



Parent Handbook

Northwood Presbyterian Day School

Approved: March 2024

This Parent Handbook is reviewed annually and updated as necessary.

Welcome!

It is a pleasure to welcome new and returning families to the 2023-2024 school year at Northwood Presbyterian Day School. We are delighted that your child(ren) will be with us this year, and we look forward to getting to know the children and families as they grow and learn together. Each child is a precious gift from God, and we believe that the care they receive at NPDS will help them grow physically, emotionally and spiritually in our care.

Northwood Presbyterian Day School has been a part of the work and ministry of Northwood Presbyterian Church for more than fifty years. We are proud of its strong reputation and look forward to serving the needs of students in our community for many years to come. The mission statement of Northwood Presbyterian Church says: *“Northwood Presbyterian Church strives to be a community of believers who love and worship Jesus Christ as Lord, proclaim and follow Christ’s teachings, minister in Christ’s name to the minds, bodies and souls of all God’s children, care for God’s world, and understand that we are called to serve rather than be served.”* It is in that spirit that we begin our year, expecting wonderful things!

We look forward to watching your child grow and learn this year and to carry on our tradition of providing excellent early childhood care and education.

Blessings to all as you begin your new year!

Sincerely,

Margaret Grotte
President, Northwood Presbyterian Day School Board of Directors

NPDS PARENT HANDBOOK

I. PROGRAM DESCRIPTION

Philosophy and Goals

The Northwood Presbyterian Day School was founded by the Northwood Presbyterian Church in 1956 to serve its community outreach to families. Northwood Presbyterian Day School is licensed as a child-care facility by the Texas Department of Family and Protective Services. Northwood Presbyterian Day School is a supportive community of children, teachers and families which provides a healthy, happy, nurturing and developmentally appropriate environment for each child. Our mission is to nurture every child's potential, guide and encourage their discovery, and promote the joy of learning. Northwood Presbyterian Day School offers the following advantages: 1) low teacher-student ratios, 2) small group sizes, 3) certified and trained staff, 4) opportunities for parents to be involved in their children's classroom and in school-wide programs, spacious classrooms, large playground, and opportunities for spiritual development.

Governance of Northwood Presbyterian Day School

The Northwood Presbyterian Day School is under the oversight of the Northwood Presbyterian Church Session. There is an appointed Board comprised of volunteer church members and parents selected by the Session. The Director answers to the Board on matters of policy, planning, and program evaluation, but has full authority to act in all matters related to the day-to-day operation of Northwood Presbyterian Day School.

The aim of the Northwood Presbyterian Day School is to provide a caring and nurturing place where children may learn to play, develop social skills, learn fundamental academics, and be introduced to spiritual values. Above all else, our teaching staff is expected to make responsible decisions affecting the health and safety of each child. Our teaching staff meet the licensing requirements established by the State of Texas. It is the commitment of the Northwood Presbyterian Day School to ensure that our teachers have the latest, most up-to-date training, and that they fully comply with all procedures that will ensure every child's safe learning experience.

Program Description

Northwood Presbyterian Day School offers a school year program for Children ages 12 weeks through kindergarten. Classes for either two (2), three (3), or five (5) days a week. NPDS is open from 7:00 a.m. - 5:00 p.m. Monday-Friday except for holidays and breaks. (NPDS is closed three weeks prior to the start of school each year). NPDS operates according to the NEISD calendar. Two staff members are always present during operational hours.

Curriculum Goals

Northwood Presbyterian Day School is committed to providing a healthy, happy, nurturing and developmentally appropriate environment for each and every child. Developmentally appropriate activities are planned and implemented in each group. The daily schedules provide for a balance between child-directed and teacher-directed activities, quiet and active time, and inside and outside play. Children have daily opportunities to read books, use a variety of art media, explore math and science materials, music experience, and work alone or together with friends.

As a church-affiliated school, Northwood Presbyterian Day School provides opportunities for children to understand their relationship to God. Regular chapel services for children are held each week.

Discrimination Policy

Northwood Presbyterian Day School does not discriminate against any child based on the child's race, color, national origin, gender, sexual orientation of parents, religion, or special needs.

Staff

Our staff is selected on the basis of teaching experience, proven ability to interact with children, level of education in childcare, special skills needed by the Northwood Presbyterian Day School, ability to implement classroom curriculum, and willingness to comply with policies and directives of Northwood Presbyterian Day School. Northwood Presbyterian Day School requires that teachers attend workshops and seminars throughout the year. Teachers are required to be certified in first aid and CPR. Staff members may not be hired by families with children currently enrolled at Northwood Presbyterian Day School to provide childcare, transportation, or similar services at any time while a child is enrolled at the Day School.

Enrollment

All children must be enrolled before attending the school. Parents must also participate in school tours and program orientation. The following must be completed and submitted to the school:

1. Application and enrollment packet
2. Immunization record (Up-to-date and current, must have child's name, birthdate, number of doses and type of vaccine, and date the child received each immunization, stamp, or signature from physician or health department).
3. Written statement from a physician indicating that child is able to participate in an early childhood center.

Placement

The Director determines placement of children in a classroom based on age and developmental level. Placement may be affected by a child's level of toilet -training. A three-year old child who is not toilet-trained at the beginning of the school year will be placed in the Early-3's class for

the academic year. Special needs of a child that may influence or delay toilet training will be addressed on a case-by-case basis if the child meets diagnostic criteria for special accommodations.

