



Next Generation Preschool Ascension Church Parent Handbook 2023-2024

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“We will tell the next generation the praiseworthy deeds of the Lord.”
Psalm 78:4

Mission Statement:

The purpose of Next Generation Preschool is to provide a safe and nurturing environment for children to grow and develop a positive Christian self-image.

Dear Parents,

Welcome to Next Generation! Children are a true blessing from the Lord, and we are excited to offer you a safe and secure environment for your child to be a child and learn about the world and God! We pride ourselves in being the outstanding school in Cleburne by hiring caring staff-members, using highly regarded curriculum and by being conscious about the child's emotional, academic, physical and spiritual needs.

Play is at the heart of our curriculum and learning activities. It is through play that young children learn motor skills, how tools work, social skills and make scientific discoveries. Our curriculum has thoughtfully planned lessons for children to learn while having fun through songs, art, and movement.

At The Next Generation Preschool Jesus is at the center of all we do. Our goal is: Love God, Love Others. Besides using Frog Street and WEE-Learn curriculum, academic and Biblical concepts are taught using thematic lessons and during chapel, special holidays, and campus events.

We look forward to partnering with you to make your child's early education and school years a happy, loving, and memorable time!

In Christ,
Carrie Villalobos
Director

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Philosophy and Licence

Goals and Objectives

Children will grow socially and emotionally by learning to...

- ♥ Listen
- ♥ Follow simple directions
- ♥ Live within limits they can understand
- ♥ Make choices
- ♥ Express feelings in socially acceptable ways
- ♥ Identify with an adult other than a parent
- ♥ Feel secure away from home
- ♥ Make new friends
- ♥ Work both individually and in a group

Children will grow physically and mentally by...

- ♥ Developing large and small muscle coordination
- ♥ Developing visual and auditory discrimination
- ♥ Developing language skills
- ♥ Recognizing colors and shapes
- ♥ Recognizing letters
- ♥ Recognizing numbers 1 to 10
- ♥ Working creatively with the hands

Children will grow spiritually by...

- ♥ Practicing prayer and praise
- ♥ Hearing age-appropriate Bible stories
- ♥ Exploring God's wonderful creation
- ♥ Celebrating major Christian holidays
- ♥ Hearing faith language such as God, prayer, Jesus, love, and worship

These goals are built into the preschool curriculum using a mixture of play, stories, songs, movement, activities, art, and learning projects.

Curriculum

The Preschool has age appropriate, fun activities which make the most of learning opportunities for all. Christian values and attitudes are practiced. The music-based **Frog Street Press** curriculum is incorporated into our daily activities to address literacy goals by providing a foundation for developing language and literacy. Mathematical concepts such as number recognition, geometry, spatial sense, and measurement are addressed through hands-on activities. Our classes also have a jump start in writing with the current popular curriculum **Handwriting Without Tears**. **WEE-Learn** is another guide we use that is a comprehensive research-based curriculum using books, music, and nature to illustrate Christian fundamentals and teach all academic subjects. Plus, our students all enjoy going to **Chapel** each week with our Pastor Eddie.

Operational Policies and Procedures

Next Generation Preschool follows all policies outlined in the Texas Minimum Standards for Child-Care Centers. You may view a copy of our handbook or these standards in the office at any time, or online at www.dfps.state.tx.us. If you have any concerns, feel free to contact the Director. You may also contact our state licensing representative at 817-321-8604 or on the internet at www.dfps.state.tx.us. Our most current licensing report is available for viewing on our bulletin board outside the Preschool office.

Enrollment

Next Generation Preschool does not discriminate when enrolling children in the Preschool. The State requires the following forms to be completed and on file in the Preschool office before a child can enter:

- Enrollment and Admission forms
- Preschool Health Statement signed by your child's doctor
- Current vaccination record or state waiver
- Signed Parent Handbook Verification form (last page of this book)
- Students entering Pre-K need a hearing and vision screening

A certified birth certificate for each child must also be presented with the enrollment application. The birth certificate must match the information on the enrollment application. The office will make a copy of the birth certificate for our records. In the event that a court order is on file for the child being enrolled, a certified copy of the court order must be attached to the application.

