

Welcome to First Methodist Day School



Parent Handbook 2021-2022

The Day School is a weekday mission of the First United Methodist Church. We strive to meet the needs of young children and families by providing a safe, nurturing Christian environment and educational program that addresses all areas of development-intellectual, social, physical, emotional and spiritual.

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Entrance Requirements

First Methodist Day School is open to children who are 18 months-4 years of age before September 1st. Students must be fully potty trained before they can enter a 3-year-old classroom.

Enrollment Paperwork

All enrollment forms must be fully completed and submitted to administration before the student will be placed on a class roster. The registration fee must also be paid. Our licensing requires that a student's file contain specific state and federal forms and immunization records and must be kept up to date (it is the parent's responsibility to keep immunizations up to date). We also require hearing and vision screening to be on file for all children 4 years and up. The student's file must be complete in order for the child to attend school.

Teacher Requests

The development of classes is a very important responsibility of the school's staff and administration. Classes are formed on the basis of several criteria such as the child's age, gender, language needs, class size, etc. If you have a specific classroom in mind for your child you may make a teacher request. Parents may submit teacher requests in writing only after enrollment paperwork is submitted and enrollment fees are paid in full. Requests are in no way guaranteed. Requests are at the discretion of the administration. Requests, if granted, will be filled in the order of the date that paperwork and fees were both submitted.

Fees & Payments

Payment Terms

Your child's attendance at FMDS is a nine-month commitment. Tuition is due monthly and credit is not given for a child's absence. This includes childhood illnesses, holidays and emergency closing. Tuition is due the first day of each month and is late after the 10th of the month. If your tuition payment is not received by the 10th, there will be a \$25.00 delinquent fee charged to your account on the 11th. For every day after the 11th that your payment is not received, an additional \$5.00 per day will be charged to your account. If your tuition has not been paid and is still outstanding on the 1st of the following month, your child will no longer be allowed to attend the Day School.

We understand that unexpected circumstances do occur (family relocations, long term illness, etc.). If such circumstances do occur, it is imperative that you speak with the Director immediately, so a payment plan can be worked out. Every reasonable effort will be made for the arrangement of tuition payment.

If a check is not honored by your bank and returned to the Day School, a fee of \$30 will be charged to your account

Additional Fees

Additional fees will be added during the monthly billing cycle throughout student's enrollment.

- Hot lunch-\$3.50 per meal
- Lunch Bunch-\$1.00 per day (not including a hot lunch)
- Drop-Ins-
 - Full day-\$40.00
 - Morning only- \$20.00
 - Extended Enrichment only- \$20.00
 - Early Bird - \$2.00
- Late Pick-ups-
 - First 10 minutes- \$10.00
 - Every minute after 10 minutes- \$1.00
- Late Payments-
 - Payments after the 10th-\$25.00
 - Payments every day after the 10th-\$5.00
- Returned Check Fee- \$30.00

Discounts

- Church member- 5% off morning and extended enrichment tuition
- Multiple children- 10% off each child's morning and extended enrichment tuition
- Payment of fees in full at time of enrollment- 5% off morning and extended enrichment tuition

Discounts will be applied at time of enrollment.

Scholarships

Scholarships may be available for those with a special need. If parents would like to apply for assistance, applications need to be filled out at time of enrollment. All scholarship applications for summer must be turned in by May 1st. Scholarship applications for the school year must be turned in by July 1st. You have to resubmit for each school year and for the summer program.

Schedules

School Year

The 2021-2022 school year will start August 16, 2021 and run to May 27, 2022. The school is open from 7:00 until 5:30, Monday through Friday. Three-day and five-day options are available for Early Bird, Morning Class, Lunch Bunch and Extended Enrichment. We follow MISD calendar for closings & holidays.

Camp SONshine

Camp SONshine is conducted for approximately 10 weeks during the summer. Camp SONshine is offered to children who will be 18 months old by June 6, 2022, and is open to school age children who have completed kindergarten through 5th grade. The school will be open from 7:00 until 5:30, Monday through Friday. Three-day and five-day options are available for Early Bird, Morning Class, Lunch Bunch and Extended Enrichment.