Family Participation

Northwood Presbyterian Day School strives to partner with families to build a strong educational and faith foundation for our students. We believe that a child's family plays the most important role in building this foundation. We respect our community's diverse cultural and faith backgrounds and welcome opportunities to work together with families to foster growth and support for all of our children.

Northwood Presbyterian Day School invites parents to visit the school at any time. Parents are encouraged to become involved in the child's classroom as a volunteer or guest presenter. Room parents help with special activities and school events, or any other services requested by the classroom teacher. If you would like to volunteer, please leave your name and contact information with your child's teacher or at the front office. We also hope to see parents and families at our special events throughout the year, including our Thanksgiving Feast, Christmas Program, Spring Program, and Pre-K Graduation. We will send information about these special events home with the children.

Parent Communication and Conferences

Two-way communication between parent and teacher and between parent and school is essential for a well-run school. The primary medium for two-way communication between teacher and parent takes place through the Communication Folder. Each child (2's and up) receives a communication folder at the beginning of the year. These need to be brought to school each day the child attends.

To reduce confusion all important messages (a change in schedule, a different person picking up the child, child going with a friend, etc.) will be in writing, dated, signed and given to the front office.

Parent conferences with the teacher for each class will be scheduled in the fall and spring to discuss child's development. Additional conferences may be scheduled upon request. The teachers will work with the parents on any referrals needed concerning speech language, vision, hearing or special health care needs.

Parents must schedule individual parent conferences with the child's teacher at times when the teacher is not supervising children. The period between 1:00 and 2:00 in the afternoon is the best time for conferences with teachers. For safety reasons, teachers may not have conferences or informal conversations while supervising other children. For privacy reasons, any discussions about other children, other families, or staff members are strictly off-limits. Northwood Presbyterian staff are expected to maintain confidentiality and are not permitted to discuss any other child, parent, or staff member.

For any questions related to programs or school-wide concerns, the Director of the Northwood Presbyterian Day School and the Pastor of Northwood Presbyterian Church will be happy to answer any questions. It is the commitment of the Northwood Presbyterian Church Session and the Northwood Presbyterian Day School Board that parent communications be responded to promptly and in a courteous and helpful manner.

The Northwood Presbyterian Day School Board of Directors conducts an annual Parent Survey and encourages your honest and candid feedback. All feedback and comments are reviewed and carefully considered as we work to constantly improve our program.

Northwood Presbyterian Day School asks teachers to maintain a professional relationship with parents at all times. To avoid conflict of interest by professional staff, Northwood Presbyterian Day School requires that teachers not accept outside employment from parents.

The Minimum Standard Rules of Texas

The Texas Department of Family and Protective Services is the Licensing Agency of Child Care Centers in Texas. Northwood Presbyterian Day School is required by law to comply with the Minimum Standard Rules that are set by the Texas Department of Families and Protective Services. If at any time parent would like to review these rules he or she may come by the office and request to see a copy or may also obtain the document online at [Texas Department of Family and Protective Services \(DFPS\)](https://www.dfps.texas.gov/) <https://www.dfps.texas.gov/>

Results of our most recent visit and our license are posted on the bulletin board outside of the office. Parent may contact the local licensing office by calling 210-337-3399. The Texas DFPS child abuse hotline is 1-800-252-5400. The childcare licensing website is: [DFPS - Texas Child Care Licensing \(CCL\)](https://www.dfps.texas.gov/Child_Care/) https://www.dfps.texas.gov/Child_Care/

II. PROGRAM POLICIES

Accidents/Emergencies

The staff members of Northwood Presbyterian Day School maintain current certifications in First Aid and Cardiopulmonary Resuscitation (CPR). Teachers will follow basic first-aid procedures for injuries. Parents will be notified of any accident requiring first-aid at school. Injuries such as scrapes, cuts and other wounds will be cleaned with soap and water only. Antibiotic ointments require parental permission.

Should further emergency action be needed beyond basic first aid, staff will provide immediate care and call EMS. Parents will be immediately notified. Any accident requiring first-aid will be documented in a written accident report. Parents will be asked to sign the incident report to verify that they have been informed of the accident.

Emergency Preparedness Plan

Fire and evacuation drills are held monthly to acquaint each child with evacuation procedures. The evacuation routes are posted in each classroom. In case of a toxic fume release or if the building must be evacuated, the children will be taken to Garner Middle School (4302 Harry Wurzbach, San Antonio, TX 78209, 210-356-3800) or Northwood Elementary School (519 Pike Rd, San Antonio, TX 78209, 210-407-5400).

Northwood Presbyterian Day School has a complete Emergency Preparedness Plan in place and holds active shooter drills 4 times a year in accordance with state requirements. If you have any questions about the Plan, you may contact the Northwood Presbyterian Day School office anytime. In the case that children under 24 months must be evacuated and relocated, Northwood Presbyterian Day School will use the following methods to get the children to safety:

1. Use evacuation cribs, strollers, or wagons.
2. Use assistance from local authorities to get children to safety as quickly as possible.

Address, Telephone or Work Changes

Any changes in address, telephone numbers or work location must be reported promptly in writing. Emergency telephone numbers and individuals authorized to pick up the child must also be kept current. You can notify us of changes by sending an email to office.satx@gmail.com or npds.satx@gmail.com or leaving a note in the "Parent Information" box outside the front office.