The Next Generation Preschool reserves the right to dismiss any parent or any child at any time with or without cause. Continued enrollment at Next Generation Preschool is contingent upon the parents' and child's adherence to the policies and procedures of Next Generation Preschool as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify The Preschool immediately should any information collected at enrollment changes by emailing the Director.

Parent-School Contact & Notification:

Communication is key in providing the best learning environment for your child. Teachers, Directors, and Extended Care Supervisors are available through the Procure app, briefly at drop-off and/or pick-up times, and by written communication. Keep in mind that during the school day, teachers and aides are prohibited from using their cell phones and cannot respond to calls or texts. You may call the office if your question is urgent.

The Preschool also communicates regularly through your child's daily notes and folders, and monthly calendars. Another way to keep open communication between parents and preschool staff is through Parent/Teacher Conferences. Conferences will need to be scheduled during the Teacher's work hours. The Preschool Director will contact a parent if a conference is deemed necessary to discuss a child's progress or if any concerns arise with a child attending the Preschool. A parent may, at any time, request a conference with the Preschool Director and/or the child's teacher.

Unity among preschool families and the Next Generation Preschool staff is a high priority. As in any community, disagreements do arise. In order to address complaints and concerns in a professional manner, first schedule an appointment, either in person or over the phone, with your child's teacher to discuss any issues that arise. If the issue is not resolved after discussion with the teacher, a three-way conference will be scheduled to include parents, teachers, and the Director.

Social Media

Next Generation Preschool has a Facebook page and a website with our information. If you have a question for the Preschool we ask that you email or call us so that we can make sure all questions are answered. Please email our Director at carrie@ascensioncleburne.org or call 817-645-9452.

Changes in Your Child's Environment

Please inform us of any changes in your child's environment such as parental separation, custody changes, death of family member or pet, new sibling, moving, etc., so we may be more receptive to any behavior changes.

Tuition

There is an annual Registration and Supply Fee of \$200.00 This annual, per child, **non-refundable fee** is due at the time of enrollment, and covers supplies for the entire school year. We will accept two separate payments of \$100 if you prefer.

Next Generation Preschool has a no-refund policy of all monies paid to the Preschool.

See our Tuition Rate Schedule for 2024-2025 for tuition options and pricing. If choosing the 5 day program it is the same price whether you choose to send your child all 5 days or less. Fees are due on the first day of the month, if paying monthly, the first and 15th day if paying semi-monthly, or on Monday, first day of the week if paying weekly.

All fees must be kept current if your child is to remain in the program. If payment is not made by the day it is due, a late fee of \$20 will be assessed. After 5 days of non-payment, the child may not return until all fees are paid and up to date. If payment hasn't been made by the last day of the month, the child will be removed from the roll. Because our tuition is based on the total number of school days in the year, FULL MONTHLY TUITION IS DUE REGARDLESS OF THE NUMBER OF DAYS PRESENT DURING THE MONTH.

Hours & Attendance

Next Generation Preschool is open Monday through Friday. We are a year-round school. Look further in this document for a calendar of all closing dates for holidays or training including a week at Christmas and a week before the fall semester begins.

Before-School Care	7:00 AM to 9:00 AM
Preschool	9:00 AM to 3:00 PM
After-School Care	3:00 PM to 4:30 PM

Before and after school care are available for children enrolled in the Preschool program.

Please do not arrive before 8:55 a.m. if your child is not enrolled in before school care.

Pick up your child promptly at 3:00 p.m. unless your child is enrolled in after-school care. At 3:05 we will enforce our Late-fee policy. Please let us know immediately of any changes in pick-up arrangements. **You must sign your child in and out every day.**

As a courtesy, please call or contact us through Procure if your child will be absent from school.