Early Bird

Early Bird will begin at 7:00. Day School staff will keep the children in a classroom or outside until 8:15. He or she will then see that they get to their room. Parents are responsible for bringing the child inside the school and to the designated early bird classroom. Under no circumstances are the children to come in by themselves. Parents must enter at the Columbus Street entrance. An adult must sign each student in daily at the front desk. If you need a drop in early bird the cost is \$2.00 per day.

Morning Class

Morning class will begin at 8:30 and end at 12:00. During this time students will have academic learning time, center time, music, outdoor or indoor play time and snack. It is very important that your child is in their classroom by 8:30 and attend school consistently so that they do not fall behind in the learning process. Carpool will begin promptly at 12:00. Students are to be picked up no later than 12:10. A late fee of \$10.00 will be charged after 12:15. A late fee of \$1.00 per minute will be charged after 12:15. If a child is left in carpool after 12:45 the parent will be charged an Extended Enrichment drop in fee of \$20.00 and a \$10 dollar late fee. Lunch Bunch is from 12:00-12:30 and should be picked up promptly 12:30 and late fee of \$10.00 will be applied after 12:35.

Extended Enrichment

Extended enrichment hours are 12:00-5:30. During this time the children will have nap time, supervised play, both indoor and outdoor, snack time, and center time. There will also be extra enrichment opportunities at this time for an additional fee. Students are to be picked up no later than 5:30. A late fee of \$10.00 will be charged after 5:40. A late fee of \$1.00 per each additional minute will be charged after 5:40. No credit will be given for absences or early departures.

Arrivals & Departures

Children are released only to parents or a person designated by the parents. Students who go to car pool will be released to an authorized adult and signed out by Day School staff. Students in Extended Enrichment must be signed out by their parent or authorized adult when they are picked up. Persons bringing the child or picking up a child will be sure that a staff member is aware of the child's arrival and departure.

Carpools

- The day school staff offers carpool times for your convenience. There will be staff members outside during designated times to help get your student to and from your car.

(When picking up your child, the Day School staff will not be able to assist in buckling any children into a car seat.)

- **During the designated times, the right lane of our drive way is for carpool pick-up and drop-off only! DO NOT park your car or leave your car unattended in the right side of the driveway. Please be considerate of other's time, especially in the morning.**
- Morning drop-off carpool is from 8:15 to 8:45
- Morning pick-up carpool is from 12:00 to 12:10
- Lunch Bunch carpool from 12:30 to 12:35
- Students not picked up during the designated times will incur late fees and may be placed in extended enrichment. If a student has to be placed in extended enrichment, an extended care drop-in fee will be charged for that day.
- At the end of each day, we ask that a parent/guardian come inside to sign children out at the front desk.

Sign-in & Sign-out Policy

As set forth by the Texas Department of Regulatory and Protective Services and First Methodist Day School, when a child comes to school they must be signed in and out. When a child is brought to Early Bird, the parent will sign the child in. The carpool staff will sign the child in when dropped off at carpool. If a child is brought late (after 8:45 a.m.), the parent must bring the child inside the school, sign in at the front desk and take the child to the classroom. If a child is picked up any time after carpool or during the morning or early afternoon, they will need to be signed out at the office. The carpool staff will sign out children that leave at the noon carpool. The adult picking up the child will write out the signature. No initials or signatures of elementary age brother or sister will be allowed under any circumstances.

If a person comes to pick up a child and is not on the authorized pick-up list, the parent must call ahead and notify the Day School who is picking up their child and give a description of the person and their vehicle. This person must present identification to the staff before the child will be released to their custody.

Transportation

The parents should arrange daily transportation for all students. Teachers will coordinate field trip transportation with parents.