Drop Off and Pick Up Procedures

Early morning care begins at 7:00 a.m. Northwood Presbyterian Day School teaching program begins at 8:45 a.m. during the school year. All early arrivals should be taken to the designated classroom or playground where staff members will be on duty. Children will not be admitted after 9:30 a.m., with the exception of doctor appointments.

Parents or a designated adult should sign in their child with the arrival time and initials upon arrival and sign out their child indicating departure time and initials on the sign-in/sign-out sheets. Sign-in/sign-out sheets are located near the front hallway. Children arriving for early-arrival or extended care programs must also be signed in and signed out on the appropriate sign in/sign out sheets. Parents should indicate departure time as the time they actually leave the premises rather than the time when they arrived on campus to pick up their child or the scheduled departure time.

When children are picked up from the school, parents must be sure to sign them out and inform the assigned staff. Children will be asked to pick up materials they are using before they leave the classroom or playground. Please check backpacks for artwork, soiled clothing and notes to parents. The policy for release of children is as follows:

1. A child is released only to a parent or an adult designated by the parent in writing (on emergency card or letter written by parent).
2. If a person authorized to pick up a child is unknown to the staff, the staff will require that the individual present a driver's license and staff will record the license number.

3. If a parent calls to authorize the emergency release of a child, the school will verify that the caller is actually the parent.
4. The Day School is unable to accept or release children from/to older siblings under the age of sixteen.

Siblings of Northwood Presbyterian Day School must not enter classrooms where teachers are supervising other children. Parents should be mindful of their children at all times when visiting the campus. They will not be allowed to run around in the parking lot or grassy areas outside the school building prior to departure. For the safety of all children, parents must leave the parking lot promptly after picking up their child.

Parents should be on time to pick up a child at his or her scheduled departure time. Children should be picked up promptly at 2:45 p.m., 4:00 p.m. and 5:00 p.m. release times.

Children who are picked up late will be in the care of the Director and either the office administrative assistant or a staff member until parent/guardian arrives. There will be a \$25.00 fee assessed from 1-5 minutes after scheduled departure time. A \$5 fee will be assessed for each additional 5 minutes after scheduled departure time. (Example: \$25 at 5:01- 05, \$30 at 5:10, \$35 at 5:15, etc.) This fee will be put on parent's account to be paid by the 5th of the month along with regular tuition. Each family will receive one warning before being charged.

Biting Policy

In the event a biting incident occurs, teachers and staff will confer with the parent. Age-appropriate strategies will be used to prevent further incidents. If the biting is excessive and does not stop, dismissal of the child from Northwood Presbyterian Day School may be necessary to maintain the safety of other children in the class.

Celebration of Birthdays and Holidays

Before planning a birthday celebration at school, parents should contact their child's teacher several days in advance to make plans. Please keep it simple. Birthday snacks such as fruits or foods that follow San Antonio Metro Health guidelines are acceptable. Since some children may have food allergies please check with the teacher before selecting snacks. Please do not bring cakes, cookies or cupcakes to school.

Teacher Gifts

Parents are asked to limit their teacher gifts to \$200. Employees shall not receive individual gifts, from a parent, in excess of \$200.

Cell Phones

For safety reasons, Northwood Presbyterian Day School does not permit cell phone use when parents are dropping off or picking up a child. Full attention by parents to children and their teacher during this transition is important for everyone's safety.

For privacy considerations and respect for parents who have signed forms not allowing photos or video taping of their children, please do not take photos or make video recordings of children other than your own in any Northwood Presbyterian Day School setting. Photos and videos are permitted at special events and programs, but we ask that you crop the image to include only your child. Photos or videos with other children, family members, or staff visible may not be shared publicly, including on social media.

Child Abuse and Neglect

To protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The school staff receives mandatory annual training regarding child abuse and neglect which includes how to identify the signs and symptoms of abuse and neglect. All suspected indicators will be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect and will coordinate with appropriate community organizations to promote awareness and prevention. Parents will be notified if their child is questioned as part of the investigation. Texas Department of Child and Protective Services requires the following definitions be disseminated to staff and families:

1. Abuse includes the following acts or omissions:
 - a. Physical injury that results in substantial harm to the child, or genuine threat of substantial harm from physical injury to the child.
 - b. Failure to make a reasonable effort to prevent an action by another person that results in causing substantial harm to the child.
 - c. Mental or emotional injury to a child, causing or permitting the child to be in a situation that results in an observable and material impairment in the child's growth, development or psychological functioning.
 - d. Sexual conduct harmful to, or failure to make a reasonable effort to prevent, sexual conduct harmful to a child's mental, emotional or physical welfare.

2. Neglect includes:
 - a. Leaving a child in a situation where the child would be exposed to substantial risk of physical or mental harm without arranging for necessary care for the child.
 - b. Placing the child in or failing to remove the child from a situation that requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that result in injury or substantial risk of harm to the child.
 - c. Failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in an observable and material impairment to the growth, development or functioning of the child.
 - d. Failure to provide the child with food, clothing, or shelter necessary to sustain life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.

Suspected abuse or neglect will be reported (toll-free Child Abuse Hotline: 1-800-252-5400) so that specialists can intervene.

