any time during the school year. Information is available through the school office.

PHOTO AND MEDIA Parents, guardians, or volunteers who take photographs at school functions (e.g. school parties, school programs, etc.) must not post pictures of other Little Fishers Preschool students on any website.

PLAYGROUND Each class will have regular, scheduled playground periods as stated on the Master Schedule for the year. Playground rules are as follows:

- Closed-toe shoes and socks must be worn at all times.
- Children must not throw rocks or sand.
- No child will be permitted to leave the playground unsupervised. A teacher or teacher's assistant must accompany the child to the bathroom or water fountain.
- Go down the slide and up the steps, not the other way around.
- Rocks are not allowed on the play structure
- Keep all shovels, buckets, etc., on the ground.
- Windows on the playhouse must stay open.
- Totes belong inside the toy shed.
- Teachers must have their bag containing the First Aid kit with them. Teachers will also be stationed at various places on the playground in order to see behind play structures, playhouses, etc.

REGISTRATION Placement of children at Little Fishers Preschool is done on a first come, first serve basis. However, students and families of Little Fishers Preschool or members of Fishers of Men Lutheran Church will have priority. If classes are full, names will be put on a waiting list. As spaces open up during the year, they will be filled with children from the waiting list. Children must be **re-enrolled each fall term. All accounts must be current in order to re-enroll.** Children currently enrolled will be given the opportunity to re-enroll before new students are admitted. You will not automatically be re-enrolled for the previous year's program days.

Early registration begins in February and is open to the children currently enrolled in the school, to their siblings, and to members of Fishers of Men Church. Registration is then open to the community beginning mid to late February. An application for registration should be completed and returned along with the designated Registration Fee. Payment of the registration fee will hold your child's place in the program until May 1, at which time Supply Fee is due. Tuition Payment #1 is due June 1 and payable to ensure your child's placement in the program for the following school year. **The Registration Fee, Supply Fee, and Tuition Payment #1 are non-refundable. (NO EXCEPTIONS)**

SCHOOL PICTURES Professional pictures will be scheduled for individual children in the spring. The school staff will take pictures throughout the year for the school photo album. Pictures taken by staff members are subject to publishing unless otherwise indicated on the Photograph Release and Consent to Publish form. (Publications include, but are not limited to, promotional items for Little Fishers Preschool, Fishers of Men Lutheran Church website, Little Fishers Preschool website, Little Fishers Preschool Facebook page, calendars and/or fundraising items.)

SEVERE WEATHER If it becomes necessary to close school, have early dismissal or late arrival due to inclement weather, the closing policies of Fort Bend ISD will be followed. Fort Bend ISD closings will be announced on local television (Channel 2, 11, 13, 26) and radio stations. Little Fishers Preschool will attempt to follow Fort Bend ISD's make-up schedule for any days missed based on inclement weather closings. Final decision, however, will be up to the Director and the Little Fishers Preschool School Board.

SIGN IN/OUT Per the Texas Department of Family and Protective Services, a child must be signed in and out each time he/she arrives or leaves school by **ONLY** his parent or guardian or an adult listed on his/her emergency card using our ProCare Security System. (Children will not be released to a minor)

SUSPENSION AND EXPULSION Behaviors of a severe nature may warrant a more severe punishment as determined by Little Fishers Preschool administration on a case-to-case basis. Students will report immediately to the Director, and may be subjected to suspension or expulsion as warranted by the student's behavior. Examples of offenses that will cause a student to be disciplined this way include, but are not limited to:

- Physical and/or verbal assault and fighting
- Possession of alcohol or drugs
- Possession of a weapon
- Making any form of threat
- Any conduct that disrupts the learning process

A conference among the student, his or her parents/guardians, and the Little Fishers Preschool administration will occur before the student is allowed to return to school.