Security & Safety

The Day School has a security system in operation. The doors will be locked at 8:45a.m. each day. Our school has the Watch Me Grow system. It was developed specifically for use in pre-schools and childcare centers. Their video system provides parents (and approved family members) with the opportunity to log in from any PC with an internet connection so that they can view their child and share their day. This system is in over 400 schools across the U.S. and we are thrilled to be one of them.

In the event of an emergency such as a tornado, fire, explosion, chemical spill, gas leak or intruder First Methodist Day School staff will make your child's safety our number one concern.

Evacuation:

If a situation requires us to evacuate our building, we have a west bound relocation plan, an east bound relocation plan and a walking relocation plan. If we are required to move to the east we will move to Wee Care Day Care located at 109 Jasper Dr. in Marshall, TX. If we are required to move to the west, we will move to Immanuel Baptist Church at located at 2408 W. Pinecrest. If we need to evacuate the church building only due to fire damage and other localized emergencies, we will walk to the Panola Harrison Co-op Building located on the corner of Alamo and Houston St. We will seek the guidance of the city officials who are in charge of the evacuation and follow their suggestions. The location we select will be based on the safest location for the children.

To transport the children, if time allows, the director will obtain the church van and/or bus and the staff will transport the children to the designated location. If time does not allow, we will use staff vehicles to transport children in the safest manner possible.

Before transporting, the teachers will count all of the children in their class to make sure they are all accounted for. The teacher will also be responsible for taking her Emergency Information packet, which includes the child's emergency information and authorization forms. The director/ person in charge will take the daily sign in sheet and attendance sheets, first aid supplies and medications.

The cook and classroom aides will be responsible for gathering snacks, toys and books to take to the new location.

When we arrive at the new locations, the teachers will count to make sure all of their students are present. The attendance sheet will be used as a reference.

As soon as we are settled into the new locations, every attempt to contact the parents will be taken. We will do this by using the available land lines. If none are available, we will use teacher cell phones. If the emergency involves loss of power teacher cell phones will be used one at a time with all others turned off to conserve battery life. If possible, we will notify the media of our new location so parents will know where to go.

Our staff will remain at the location until all the children have been picked up.

Fire:

In the event of a fire, our staff will evacuate the children quickly. Each month our children practice a fire drill and the children are trained to evacuate and gather at specified locations. The receptionist is responsible for attendance records and the sign in/out log. Each teacher is responsible for their emergency information packet. The director will sweep the building to ensure all children are out of the building, and the teachers will also count their children to make sure all are out of the building. The children will not return inside the building until the fire marshal informs us it is safe to do so. If it is deemed unsafe we will relocate using our walking relocation plan. We will begin the process of notifying parents once we are settled into the new location.

Tornado:

We practice tornado drills every 3 months. Our children are trained to sit in their protected areas and remain quiet. The children gather in the hallway toward the back of the school. This area is underground and deemed the safest area. Each teacher will take their emergency information packet and count all of their children to make sure everyone is accounted for. They will also bring their flashlights in case the lights go out. We will follow the weather station, local radio and listen for community storm sirens during inclement weather. Should a tornado hit our building, we will do whatever is needed to provide for the safety and health of your child.

Chemical Spill/Gas Leak:

In the event of a spill or leak in the area, we will take instructions from the city officials as to where we can relocate in the city. (see evacuation section) If the city officials instruct us to go somewhere else we will follow their instructions. We will do our best to contact the parents as soon as the children are settled in to their new location. We will also try to notify the media of our location. We will try to use the church van and/or bus for transportation, but if this is not possible we will use employee vehicles.

Inclement Weather Closings

The Day School will follow the direction of Marshall ISD regarding school closings due to emergency weather conditions. Please listen to KMHT radio station for information regarding our school. You may also check the following websites for information:

- www.firstmethodistdayschool.org
- [“First Methodist Day School – Marshall” Facebook Page](#)

Medical Emergency:

911 will be called if there is any type of medical emergency. The parents of the child with the medical emergency will be notified as soon as possible. If we cannot locate a parent, we will contact someone on the emergency authorization form, which the parent has provided. Should the child need to go in an ambulance, one of the First Methodist Day School staff will go with the child to the hospital and stay until the parent/guardian arrives.