If you believe your child is the victim of abuse or neglect, please call the toll-free Child Abuse Hotline at 1-800-252-5400 to obtain assistance and intervention.

Child Custody

It is Northwood Presbyterian Day School’s intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as divorce, separation or remarriage. Parents are encouraged to share any such information with the Director. All information about families will be handled sensitively and confidentially.

Northwood Presbyterian Day School legally may not restrict the non-custodial parent from visiting the child, reviewing the child’s records, or picking the child up unless the Director’s office has been furnished with legally filed, executed and current documents preventing them from doing so. Copies of all court documents must be submitted to the school. In case of conflicts, the proper authorities will be contacted.

Clothing Guidelines

Children must be dressed in comfortable and washable clothing. Shoes are required for all children including those not yet walking to wear on the playground. Three complete change of clothing must be kept at school at all times. All articles of removable clothing (jackets, sweaters, hats, etc.) should be marked clearly with child’s name. Weather appropriate clothing is required.

Children should wear closed toe shoes like tennis shoes. No boots, sandals, or Crocs are allowed, except during rodeo week. Each child also needs a complete change of clothing. All children in diapers should be changed and dressed before coming to school.

Recommended daily needs each clearly marked with child’s name:

Infants under 18 months	Toddlers 18 months - 2 ½ years	Pre-school age 2 ½ - 5 years
Diapers 3 changes of clothing 1 sleep sack *Milk or formula bottles (labeled) Baby food as needed Bibs for each day	Diapers or training underwear 3 changes of clothing Roll up nap mat in a large Ziplock bag (for naptime) Lunchbox	Roll up nap mat in a large Ziplock (for naptime) 3 changes of clothing Lunchbox

*Bottles must be prepared. Children are fed on demand therefore parents are requested to send more than amount normally consumed during the time period that child is at school for extra

hunger or loss due to spillage. Breast milk can be brought in frozen and stored at the day school. All milk must be labelled with child's name and date. All unused milk will be returned or thrown away after six months.

Each child must bring a backpack with his/her name clearly marked on the front or inside. Backpacks will ensure that a child's belongings, artwork and communication from the school will be sent home. Backpacks should be large enough to take all personal items back and forth from home to school.

Confidentiality

Northwood Presbyterian Day School and all staff and board abide by the Minimum Standards of the State of Texas and the NAEYC Code of Ethical Conduct. Northwood Presbyterian Day School will take every precaution to ensure the confidentiality of every child and his or her family.

The confidential files of the enrollment forms, medical forms, accident forms, screenings, assessment forms and other records of each child are kept in a locked room in the school office. Special written parental authorization must be provided to the Director's office for third party access to a child's information. A copy of the authorization will be kept inside the child's individual file. Items consisting of a child's work sampling, anecdotal observations, notes, developmental screenings and/or checklists will be kept in a locked cabinet in the child's current classroom.

With written parental permission, information related to a child's enrollment at Northwood Presbyterian Day School may be provided to other schools for enrollment purposes. Release forms may be obtained from the office or provided by the individual/school requesting such information.

Diapering

Children who wear diapers must bring an ample supply of disposable diapers. Please bring a full package at a time. Teachers will notify parent when supply is getting low. Northwood Presbyterian Day School requests that parents replenish wipes when diapers are resupplied. Cloth diapers are not permitted. Diaper rash ointment, if desired, must be provided by the parent and clearly labeled with the child's name. A medication form must be filled out for use of diaper creams.

Toilet Learning

Teachers will work with parents whose children seem ready to learn to use the toilet. Generally, the staff has found "pull-ups" to be ineffective, confusing for the child and to hinder the changing process. The staff prefers children remain in diapers until they are able to achieve significant daytime control and will encourage children showing signs of readiness to use the toilet, especially if their diaper is dry.

Children who are just beginning to use underwear must bring several extra pairs of underwear as well as two complete changes of clothing including sock and shoes. Children are required to wear undergarments at all times while at school (diapers, pull-ups, or underwear). Toilet accidents will be dealt with in a calm, pleasant, and casual manner. If a child is having multiple accidents a day, several days in succession, the teachers will consult with the parents to determine if the child is ready for toilet training. Parents must inform child's teachers if pull-ups are needed only at nap time. After nap time, the teachers will change child back into underwear. Three year-olds who are not toilet trained at the beginning of the academic year (August) will be placed in the early three's class.

Discipline and Guidance Techniques

Positive guidance techniques used by the Northwood Presbyterian Day School staff will followed in collaboration with parents.

1. All teachers will communicate with parents the discipline plan that will be used in their classrooms.
2. Teachers will document/journal any student behavior that is disrupting the learning environment. In the case of excessive disruptions or injury to others (or self), the teachers will communicate with the parents.
3. In rare instances, should a child's disruptive behavior persist, his or her enrollment may be terminated.

Extended Care/Rest Time

All children staying for the extended care will be required to rest for a period of time as required by Texas Department of Family and Protective Services (TDFPS) Minimum Standards. All children (except those sleeping in cribs) must furnish their own nap mats, which can be purchased by parents on their own or through the North Presbyterian Day School. Small blankets, "snuggles" and/or travel size pillows may also be included for the child's comfort and warmth. Sheets and blankets will be sent home at the end of the week for laundering.