Extended Care Program

Before-School:

The before-school program begins at 7:00 AM. Children enrolled in before-school may be dropped off any time after 7:00 AM and the person dropping off must come inside and sign the child in. Parents can send a no-sugar breakfast or a snack for your child if desired. At 8:55 AM all children will be taken to their respective rooms.

After-School:

The after-school program is from 3:00 PM to 4:30 PM. Children enrolled in after-school may be picked up any time before 4:30 PM. The person picking up the child must come in and sign the child out.

Drop-Ins:

Drop-Ins for Extended Care will only be offered in an **emergency** situation and can only be allowed if there is space available.

Late Pick-Up Fees

Any child picked up after 3:05 PM that is only enrolled in our 9-3 program, or after 4:35 PM if enrolled in our Extended Care Program will be charged a \$2 per minute late fee due upon pick-up. Repeated failure to pick up on time could result in being unenrolled. This is at the Director's discretion.

Tardy Policy

We ask that all children be in class by 9:00 AM each day. When children arrive after activities have started, the day can be disrupted for everyone. If there are special circumstances, please make prior arrangements with the Director or your child's teacher.

Field Trips

We will have all field trip experiences come to us rather than transport students to a location. Depending on type and price we may need an additional fee for this service and will let you know in advance what is coming and what the cost might be if necessary.

Closure Dates for 2024-2025

Summer Break	August 5-7, 2024
Staff Training	August 8 & 9, 2024
Labor Day Holiday	September 2, 2024
Columbus Day	October 14, 2024
Staff Training	November 11, 2024
Thanksgiving Holiday	November 28 & 29, 2024
Christmas Break	December 23-27, 2024
New Year's Day	January 1, 2025
MLK Day	January 20, 2025
President's Day	February 17, 2025
Spring Break	March 21, 2025
Good Friday	April 18, 2025
End of School Year Break and Training	May 26-30, 2025
Juneteenth Holiday	June 20, 2025
Independence Day	July 4, 2025

Please see our annual color-coded calendar. This calendar is subject to change. The next calendar will come out in summer 2025.

Full tuition is due every week, other than full weeks we are out for holiday even if you choose to not send your child each day due to illness, travel, or any reason.

Safety & Security

Staff

Our teachers have been carefully screened, including state and federal background checks. Each teacher is well qualified and trained for their position with First Aid and CPR certification. Plus, all teachers are required to take a minimum of 24 continuing education hours each year.

Security Measures

Next Generation Preschool has security measures in place to keep our children safe. We have a camera surveillance system that is monitored in all classrooms and hallways. Due to confidentiality only authorized persons will be able to review the camera footage. Parents must sign in upon drop off and again at pick up. Your child will only be released from school to persons authorized by you and noted on file in the Preschool office; a photo ID must be presented. We must have written permission from you in order to make any changes. This can be handwritten or emailed to us. If parents have a court ordered custody agreement, we will need a copy of it in our files. Unauthorized persons will not be allowed inside the Preschool rooms unless accompanied by the Director. The security door at the Preschool office sign in/out area, as well as all doors connected to the church facility will remain locked. The Preschool has an open-door policy which allows parents to visit anytime.

Emergency Procedures

The Preschool has a comprehensive evacuation plan in case of fire. All children will be ushered out of the building following the evacuation plan. The Preschool practices fire drills on a monthly basis. In the event of severe weather, children will be gathered in interior areas of the building. Severe weather drills and lockdown/intruder drills are held quarterly.

In any emergency, parents will be notified by the Preschool staff as soon as children are situated safely if there is a need for them to be picked up immediately. Children will only be released to authorized persons listed on the admission information form. For this reason, it's imperative that parents update this information if there is a

change or addition. If there is a need to take shelter in place, it is the advice of the Cleburne Fire Department that children not be allowed to leave until the all clear is given. The off-site evacuation location will be

Primary: Bright Beginnings Daycare
1431 W. Henderson
Secondary: Cleburne Conference Center
1501 W. Henderson St.