TOILET TRAINING REQUIREMENTS **Children must be toilet trained before they enter the 3 year old classrooms.** Expectations for children who are fully potty trained include: ability to communicate their needs, be independent in the bathroom, pulling up and down their own clothing and ability to clean themselves and wash their hands. We do understand that accidents may occur and will help the children to change quickly so that they may continue the day. Please ensure that an extra change of clothing is sent to school in your child's backpack. However, if we find that your child is having frequent accidents the first month of school, we reserve the right to remove the child and place him/her at the top of the "waiting list" until your child is completely trained. **Registration Fee, Supply Fee, and Tuition fees will not be refunded.**

Please furnish an adequate supply of diapers (Two's) for each day that your child is at school. The class will make several bathroom trips during the day and we will positively promote children's toilet training successes. Children often model other children and we find this is an incentive for them. During toilet training, we request that your child be send to underwear rather than "pull-ups".

TUITION You may pay your tuition in one of two ways. (1) You may pay the entire yearly tuition by September 1 and receive a 5% discount. (2) You may pay the tuition in 9 (nine) monthly payments. Tuition Payment #1 is due by June 1 (or when enrolling, if after June 1). Tuition payments are due on the first of each month, September through April.

We process tuition payments via automatic draft with a bank account or credit card on the first of every month. **Accounts with insufficient funds will be charged a \$25 NSF penalty fee. If a balance remains on the account on the 10th of the month, an additional fee of \$25 will be charged to the account. After the 15th, the fee will increase to \$75, and after the 25th, to \$100.**

If an account is more than 30 days past due, the child, at the discretion of the Preschool Director and the Christian Dayschool Board will not be allowed to return to school until the account is current. Tuition **will not** be reduced if a child is absent during the school year. If a child is absent for longer than 2 weeks and **tuition remains unpaid**, the child's place in the class will not be held. The child may be re-enrolled in school when he/she returns, contingent upon space availability **and** payment of tuition and registration fee.

Please note: The amount of each tuition payment is calculated by taking the annual tuition amount and dividing by 9. It is **not** the tuition for that month. Little Fishers Preschool incurs year-long expenses, including teacher compensation and curriculum, based on the number of children enrolled in the school. It is therefore imperative, that when choosing to pay the tuition in nine equal payments, **all** payments are made even if a family decides to have the child leave school before the school year ends. If a family has to leave the school due to unforeseen circumstances such as a move or a family crisis, they must submit a request a **month in advance** to the Christian Dayschool Board to terminate their payment schedule. This request **must** be in writing. The Christian Dayschool Board will have the final word on whether or not to release a family from their financial obligation.

Active members of Fishers of Men Lutheran Church will receive a flat 5% discount of total tuition.

VISITATION POLICY Little Fishers Preschool welcomes parents, guardians, and other individuals to visit and participate in school activities. The support and cooperation from visitors is essential to the safety and success of the school. Because the protection of our students and staff is of utmost importance, the school has established guidelines for campus visitors. These guidelines apply to our school building during normal school hours on normal school days. In special circumstances, the school may make discretionary changes to these guidelines to ensure a reasonable level of campus security. A "visitor" is defined as any person who is not a Little Fishers Preschool student, school employee, Board member, or approved school volunteer. All visitors to campus must sign in at the preschool office immediately upon arrival.

WITHDRAWAL FROM PRESCHOOL PROGRAM Thirty (30) days written notice must be given for withdrawing a child from Little Fishers Preschool. Little Fishers Preschool has the right to refuse service to any family for any reason.

EMERGENCIES (Procedures for handling Emergencies)

Minor accidents occurring during school hours receive the prompt and careful attention of our staff. In the event of illness or serious accident, the family will be notified at once, and arrangements will be made for the child to be taken home, to a physician, or if necessary, to a hospital. (Parents must inform school office of any changes in phone numbers, so that the school will be able to contact parents, in case an emergency does arise.)

Non-Life Threatening Injury

1. Try to contact the mother or father.
2. If unable to reach either, try to contact an individual listed on the child's emergency card.
3. If unable to reach mother, father, or emergency contacts, at LFP's discretion we would either:
 - Keep your child at school.
 - Send your child home for care with one of the emergency persons listed.
 - Call your child's doctor.
 - Call for an ambulance.
4. In any event, LFP would continue to try to reach a parent, or an individual authorized to remove your child from the facility.