The following sleeping requirements for infants have been recommended by the American Academy of Pediatrics and required both by TDFPS Minimum Standards. All children under 12 months of age will be placed on their back for sleeping. Infants will be allowed to sleep on their side or stomach only if the child has turned to that position on their own. No blankets are allowed in cribs. Pillows, quilts, comforters, sheepskins, stuffed toys or any other soft products are not permitted in the crib with any child under the age of 12 months. Any exceptions to this guideline pertaining to "Back to Sleep" position for sleeping must come in writing from the child's physician.

Children not regularly scheduled for Extended Care may "drop-in" on a space available basis. "Drop-ins" must be scheduled no later than 9:00 a.m. Northwood Presbyterian Day School requests 24 hours' notice to ensure appropriate staffing and to inform the child of the change in schedule.

Fee Structure, Late Payments, and Refunds

The school year tuition is pro-rated over the year and thus tuitions remain the same each month from September - May, including December. The August tuition will vary each year depending on the actual start date and end date of school. Please refer to the annual fee schedule for current fees and tuition.

1. Tuition is due in the director's office on the 5th day of each month (unless prior arrangements have been made in the office).
2. A \$35.00 late charge will be added on the 5th of each month to each payment not received.
3. If payment is not received by the 7th of the month, child's enrollment at Northwood Presbyterian Day School will be suspended.
4. If enrollment is suspended for nonpayment of tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee before the student may return to the classroom.
5. A \$35.00 service charge will be charged for declined payments. If this happens twice, a parent may be asked to pay in cash or money order only.
6. If there is an increase in rates, parents will be given at least one month's notice. At the end of each calendar year, the school will furnish a report of all tuition and fees paid throughout the year to be used for income tax purposes.
7. There is no credit for days absent due to illness, absences, vacation, or the school being closed for holidays or emergencies.
8. Monthly tuition payments will not be refunded due to early termination of a child's enrollment for any reason.
9. An annual registration fee is due upon enrollment and renewable in January of each year. The fee secures a child's place in the school for the next school term, and it is non-refundable. Registration fees are separate. All fees are non-refundable, this includes registration both fees and supply fees.
10. To hold a child's future spot within a designated classroom, monthly tuition payments will be due, according to the current tuition rates. Northwood Presbyterian Day School cannot reserve a spot unless payment is received on-time on a monthly basis.
11. Families eligible for multiple tuition discounts may apply one discount per child per year and may apply discounts to a maximum of two children per year. If more than two children are enrolled at one time, discounts will be automatically applied to the tuition of the two oldest children.
12. Drop-in rate is \$50.00 a day. Early and late care add Ons are \$15.00 per time slots.

Hand washing

All children must wash their hands upon arrival to the program. Throughout the day, children and staff will wash their hands before all snacks and meals, after toileting/diaper changes, after playing outside, before and after water play and other times as needed.

Health/Illness Policy

Northwood Presbyterian Day School strives to maintain the highest standards of cleanliness to ensure that children learn in a healthy environment. Children are given a simple health check by teachers every morning when they arrive at school. Proper hand washing procedures are practiced, taught, and monitored. When children do become ill however, Northwood Presbyterian Day School adheres to the following guidelines.

Parents will be notified if their child is exposed to a potentially contagious disease while at school. Similarly, parents must notify the school if their child has been exposed to or has a contagious disease such as pink eye, head lice, ringworm, chicken pox, or any other serious health condition. Please do not bring ill children to school. If a child is found to be ill or becomes ill while at school the parent will be called to pick him or her up. According to the Texas Department of Protective and Regulatory Services, children cannot attend the school if one or more of the following conditions exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. The child has any one of the following:
 - a. Oral temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting (two or more episodes in a 2-hour period) rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs.
 - c. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.
 - d. All required seasonal and pandemic illnesses will be reported to the San Antonio metro health and the CDC.
 - e. Children too ill to be cared for will be held in the assistant director's office until parent is able to pick up.
 - f. Hand washing is encouraged both with the child and staff.

For the well-being of the child and others in the program, if any of the above is present, the parent will be notified so that the child can be picked up and taken home. When called, parent (or an alternate emergency person) is expected to pick up the child immediately.

Northwood Presbyterian Day School's policy requires that a child be free of symptoms of illness: temperature, diarrhea or vomiting for at least 24 hours. Please keep in mind that if a child is sent home because of illness, the child will need to be out for a full 24 hours. Northwood Presbyterian Day School reserves the right to require a doctor's statement before a child can be re-admitted to school.

Immunizations/Medical Records

Each child enrolled in Northwood Presbyterian Day School must have current immunizations. This is a requirement the San Antonio Metropolitan Health Department and TDFPS Minimum Standards and documented on his/her medical record. Parents must submit a statement by their physician certifying that all immunizations are up to date and the medical form must be completed by a licensed physician stating that the child has been seen by the physician within the past year and is physically able to take part in the Northwood Presbyterian Day School’s program.

Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

Hearing and Vission Screening

Requirements for 4year olds

Who Must Be Screened	When Screening Must Be Done
<ul style="list-style-type: none"> • 4-years-old by September 1 • Kindergartners • Any other first-time entrants (4 years* through 12th grade) 	Within 120 days of admission
1st, 3rd, 5th, and 7th graders	Anytime within the school year (preferably within first semester)
<i>Although not required by Chapter 36, Department of Family and Protective Services licensed childcare center and licensed childcare home are encouraged to screen all children younger than 4 years of age who can reliably respond to the screening tests outlined in the Department of State Health Service's vision and hearing screening protocols.</i>	

Medical screening/Immunizations for Employees

All employees must provide medical evidence that they meet the Minimum Standard before employment or a doctor’s statement following lengthy absences from service for medical reasons. In the event of a positive tuberculosis test, the employee is required to present proof of follow-up action as recommended by a licensed physician or health professional. NPDS will reimburse current employees up to \$25.00 for their influenza immunization. Proper documentation will be required for reimbursement.

Medication Policy

Northwood Presbyterian Day School does not administer medication to children if it is the first dose of any medication. Northwood Presbyterian Day School will not give medications to reduce or mask a child’s fever. Children with a temperature over 100 degrees will be sent home. When it is absolutely necessary for a child to receive medication during the day, the staff will strictly

adhere to the following guidelines for administration of medication set by the TDFPS Minimum Standards:

- a. Prescription medications will be administered only when it is in the original container labeled with the child's name, date, expiration date, directions and prescribing physician's name. The medication will be administered only as stated on the label directions and only with written permission from parent on a signed medication authorization form (obtained from the teacher or in the office).
- b. Nonprescription (over the counter) medication will not be administered. Parents are welcome at any time to come and administer non-prescription medications.
- c. All NPDS teachers are trained in Medication Administration by state approved means.
- d. Any prescribed, non-prescribed, sample, etc. medication without a specified dosage, such as "as prescribed" or "consult a physician" must be accompanied by a signed note from the physician indicating the appropriate dosage.

If a child requires medication during the day, the parent will deliver the medication directly to the office, along with a completed medication form (which may be obtained in the office). To ensure the safety of all children, please do not leave medication in a child's backpack or lunch box. No medication will be administered to a child without a completed medication authorization form. Teachers will document each dose of medication given and will keep all medications inaccessible to children at all times. It is the parent's responsibility to retrieve the medication at the end of the day. Parents are also responsible for informing the day school of any side effects the medication may cause.

Lost and Found

Labeling a child's belongings (coats, sweaters, gloves, hats, lunch boxes, etc.) is a great asset in loss prevention. Children and adults should turn in any items they find and inquire about any things they have lost into the office. Occasionally an item belonging to another child may be accidentally sent home with the wrong child. If an unfamiliar item is found in a child's backpack or if a child is missing an item, please call it to the teacher's attention. If an item is left unclaimed at the school for more than 15 days, the Director may dispose of the item in his or her discretion.

Absences

If a child is not coming to school for any reason, parents should notify the office by 9:00 a.m. by phone, voicemail, or email.

Outdoor Physical Activity

All classrooms play outside daily. If a child is not well enough to play outdoors, he or she must be kept home or picked up prior to outside play so that both teachers can be on the playground in accordance with licensing requirements. Teacher to child ratios must be maintained while the children are outside. Northwood Presbyterian Day School students will not leave church grounds for any reason unless accompanied by a parent or other designated adult designated by the

parent. The only exception to this is in case of emergency (See Emergency Procedures under PROGRAM POLICIES.) Children are always within sight and sound of a qualified teacher.

Sunscreen/Sun Protection, and/or Insect Repellant for Outside Play

Parents are encouraged to send their child with protective clothing for the sun, such as sun hats. For children staying for the afternoon program, teachers will apply sunscreen after nap. Parents may choose to use the sunscreen provided by the school or provide the sun block or sunscreen with at least a SPF of 35 or higher. The sunscreen must be labeled with the child's name and written permission/request to reapply must be given on a medication request form. If desired, parents may also want to apply insect repellant to their child prior to arriving to school.

Screen Time Policy

We believe that young children need hands-on exploration and social interaction to grow and develop. With that in mind, it is our policy not to allow any screen time in our infant, toddler, and Pre-School classrooms and limited screen time in our Pre-K classrooms. Screen time in the Pre-K classes will be included in the teacher's curriculum prior to its use in the classroom, educational, age appropriate, and limited to less than 3 hours per week.

Inclement Weather Policy

In case of severe inclement weather, please monitor the local news. The safety of our staff and students is paramount and Northwood Presbyterian Day School will follow the determination made by the Northeast Independent School District on whether to close our facilities in the event of severe weather. If the school will be closed or delayed, we will send email and text message notices to families and make an announcement on our Facebook page.

Personal Items from Home

Children may bring a small personal item from home which is necessary for their sense of security during special times of the day such as separation from parent and nap time. They will be asked to keep such items in their cubby when no longer needed. Anything that is brought to school should fit in a child's backpack (this includes nap items). Separate nap mat bundles are acceptable but must be self-contained, securable and easy to carry.

Please do not allow children to bring toys from home. Children are encouraged to bring books, pictures or other items that have educational value, especially those things related to the current theme of study. Money, candy and gum are not allowed at school at any time.