All medical emergencies will be handled in the best interest of the child. First aid will be administered for any injury that occurs, and parents will be notified by a written incident report. In the event of a serious illness or injury, parents will be contacted by phone. If a trip to the emergency room is necessary, 911 will be contacted and the Director will accompany the child to the hospital.

We will keep in close contact with Cleburne Police Dept. for any situation that would require us to lock down the school. During a soft lockdown we lock all classroom doors and stay inside in our rooms. If a hard lock down occurs, we'll proceed with either evacuation or take cover behind locked doors. The Police are called immediately if any suspicious activity is noted.

Weather Policy

We will follow Cleburne ISD's decisions regarding weather-related closings. If CISD closes, our Preschool is closed. If CISD delays their opening, the Preschool will also open at that delayed time of 10:00 AM with NO AM Extended Care. If weather deems we need an early dismissal all parents will be notified by Procure. Please refer to our Next Generation Preschool Facebook page as well as television or radio news reports for school closings (look for Cleburne ISD, we will not contact the Stations personally). Next Generation Preschool does not make up these days and fees will not be returned.

Consumer Product Recall

As required by Texas law, the Preschool must regularly check the Consumer Product Safety Commission (CPSC) recall list to ensure there are no unsafe children's products in the Preschool. Any unsafe items will be removed. The CPSC recalled products may be accessed at www.cpsc.gov/recalls or www.dfps.state.tx.us.

Parental Notifications

Parents will be contacted by phone in case of emergencies. They will be sent a weekly Newsletter from the teacher and a monthly Newsletter from the Director. Parents will also be emailed any pertinent information on a regular basis. Parents will be given copies of all policies and will be notified in writing if and when any changes to policies are made. The teacher will be available to chat briefly at drop off and pick up and will schedule conferences when needed or requested. The Director will be happy to meet with parents to discuss any questions or concerns. Parents please call and set up a conference time with her.

Parental Rights

Parents may visit the Preschool at any time during the hours of operation to observe their child, the program activities, the building, the premises, and the equipment without having to secure prior approval.

Preventing and Responding to Abuse and Neglect of Children

All Preschool staff members receive at least one clock hour of annual training focusing on prevention, recognition, and reporting of child abuse and neglect. This will include factors indicating a child is at risk for abuse or neglect, warning signs indicating a child may be a victim of abuse or neglect, internal procedures for reporting child abuse or neglect, and how to access community organizations that have training programs available to Preschool staff members, children, and parents.

Parents can increase their awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect, prevention techniques, and strategies for connecting with appropriate community resources and organizations by visiting www.helpandhope.org.

The statewide Abuse & Neglect hotline is 1-800-252-5400 if you ever feel the need to report suspected abuse or neglect.

Gang-Free Zone under the Texas Penal Code

Any area within 1000 feet of the preschool is designated a gang-free zone. Any organized criminal activity will be subject to harsher penalty.

Guns

Next Generation Preschool is a gun free campus. Exception only for peace officers authorized to carry a firearm.

No Smoking

In an effort to provide a healthy, comfortable, smoke-free environment for all of our employees and children, smoking is prohibited on Church property.

Drugs and Alcohol

The possession, sale, distribution or use of illegal drugs or being under the apparent influence of alcohol or other intoxicants while on the Next Generation Preschool property is strictly prohibited. This is an Alcohol Free and Drug Free zone. This includes all buildings and grounds.

Animal Free Zone

We ask that no pets from home be brought into the center. This includes at drop-off and pick-up of your child. If this happens you will be politely asked to take the animal back out to your vehicle. This is a safety risk as the preschool cannot ensure the vaccines of every animal our students own in their homes.

Parental Code of Conduct

The Next Generation Preschool requires all parents to behave in a manner consistent with decency, courtesy, and respect. Our campus is a peaceful and loving environment where children are growing and learning new skills. We will not tolerate any ugly behavior on site including using foul or inappropriate language, yelling, verbal abuse or threats of any kind. Parents who violate this policy will be asked to leave. Further action will be decided by the Director.