Life-Threatening Injury

1. One staff member gives first aid; one staff member calls 9-1-1; one staff member supervises the other children.
2. Try to contact mother or father; failing that, try to contact individuals listed on the emergency card.
3. Phone your personal physician and have the hospital alerted.
4. When ambulance arrives, one teacher will go with the injured child to the hospital. If all attempts to contact a parent or individuals listed on the child's emergency card are unsuccessful, LFP will continue to try to contact individuals listed as #2.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an Emergency Medical Release Form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance, the staff will contact the **Poison Control Center at 1-800-222-1222.**

EMERGENCY PREPAREDNESS PLAN

FIRE DRILL PROCEDURES: Fire drills are held on a monthly basis, at different times of the school day. All staff and children must participate in the fire drill as if it were real disaster. The building needs to be evacuated in less than three minutes. If necessary, problems encountered during the drill will be noted and revisions made to procedures.

1. When the fire alarm is heard, the teacher(s) must tell the children to quickly and quietly line up at the door. The teacher(s) are responsible for taking their roll call sheets and classroom bag containing the First Aid kit, Epi pens, if any, and the children's Emergency Card containing parent and emergency contact telephone numbers and authorization for emergency care.
 - a. The teacher will then make a head count to make sure all their children are present.
 - b. The class and teacher will walk quickly and safely to the designated safe area (the grassy area facing Austin Parkway as directed by the emergency exit sign posted in the individual classroom. If a child is in Little Fisher's Preschool care with special needs, such as a mobility issue, the Administrative Assistant will be responsible for assisting the child to the safe area.
 - c. The teachers must immediately determine that all children are safely out of the building. Teachers must notify the Director immediately if all children cannot be accounted for. Once children have been evacuated and taken to the indicated safe area (the Post Office in case of a real fire), they should be kept calm and quiet, waiting for further instructions.
 - d. Wait for the all clear bell or direction from the Director, and then the class may return to their room or other activity.
2. **SAFETY IS A MUST AT ALL TIMES**
 - a. **LIGHTS ARE TO REMAIN ON IN THE CLASSROOM.**

- b. ALL DOORS MUST BE SHUT WHEN LEAVING THE BUILDING.
- 3. Teacher's assistants and/or teachers, if they are on break, etc. must return to their classroom or children's activities as soon as they hear the alarm. They must assist the teacher in charge at the time with the children.
- 4. The designated Teacher's Assistant or Administrative Assistant will come and make a final check to make sure all students have evacuated from classrooms and bathrooms.
- 5. The Director is responsible for keeping a charged cell phone and overseeing and directing the evacuation process. She is the last person to leave the building.

Fire Evacuation: In case of a fire, the preceding steps will be followed, and students of Little Fishers Preschool will evacuate to the City of Sugar Land Post Office, located at 3130 Grants Lake Blvd., Sugar Land, Texas. The preschool will notify you to pick up your child at this location.

Severe Weather: In case of a tornado warning, the Director or Assistant Director will notify each classroom of these conditions;

- a. Classes shall proceed in an orderly fashion to the appropriate "safe places".
- b. The teacher or teacher's assistant will then close all doors to the outside rooms.
- c. The teachers shall do their best to create a calm atmosphere for the children.
- d. Teachers will take their emergency bags.

Classes will proceed to the following "safe places".

Building A - Girls

Room B125
Room B126

Building A - Boys

Room B129
Room B124

A105.1

Room A104

Building B - Girls

Room B130
Room C140

Building B - Boys

Room B131
Room B127

The Director or Assistant Director will announce that severe weather has passed and that the classes can return to their rooms.

The preschool office will be monitoring the weather with a weather channel/radio.

Shelter In Place Procedures

If a chemical emergency is declared, teachers will:

1. Gather their children into their classroom
2. Get children's belongings and proceed to rooms with emergency kits as follows:
If they are in B122, B124, B126, B127, B129, B130, B131, or the Director's Office, they will **STAY WHERE THEY ARE!**
If in A Building, move to A112
If at Playground, move to Boys and Girls restroom in Building B
If in Gym, move to Kitchen
3. Close and lock all doors and windows.
4. Turn off all heating and cooling systems, including fans.
5. Seal windows, doors, vents and electrical outlets with tape and plastic.
6. Place wet towels under the doors.
7. Have extra wet paper towels to place over the teacher's and children's nose and mouth in case they detect a chemical odor.
8. The office will turn on radio to KTRH 740 AM and wait for further instructions.
9. Phones will not be used unless they are in a life-threatening situation; in that case, they will call 911. When an all clear signal is given, the teachers will open doors and windows to ventilate the room.

Intruders/Security All preschool entrances are locked during operating hours. Entrance to the Church office entrance will be limited to authorized persons, including teachers, children, parents and church personnel. Additional security measures have been implemented to provide a secure campus for our students.

Lockdown Procedures One means of securing the school is to implement lockdown procedures. Lockdown procedures may be activated in situations involving dangerous intruders or other incidents that may result in harm to persons on the school/church facility.

1. The Director will issue the decision to lock down by three short intermittent bursts with the walkie talkie. If this system fails, the lockdown decision will be communicated by the Director or Assistant Director by personally visiting the classrooms and telling each teacher to "lock down your room."
2. The Director or Assistant Director will notify church personnel of this action.
3. Teachers and staff will direct all students and volunteers as follows:

BUILDING A

1. Remain in children's ministry wing and lock door.
2. Follow same procedure for Building B, steps 4, 5, and 6.
3. Move all persons **away from windows and doors**, out of line of sight as much as possible.

4. Allow no one inside classrooms until the all-clear signal has been received. The all-clear signal will be a person (Director, Assistant Director, firefighter, police officer) coming to the door and saying the **designated password (bible)**. Follow any instructions that you are given. Teachers, take your class lists in case of evacuation.

BUILDING B

1. Lock all classroom doors, and close all blinds.
2. Lock all other outside doors (girls' and boys' bathroom doors).
3. Cover door windows.
4. Move all persons **away from windows and doors**, out of line of sight as much as possible.
5. Allow no one inside the classrooms until the all-clear signal has been received. The all-clear signal will be a person (Director, Assistant Director, firefighter, police officer) coming to the door and saying the **designated password (bible)**. Follow any instructions that you are given. Teachers, take your class lists in case of evacuation.
6. The Director or Assistant Director will notify the church personnel of the all-clear.

PLAYGROUND

1. Since people on playground cannot hear, the Director or Assistant Director will notify.
2. Move as quickly as possible to B-131, and follow procedure for Building B.

If you have any concerns beyond those addressed by the Director, you may contact Chris Gould, Director of Church and Administrative Finance of Fishers of Men Lutheran Church, at 281-242-7711, or Child Care Licensing at 713-940-3009 or at www.dfps.state.tx.us. Our facility number is 519282. We have a copy of Minimum Standards in the preschool office. The most recent licensing inspection report is posted.

The Child Abuse and Neglect Hotline: 1-800-252-5400 or www.txabusehotline.org
National Domestic Violence Hotline: 1-800-799-SAFE

Holidays The following holidays will be observed:

- Labor Day: September 4, 2017
- Fort Bend County Fair Day: September 29, 2017
- Teacher In-Service Day: October 20, 2017
- Thanksgiving Break: November 20 - 24, 2017
- Christmas Break: December 22, 2017 - January 4, 2018
- Teacher In-Service Day: January 5, 2018
- Martin Luther King Day: January 19, 2018
- Teacher In-Service Days (Early Childhood Conference): January 25 & 26, 2018
- President's Day: February 19, 2018
- Day after Carnival: March 5, 2018-School will be delayed one (1) hour.
- Spring Break: March 12 - 16, 2018
- Easter Break: April 20 & 23, 2018
- Please refer to your "Calendar of Events" for any special party days or parent/teacher conference days.

We will be closed for Parent/Teacher conferences on **November 9, 2017**, and **May 10, 2018**.



Train up a child in the way he should go, and when he is old, he will not depart from it.
Proverbs 22:6