Communicable Disease:

Should a communicable disease outbreak occur the director/person in charge will contact local health officials by phone for instruction. Every attempt will be made to keep the children who are sick away from the healthy children so that the disease does not spread. When we have

a child who becomes ill at school and is considered contagious, we will call the parent and notify them that they must pick up their child from school and keep them out of school until the child is no longer contagious. We ask that the parent provide us a statement from the doctor informing us that the child is able to return to school.

Intruder:

FMDS locks our front door in the morning after morning car pool (around 8:45). We have a receptionist in place to open the door for guests when the bell is sounded. The church also has a similar procedure in place so no one can easily gain access to the school through the stairs and elevator. The playground has a tall fence surrounding it making the playground doors inaccessible to strangers. We are cautious as to whom we allow in our school. Should someone enter our school who has a weapon, the staff dealing with the intruder will take all necessary precautions to try to keep the person away from children and classrooms. The teachers will be made aware of the situation and they will be told to lock down or flee. In a lock down situation the classroom doors will be locked if possible. The blinds will be lowered. The children will all go into the bathrooms and shut the door. No one is to come out until the director/ law enforcement official gives the all clear. If the teachers are told to flee, they are to exit using their classroom windows and use the foot evacuation procedures. The teacher will take their emergency Information Packets and parents will be notified as soon as the situation is under control.

Flood or Hurricane:

In the event of a possible flood or hurricane, the school will contact parents to pick up their child as soon as possible. The staff will stay at the school until all children are picked up. Our staff will keep up with weather through local radio and internet weather sites when we are experiencing bad weather. Hopefully we can take precautions before a flood or hurricane arrives. If not, we will evacuate to the closest safest place possible. (See evacuation plan)

The Day School will keep an emergency kit in the director's office. This kit will be taken with the children during any type of evacuation. The following items will be in the kit:

- Complete first aid kit
- Diapering supplies
- Hand washing supplies
- Flashlights with extra batteries
- Battery powered radio with batteries
- Trash bags
- Duct tape

Parent Commitment

The parents and families of FUMC Day School are a very important and special part of our program. We encourage your involvement in your child's school. Our school has an active parent group called the VIP (Very Important Parents). This group is in charge of several activities throughout the year such as, Family Night Raffle and Walk-A-Thon. The VIP also volunteers at several school run activities such as book fairs, Christmas programs and Graduation.

Special Events

The Day School hosts many special events throughout the school year. Some are planned and executed by the VIP, while others are planned by the teachers and staff. Some of these events include Fall Festival, Thanksgiving Feast, our Christmas Program, Family night and many more. Parents, grandparents and friends may be invited to attend the events and/or asked to help in any way possible.

Parent Meetings

There will be an orientation/meet the teacher prior to starting school. This is a time for parents to get to know the staff at FMDS, look around their child's classroom and get to know the daily schedule of the class. Open House will be in September. During open house parents will be able to view their child's work, talk to the teachers about their child's progress and see their child play with their school friends.

Conferences

Parent/Teacher conferences are held once a year or are available upon request. Parent/Teacher/Administration conferences may be requested anytime throughout the year as needed when issues arise. These conferences may be requested by the parent, the teacher or administration.

Health

At FMDS we make it a practice to perform Daily Health Check on every child when they arrive at school. We take a quick glance as the children arrive at our school to check for illness or injury.

Illnesses

Your child's health is very importance to us. Precautions are taken to safeguard the health of the group. This includes refusing to admit sick children into the class and isolating children who become ill while at school. Should your child become ill during school hours, you will be notified so that you may come to school and take them home. If neither parent can be reached, persons listed on the application form under emergencies will be called. Please keep all telephone numbers and information current.