Health Policies

Illnesses

According to the State of Texas Minimum Standards for Day-Care Centers, an ill child **must not be admitted** for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in center activities.
- 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.
- An infrared temporal (forehead) temperature above 100 degrees and has behavioral changes or other signs and symptoms of illness.
- Any of the following symptoms and signs of severe illness are present, such as lethargy, difficulty breathing, uncontrolled diarrhea (2 or more loose, watery stools in 24 hours), vomiting (2 or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes or other unusual signs.

*****Children may return to school once they have been fever-free (without the use of fever-reducing medication), vomit-free, and/or diarrhea-free for 24 hours, or have a written release from a physician*****

Medication

Next Generation does not dispense over the counter medication and will only dispense prescription medication that is in its original container labeled with the child's name. Medication must be accompanied by a doctor's note with dosage and administration instructions. We will not administer more than the dosage given on the bottle or any medications that have expired. Please note the dosage and time to be administered on the medication authorization form. You must provide a measuring device so the correct dosage can be given to your child. The initial course of treatment must be administered by a parent unless written permission from a doctor for life-threatening situations such as administration of an epi-pen. Next Generation Preschool will only

administer medications that must be given 3 or more times a day. Medication prescribed once or twice a day must be administered by the parents at home.

Next Generation Preschool does not provide any medication for children. Any medication needed for life-threatening situations, such as an epi-pen, must be provided by the parent with the appropriate documentation. All medications must be submitted to the Director and a Medication Authorization Form will be completed by the parent. Medications will be kept in the facility office and be stored in a locked cabinet or out of reach of the children, except for epi-pens which will be stored in the child's classroom.

Insect Repellent or Sunscreen

Insect repellent and/or sunscreen should be applied to children at home before they come to school. The Preschool will not apply sunscreen or bug repellent.

Allergies

If a child has a diagnosed allergy, the Preschool is required by the DFPS to keep a **F.A.R.E** plan form in the child's file and in their classroom. This plan will need to be filled out and signed by the parent AND the child's physician. If the allergy requires an Epi-Pen it will be kept in the child's classroom out of reach of any of the students and easily accessible to the teacher(s).

Immunization

Each child must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25TAC97, Subchapter B, found at www.dshs.state.tx.us/immunize. Exemptions are allowed that meet criteria specified by the TDSHS rules in 25TAC97.62. As you update your child's vaccinations, please bring a copy of the record to update your child's file.

Vision And Hearing Screening

All four-year olds enrolled in Texas licensed child care centers must have a vision and hearing screening. This screening should be administered at the child's four-year old check up with their pediatrician. Please bring us a copy of this documentation so we can keep it in your child's file.

Communicable Diseases

In such cases of a local, statewide, or national pandemic involving a Communicable disease, our facility will follow guidelines set forth by the Texas Department of State Health Services (DSHS) and the Texas Child Care Licensing Department.

Diaper Changing and Toilet Training

- Diapers will be changed immediately as needed.
- No powders or creams used unless instructed by parents with their permission.
- Diaper changer will wash hands prior to changing diaper or assisting with toiletry and child and staff member will both wash hands afterwards.
- Pull-ups **MUST** have velcro closures for accidents.
- Changing table surface will be sanitized after each use.

All students 3-years-old and older **MUST** be toilet trained. This means the child is comfortable with all toileting needs, including papering. If accidents happen a change of clothes must be on hand at school at all times. And if the accident is determined to be extreme a parent will be called for to clean up or pick up the child.