Safety Measures

For the health and safety of children, families and staff, parents' help is needed with the following:

1. Northwood Presbyterian Day School does not allow smoking, drugs, firearms or weapons of any kind in the classrooms, playgrounds or the church premises and parking lot.
2. Northwood Presbyterian Day School and any area within 1,000 feet of the Day School is a gang-free zone, in accordance with the Texas Penal Code.
3. Lingering in the church parking lot is dangerous when children are left unsupervised. Parents are requested to leave the parking lot once the children have been picked up.
4. For the safety of the children, parents must not bring cups of coffee or hot beverages, even those with a lid, into the classrooms or playgrounds.
5. Parents must not leave any infant or child under the age of 10 unattended in the car at any time of the year or even for a few minutes since the child would be left in a potentially dangerous situation.
6. The staff uses latex and non-latex gloves for changing diapers, first aid for cuts that have blood, and as needed throughout the day. Parents must let the office staff and teachers know if a child has an allergy to latex products and/or Band-Aids.
7. All entrances to NPDS are locked via a 24-hour security system that only allows individuals with proper credentials to enter. If an unauthorized, contentious, intoxicated/impaired individual attempts to enter, NPDS will immediately notify appropriate authorities.
8. If a child becomes lost or is found to be missing parents along with Childcare Licensing will be notified and administration will conduct a search for the child.
9. If an NPDS child or staff member dies for any reason NPDS will notify the appropriate authorities and seek to provide appropriate support to children, parent/families and staff.

Lunch Guidelines

The following are licensing guidelines will be followed for infants under 13 months:

1. Bottles and feeding schedules provided to the teacher will need to be updated at least monthly.
2. Bottles will only be warmed with tap water a microwave is not allowed for warming bottles or infant food.
3. Cow's milk should not be sent for children under 12 months; only whole milk should be sent for children 12 - 24 months of age. Written dietary instructions from the child's doctor must be provided if the child is to continue on formula or other alternatives to milk after 12 months of age.
4. All extra formula and baby food should be sent in factory-sealed containers and will be prepared according to the manufacturer's instructions.
5. Bottles cannot contain any medication or solid foods, unless the child's doctor provides written instructions to do so.
6. The teachers will discard after one hour any formula or human milk that is served but not completely consumed or not refrigerated.
7. The Day School supports breastfeeding. Young Infant Teachers will work individually with parents who desire to send breast milk and/or desire to come nurse their child while in our care.
8. NPDS will serve morning snack and afternoon snack daily (Toddler class and above). Snacks provided by NPDS. *Infant 1 & 2 all food provided by parent/guardian.

9. NPDS will serve lunch daily to all children (Lunches provided by parent/guardian).
10. NPDS does not allow bibs to be used inside the crib.
11. The Day School provides a comfortable place with a seat in the infant classroom that enables a mother to breastfeed her child. Parents have a right to breastfeed or provide breast milk. Upon request, a compilation of breastfeeding education and support resources in the community will be provided to the parent.

Lunches should be nutritious and include milk or 100% fruit juice (4 oz. only). Items high in sugar and salt from “other” food groups such as cookies, fruit roll ups, chips, etc. are discouraged for nutritional reasons. Candy and gum are not allowed. Teachers are not able to warm up foods, but parents may send hot food in a thermos that will be warm at lunch time for their child.

Food Safety:

In compliance with state regulations, the following foods must not be sent at any time with children: hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than can be swallowed whole.

All lunch boxes should be labeled with the child’s name. Teachers will check expiration dates on pre-packaged foods and will not serve items on which the expiration date has passed. The expired food will be discarded, and the parent notified. Teachers will work together with families as new foods are introduced.

The following should be included in the lunchbox each day:

1. Blue Ice (there is no refrigerator space for lunches) “Blue Ice” must be included in lunch boxes with foods that need to be kept cold, such as cheese and yogurt. Foods heated up at home can also be kept at the appropriate warm temperature in a thermos for lunch.
2. Spoon and/or fork if needed.
3. Plastic cup
4. Napkin

Allergies and Special Needs

As required by the licensing standards of the Texas Department of Family and Protective Services, children requiring special dietary considerations (such as vegetarian, food allergies/food sensitivities) must have a written statement from the child’s physician or a registered dietitian stating foods that must be avoided and suggested alternatives. In addition, any child who has been diagnosed by a health-care professional to have a food allergy must provide a “Food Allergy Emergency Plan” prepared by a health-care professional and signed by the health-care professional and a parent. The Plan must include (1) a list of each food the child is allergic to, (2) possible symptoms if exposed to a food on the list, and (3) the steps to take if the child has an allergic reaction. The Plan will be kept in the child’s file and the staff will post the food allergy/sensitivity, nutritional needs or other medical needs of the child for all staff caring for the child to review only if written permission to do so has been given by the parent.

Classes may prohibit certain foods to be brought into the classroom where known allergies are present.

Parents of children with identified disabilities or special learning needs are encouraged to share the Individualized Family Service Plans (IFSP's)/Individualized Education Programs (IEP's), and/or any specialized learning plans or recommendations from the doctor, therapist or school district. Specialized consultants, including speech, occupational, and physical therapists and other professionals as needed are welcome to arrange a time with the Director. A place for the consultant to meet with the child or to provide therapy may be accommodated with written permission of the parent. Any payment for services must be made by the parents to the consultant or therapist. Northwood Presbyterian Day School staff welcomes the input of specialized consultants in helping us meet the special needs of a child under their care.

Northwood Presbyterian Day School does not discriminate on the basis of ability. Northwood Presbyterian Day School serves families whose children have been professionally diagnosed by qualified specialists as having special learning needs and will make reasonable accommodations or modifications deemed necessary if it is within the ability of Northwood Presbyterian to implement.