The Day School will not admit an ill child if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- The child has one of the following, unless medical evaluation by the health-care professional indicates that you can include the child in the child-care center's activities:
 - A. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
 - B. Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
 - C. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
 - D. Temporal temperature of 98.6 or greater, accompanied by behavior changes or other signs or symptoms of illness
 - E. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, and other signs that the child may be severely ill

(From Minimum Standards for Child-Care Centers Texas Department of Protective and Regulatory Services.)

In the event that a health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious, the child will not be allowed to attend school. The parent should notify the school so that other parents can be notified.

If a child becomes ill during the day, he will be isolated from the other children and the parents will be contacted immediately. If your child is ill, he or she must remain at home and be free from fever, vomiting, and diarrhea for **24 hours without** medication. Some cases may require a physician's statement before re-entry will be granted.

You should notify the school if your child has experienced, or is experiencing, any type of traumatic emotional experience, such as the birth of a sibling or death of a relative. This will enable your child's teacher to understand and deal with behavioral differences or difficulties that may be observed in the classroom.

Medication

We will administer medication to a child. All medication (even over the counter) must be labeled with child's name, date, dosage, and time to be given. It must be in the original container. Parents must fill out a Medication form, available on our website or from the front desk, stating kind of medication, dosage, and permission for teacher to administer. Medication that has expired or that is not age appropriate for the child will not be administered. We will not administer medication "as needed". All medication forms must include a time for administration.

Injuries

Minor injuries will be cleaned with soap and water and bandaged. Parents will receive a report of the incident. In the event of more serious injuries, the parents will be notified

immediately and a course of action will be determined. In the event of a major injury, 911 will be called first and the parents will be called immediately after.

Head Lice

The Day School will routinely check all students for head lice. Anyone found to be infested with head lice will be excluded from school until appropriate treatment is received. Students may return to school 24 hours after initial treatment. Before re-entering, parents must accompany the child to the office and be checked by the Director or designated personnel. If the child is lice free and nit free they can return to class, if not the child will be sent home with the parent.

Indoor & Outdoor Play

The children will be given an outside playtime every day. If the temperature is below 42 degrees, above 94 degrees, if it is raining or thundering, the children will remain indoors to play in their classroom or the gym.

Dress Code

We encourage all types of sensory activities. For this reason, we ask that you send your child in clothes that you do not mind getting dirty.

All students need a complete change of clothes (shirt, pants, underwear, shoes and socks) labeled with their name.

- Children need to wear comfortable, washable play clothes. They do not need the pressure of worrying about getting special clothes dirty. Clothing should encourage SELF-HELP skills; for example, no overalls or tight belts that restrict your child's ability to care for his or her own bathroom needs.
- Children need to wear CLOSED TOE SHOES. Any open toed or open heeled shoes, sandals, flip-flops, or cowboy boots are prohibited. Many of our learning activities involve jumping, climbing, skipping, hopping, and running and CLOSED TOE SHOES are a necessity. If a child comes to school in anything other than tennis shoes, the parent will be called to come bring the child the appropriate footwear. Cowboy boots will only be allowed on Western Day.
- Jewelry – Please do not let your child wear rings, bracelets, or necklaces to school. The Day School is not liable if any lost or broken items.

Food

Snacks

Nutritious snacks will be served daily. If your child has any food allergies, please be sure to indicate that in the appropriate paper work.

Meals

Nutritious hot lunches are offered daily for the children that stay for extended enrichment. You will receive a monthly menu and lunches will be \$3.50 each. You may also send a sack lunch with a drink. However, The Day School is not responsible for the nutritional value or for meeting the child's daily food needs when the parent chooses to send a sack lunch. The drink will need to be pre-packaged or you can send milk or juice in a thermos. No carbonated drinks please. **Do not include anything that will need to be heated or refrigerated by us.**

- If you are breastfeeding, we will provide a comfortable private place for you

Allergies

The Day School makes every effort to ensure the safety of the students in our care. Allergies are taken very seriously, and precautions are taken to prevent exposure of the student to the identified allergens. Please make administration and your child's teacher aware of any allergy information they might need to be able to provide a safe environment for your child.