Head Lice

Head lice are tiny gray to brown insects about the size of a sesame seed that live in human hair and must feed on human blood to live. They lay tiny white oval-shaped eggs about the size of a knot in a thread, called nits that lice glue to each strand of hair close to the scalp. Although it is hard to see head lice, a person can see the nits if they look closely. Nits are most often found in the hair behind the ears and at the back of the head and neck. The first sign of lice is itching of the head which is caused by the bite of the head lice. If you discover that your child has head lice, please report it to the Preschool Director immediately. When a parent reports that their child has an infestation of head lice, or if a teacher discovers that a child has lice, the following procedures are to be followed:

- The teacher will notify the Director of the infestation.

- The teacher or Director will contact the parent to pick up the child from care immediately, pursuant to [Texas Administrative Code: Title 25, Part 1, Chapter 27, Sub Chapter A: Control of Communicable Diseases, RULE §97.7 Diseases Requiring Exclusion from Child-care Facilities and Schools](#).
- The child will be readmitted after one treatment with an over-the-counter FDA-approved shampoo or cream, following the directions on the packaging exactly. The child must be re-treated 7-10 days following the initial treatment with an over-the-counter FDA-approved shampoo or cream treatment, following the directions on the packaging exactly.
- The school will follow all necessary cleaning procedures to prevent the spread of lice.

Behavior

Guidance & Discipline

Next Generation Preschool seeks to demonstrate positive guidance for children. The teachers give consistent reminders of the rules to the children. We discipline using redirection, distraction, time with a teacher, or a “time out”. Rarely, children who exhibit more severe or persistent misbehaviors are brought to another classroom or to the office for a cooling-off period, but can be an option. Children are spoken to calmly and firmly about inappropriate behavior. Teachers will never use corporal punishment, rude or abusive language, or threaten a child with punishment. If a child is brought to the office twice in one school day for the same disruptive behavior a parent may be called to pick them up for the remainder of the school day.

If a child becomes uncontrollably aggressive to other children, and our established discipline techniques are unsuccessful, or if the child willfully harms another child or adult, the parent will be contacted to pick up their child from school immediately. Some behaviors that could result in an automatic pick up from school are willfully hitting, kicking, biting, or spitting on a student, teacher or administrator. As educators, we understand that children’s behaviors are one way they communicate with us. Each child is unique, and has unique needs. In the unlikely event that a child is sent home three times for uncontrollably aggressive or destructive behavior, he or she will be permanently unenrolled from the preschool program.

Dismissal of a Child

Next Generation Preschool reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences, his/her behavior is disruptive to the program, he/she is consistently aggressive to children or staff, a parent’s behavior is disruptive to the program, or if fees have not been paid.

Biting Policy

Even though biting is a normal stage of development during childhood, it is required by the Department of Social Services Child Care Licensing Division that Next Generation Preschool maintain a safe and healthy environment for all children in care. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a reaction.

The Next Generation Preschool policy on biting is as follows:

- If your child bites, a note will be sent home to the parents of the child who bites and to the parents of the child who was bitten. Copies will be put in child’s permanent folder in office.
- The child will be sent home immediately if: the child bites 2 times unprovoked, or bites on the face, or the bite breaks the skin, or if a staff member is bitten.
- If the biting becomes chronic and is adding undue stress to the other children and the environment it will be necessary to be suspended for up to 4 weeks with possible permanent termination.
- Readmission will be considered after the suspension on a case by case basis and at the discretion of the Director. She will consider the severity of the bites, temperament of the child, cooperation of the parents, and teacher opinion in her decision. This is not something that Next Generation Preschool wants to do, and please know that this would be a last resort.

Some things that Next Generation Preschool does to minimize biting in the child care setting are:

- Shadow the biter so that he or she is always near the providers or within arms-reach.
- Provide lots of language such as “Biting hurts.” and “We use our teeth for food.”
- Provide teething rings for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting and offer suggestions of how to stop the biting habit.

Bullying:

Conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school. Any conduct in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student will be considered bullying, and is strictly prohibited. If a teacher observes a bullying incident, the teacher must notify both children's parents that same day in the form of an incident report. If a child or his/her parents report that he/she is being bullied, the teacher must report to the Preschool Director. Every report will be fully investigated. The reported victim and the reported bully may receive counseling from the Preschool Director or Church Pastor.