All children who turn four years of age by September of each school year are required by the State Health Department to have a hearing and vision screening by a licensed physician, qualified professional, or certified screener.

Special Events

The NPDS program will schedule special activities and events throughout the year. Because of the varied days of attendance of the children, some activities may take place on a day when a child is not in attendance. In these cases, the child is welcome to participate in the special event if accompanied by a parent or other adult.

Telephone/Messages

On rare occasions it may be difficult to ensure that someone is available to answer the telephone. In such cases, a telephone answering system will take messages when no one is able to answer the telephone or if the line is already in use. The teachers are generally able to talk with parents over the phone in the afternoon from 1:00 - 2:30 p.m.

Termination of Enrollment and Separation Procedure

A thirty-day written notice to the Director's office is required for withdrawal from the program by parents. The parent is responsible for 30 days of tuition after date of the notice to withdraw.

In some cases, a child's enrollment may be terminated by Northwood Presbyterian Day School:

- a. lack of progress in resolving issues brought to a family's attention after repeated efforts to correct a situation.

- b. continuous parental disregard of school policies or interference with Northwood Presbyterian Day School staff in carrying out their responsibilities.
- c. intimidation or bullying of other parents, teachers, or staff of Northwood Presbyterian Day School or Northwood Presbyterian Church.
- d. account is 30 days or more delinquent as stated in the section on “Fee Structure and Payment.”

Before terminating a child’s enrollment in Northwood Presbyterian Day School, the Director will attempt to resolve the issue with the child’s parent or guardian. If, in the Director’s opinion, the issue has not been or cannot be suitably resolved within a reasonable period of time, the Director may terminate the child’s enrolment by giving verbal and written notice to the child’s parent or guardian.

Grievance Procedure

Parents should address any classroom issue with the child’s teacher. In the rare event that an issue is not addressed at this level, it must be addressed first with the director. The NPDS board and church session serve as the final governing body for all NPDS matters.

Visitors

Parents are welcome visitors at the Northwood Presbyterian Day School at all times to observe, eat lunch with their child, volunteer to help in the classroom, or share a special talent with the children. All visitors must sign in at the Director’s office. Siblings of Northwood Presbyterian Day School staff should not be brought into a classroom while class is in session.

Promotion of Indoor and Outdoor Physical Activity

This center strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain’s physiology.

Infants will be given opportunities for physical activity, including supervised tummy time minimum of 60 minutes each day.

15 minutes of teacher lead activities and 15 minutes of child lead activities each am and pm.

Toddler age children will participate in minimum of 90 minutes of moderate to vigorous active play each day.

22 ½ minutes of teacher lead activities and 22 ½ minutes of child lead activities each am and pm.

Preschool and pre-kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.

22 ½ minutes of teacher lead activities and 22 ½ minutes of child lead activities each am and pm.

Opportunities for active play may overlap with outdoor play when the weather permits. With extreme weather conditions all active play will be conducted in the classroom or fellowship hall as needed. The center will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities of games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when the weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or a sturdy shoe equivalent.
- Clothing for the weather, such as lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

Safe Sleep

NPDS adheres to Minimum standards 746.501(9) and 747.501(6) concerning safe sleep policy. All children under 12 months of age are required to have Form 2550(Operational Policy on Infant Safe Sleep) on file. Bibs are not allowed inside the crib.

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

Arts and Crafts

- NPDS does not use supplies/materials that are toxic.
- Children and staff are not permitted to eat or drink while using materials.
- Arts and craft supplies are only used in well-ventilated areas.

Parent Rights

(b) A parent or guardian of a child at a child-care facility has the right to:

- (1) enter and examine the child-care facility during the facility 's hours of operation without advance notice.
- (2) file a complaint against the child-care facility.
- (3) review the child-care facility 's publicly accessible records.
- (4) review the child-care facility 's written records concerning the parent 's or guardian 's child.
- (5) receive from the child-care facility the commission 's inspection reports for the child-care facility and information about how to access the child-care facility 's compliance history online.
- (6) have the child-care facility comply with a court order preventing another parent or guardian from visiting or removing the parent 's or guardian 's child.
- (7) be provided the contact information for the division responsible for regulating the child-care facility, including the division 's name, address, and phone number.
- (8) inspect any video recordings of an alleged incident of abuse or neglect involving the parent 's or guardian 's child, provided that:
 - (A) video recordings of the alleged incident are available.
 - (B) the parent or guardian of the child is not allowed to retain any part of the video recording depicting a child who is not the parent 's or guardian 's child; and
 - (C) the parent or guardian of any other child captured in the video recording receives notice from the facility under Subsection (c);
- (9) obtain a copy of the child-care facility 's policies and procedures.
- (10) review, on the request of the parent or guardian, the facility 's:

(A) staff training records; and

(B) any in-house staff training curriculum used by the facility; and

(11) be free from any retaliatory action by the child-care facility for exercising any of the parent's or guardian's rights.

(c) Before allowing a parent or guardian to inspect a video recording under Subsection (b)(8), a child-care facility must provide written notice to the parent or guardian of any other child captured in the video recording.

(d) This section does not affect the ability of a law enforcement agency or the department to access a video recording as part of an investigation of an incident depicted in the video recording.

(e) child-care facility shall provide the parent or guardian of the child with a written copy of the rights listed in Subsection (b) not later than the child's first day at the facility.