Special Days

Birthdays & Un-birthdays

Children enjoy being recognized on their very special day. If you (and your child) would like to prepare a special birthday snack for the class on this day, please send a note or call your child's teacher several days in advance so she can plan accordingly. You might wish to honor your child's birthday in a special way by purchasing a new book for our school library. We will place a bookplate displaying his name and birthday inside the front cover showing this book was given as a special recognition in his name. His class, as well as future children of the Day School, will enjoy this book for years to come. For those children whose birthdays fall on days other than class days, you may wish to celebrate then on another day. For children whose birthdays fall during the summer months, you may choose an "un-birthday" day during the school year for this 'special day at school'. Make arrangements for this day with your child's teacher.

School Parties

Holiday School Parties are celebrated for Fall Festival, Thanksgiving, Christmas, Valentine's Day, Easter, and the End of School. Teachers and parents plan the parties and provide snacks and favors. Please keep parties, snacks, and favors simple, inexpensive and nutritious.

Field Trips

Field trips are a very important part of our program. Children learn best through firsthand experiences and many of our curriculum themes will center on a meaningful field trip. A note will be sent home and an announcement will be posted by the classroom to notify parents about all field trips. Parental participation is essential for these excursions.

Visitation

Parents are welcome to visit at any time. To keep from disrupting your child's day we ask that you keep classroom visits to a minimum and only stay a short time. During your visit

please keep conversations with the teacher short. You may schedule a conference with a teacher at any time. Parents and all other visitors must sign in at the front desk.

What to Bring to School

- Each child needs a change of full clothing daily.
- Items that are brought for specified “show and tell” days. If requested by the teacher, books or items that relate to curriculum themes are welcome. Please be sure these are clearly labeled with your child’s name.
- A backpack labeled with his/her name for carrying home belongings and artwork.
- If they bring a lunch, all food should be finger foods if possible and ready to eat, fruit peeled and cut up, sandwiches cut in small pieces, and juice or milk. Please remember to include a fork or spoon, if needed. Carbonated drinks or food that must be heated are NOT ALLOWED.
- Extended enrichment students need a covered sleep mat (this can be covered with a king size pillow case), plus blanket and/or small pillow if needed. These items are to be in a washable laundry bag (24 X 36) or king size pillowcase (no mesh bags, please). Your child’s name needs to be visibly printed on the outside of the bag.
- Children can bring a stuffed animal or blanket to sleep with. These items will be kept in the child’s nap mat bag
- If a child in the 18-month class requires a pacifier, the pacifier must be attached to a clip with the child’s name.
- Any extra diapers must be labeled with your child’s name
- Any lunch containers or drink containers (including sippy cups) must be labeled with your child’s name to avoid confusion and contamination

What NOT to Bring to School

- Gum and candy.
- Toys should be left at home. Personal toys often cause discipline problems in the classroom. If such items are brought to school, they will be left in the child’s cubby. If the toys become an issue, the teacher will turn it in to the office and the parent can get them back when the child is picked up.
- Money, which could be lost. (The Day School teachers will not be responsible for keeping track of money sent with any child.)
- Jewelry, which could be lost or broken.
- Items that are easily damaged or broken should not be sent. If your child would like to bring a fragile item that is appropriate for the curriculum, please discuss and coordinate this with your child’s teacher. Please pack item securely in a closed, taped container, label with your child’s name and indicate contents.

Discipline Policies

Behavior

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child and shall be directed toward teaching the child acceptable behavior.

Children in The Day School shall:

1. Have good behavior recognized and encouraged.
2. Be taught by example through use of fair and consistent rules and in a relaxed atmosphere with discipline relevant to the behavior involved.
3. Be supervised by staff showing an attitude of understanding, but firmness.
4. Be given clear directions and provided guidance on the child's level of understanding.
5. Be held firmly if behavior is such to harm self or others.
6. Be redirected by stating alternatives when behavior is unacceptable. (Example: "blocks are for building, not for throwing")
7. Be helped to understand why their conduct is unacceptable and what is acceptable in a given situation.
8. Not receive punishment associated with food, rest, toilet training, or isolation for illness.
9. Not be subjected to punishment of a psychological nature such as humiliation, derogatory or sarcastic remarks about himself or his family or loud, profane language.

When a discipline problem arises in the school, the teacher is responsible for the discipline of the child. If a serious problem arises, the teacher will call the parent and consult with them. If a child is brought to the office for discipline, the parents will be notified in writing. When this procedure proves ineffective, the director has the authority to deal with the problem as the situation demands within the limits of the above discipline policy of The Day School. The policy of the Day School Board is that if a child is often:

1. Disruptive to the learning process
2. Destructive to Day School or teacher's property
3. Causing deliberate bodily injury to other students or teachers
4. Uses abusive language
5. Referred to the director for disciplinary measures more than two consecutive days.

Then: Parents will be notified to counsel with the teacher and director and the meeting will be documented. If there is documentation of two or more meetings, and the parents' cooperation proves ineffective, then the child will be dismissed automatically. Also, if the child's behavior or language does not improve then the child will be dismissed.

Improper Physical Behavior

While curiosity is normal with children of the age, The Day School is committed to protecting all of our students. Any behavior that is offensive or inappropriate for the age level will be reported to the parent in writing and the teacher will contact the parent to discuss the incident. If the behavior continues, the parents will be required to meet with the teacher and administration and a plan of action will be determined, which may include the child being dismissed from school. If the behavior is consistent with signs of abuse, The Day School is required by law to make a report to Child Protective Services.

Biting

Biting is a very frequent occurrence with small children. However, it is not unusual behavior for children between the ages of 6 months and 3 years. Please remember that this might occur with your child as the biter or the bitee. Common causes of biting are lack of verbal skills, hunger, thirst, boredom, teething and earaches. The staff will, at all times, try to work with the child and the family to stop this behavior.

If a child bites more than 2 times, or if the bite breaks the skin, causes bleeding or is on the face, the biter will be sent home for the day and a parent conference will be held with the Director before the child is readmitted to school. Continued biting could result in dismissal from The Day School.

Optional Enrichment Opportunities

The Day School offers several opportunities for your child in our Extended Enrichment Program to receive additional enrichment, if you choose. These opportunities include, Tumblebus, Teams of Tomorrow, Pre-School Picasso. The providers of these services are not employees of First United Methodist Day School, but we are responsible for making sure that they have passed background checks. The Day School is not responsible for billing of these services. Parents will enter into an agreement with the service provider and will pay them directly. More information about these programs will be available after enrollment.

Helpful Info

- Please like our private Facebook page “First Methodist Day School – Marshall” to keep up to date on all news, updates, and important things throughout the year.
- If any changes are made to this handbook during the year we will post them, make the changes on the online version and send home a note.
- You may view the Minimum Standards and our licensing report by asking for a copy in the office or online at DFPS.state.tx.us
- Our local State Agent is Charles Dheil
- Report Abuse
 - By Phone: 1-800-252-5400 Website dfps.state.tx.us – our staff is fully trained on the signs of abuse and neglect and are by law required to report to the state if they feel the child is being abused
- We are a gang free facility – info posted on our bulletin board
- Each month the big calendar by the entrance will be updated with all upcoming events

STATEMENT OF VERIFICATION OF PARENT HANDBOOK POLICIES AND LICENSING REGULATIONS

I _____ parent/guardian of _____
have read and understand the Parent Handbook policies as approved by First Methodist Day School. By signing this page, I am recognizing that I have received a copy of the handbook for my personal review. In order for my child to attend FMDS, I agree to adhere to the policies set forth in this handbook.

Signature: _____

Date: _____