Daily Activities

Clothing

Please dress children in casual, comfortable, washable clothes that are appropriate for the weather. Children should wear socks and tennis shoes. **Children are the safest, and sustain fewer playground injuries, when they are wearing athletic shoes.** Sandals and clog-type shoes, such as Crocs, or shoes with a raised heel, are not allowed as they cause them to trip when climbing and participating in outdoor play.

Please bring disposable diapers for children not yet potty-trained. Children who are potty trained should wear pants or shorts that are easy to pull up and down.

Bring a change of clothing in a Ziploc bag to be kept in the child's cubby or backpack all year.

Items from Home

Toys brought from home are strongly discouraged, as they often cause conflict between children, can disappear, or get broken. The preschool and other parents are not responsible for lost, stolen or damaged items. **All backpacks, coats, pillows, blankets, etc. should be clearly marked with your child's name.**

Lunch

It is required that all children bring a healthy lunch each day. Lunch will be eaten in the classroom. **Only send foods your child can eat without help.** Please include a napkin, straw and spoon if needed. It's our practice to encourage children to eat their most nutritious items first. Any unopened or leftover foods will be returned in your child's lunchbox so you have an accurate picture of what your child ate that day, unless it's a particularly messy food that could damage the lunchbox.

Foods that are round or cylindrical in shape pose an increased choking risk and **MUST** be cut into small bites. According to our State Licensing standards, examples of foods that present a high risk of choking include hot dogs sliced into rounds, whole grapes, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole. Any foods that meet that description that are not cut will be returned unopened, at the teacher's discretion.

Low-Sugar School

Candy, cookies, cakes, soda, and energy drinks are not permitted, and will be returned unopened. Exceptions may be made for birthday parties or an occasional school-wide celebration. We ask that you refrain from sending children with sugary breakfast items or snacks as it affects their mood, concentration, learning ability, and sleep cycle.

Rest Time

Children are required to have rest time and are provided with a nap mat. Children may also have other comfort items to help them rest, as needed, such as a blanket or pillow. While children are not required to sleep, they are required to remain quiet on their mats during rest time to allow their classmates the opportunity to rest comfortably. If a child is disruptive and keeping other children from getting their rest, they will be offered an alternative activity.

Physical Activity

Children will have a 30-minute outdoor recess time during the school day 9:00am-3:00pm and an additional 30-minute outdoor time for afternoon extended care at 3:00pm (weather permitting). This unstructured physical activity takes place on our playground behind our building or our courtyard up front. It is recommended that your child wear weather appropriate clothing along with shoes they can easily run around in to maximize safety. We DO NOT go outside if the temperature is below 49 degrees or above 94 degrees. We DO NOT go outside if it is raining or there is lightning. On the days children are unable to go outside they will be brought to our activity room or chapel to participate in structured physical activity.

Birthday Parties

Birthdays are a special occasion and cause for celebration. You may bring snacks and drinks to celebrate your child's birthday. Please contact your child's teacher to make arrangements and to check for any classroom allergies. Be prepared to send the ingredient list and/or an alternate treat for any child who may be allergic to the product. Gifts are not exchanged at the Preschool.

**Please sign and return the Parent Handbook Verification
on the following page for our records.**

PARENT HANDBOOK VERIFICATION

A digital copy of the current Parent Handbook is posted on the school website: nextgenleburne.com and hard copies are available in the school office.

After reading the Parent Handbook please sign and return this page to the Preschool Director or your child's teacher.

Please ask the Preschool Director or teacher questions about any of the policies in The Handbook.

I acknowledge that I have read the Parent Handbook for Next Generation Preschool, Ascension Church, and have been given the opportunity to ask any questions. I understand and agree to follow all policies outlined within the duration of time my child is enrolled in the program.

Child's Name:

Signature of Parent/Guardian:

Date: