403 S. Main Street
Duncanville, TX 75116
Phone: 972-298-5890

September 2025

Dear Parents,

The staff and I would like to welcome you and your child to First Methodist School. We are pleased that you have chosen our program to provide the best school experience for your child. We are committed to providing all children in our care with the experiences that will help each individual child develop academically, spiritually, emotionally, physically, and socially.

This handbook has been prepared to better acquaint you with the policies and procedures of FMS and is updated annually. Please keep this handbook for your reference throughout the year. This handbook may not cover all situations. All policies are subject to change. Information regarding changes and updates will be provided to you.

Comments and suggestions are always appreciated.

If I can be of further assistance, please call or visit me in the school office.

Sincerely,

Erika Hemphill
Director
Erika@fumcd.com

First United Methodist Church
DUNCANVILLE

Clergy:
Rev. Dr. Abril Goforth, Senior Pastor

403 South Main Street
Telephone: 972.298.6121
www.fumcd.com

Fall 2025

Dear Parents, Grandparents, and Guardians,

On behalf of the congregation and staff of First United Methodist Church of Duncanville, Welcome! Bienvenidos! We are so glad you are here!

First Methodist School has a long, respected history in this community. Some of our students are third or fourth generation attendees. You and your child have joined a family who believes that each person is loved by God and has a part to fulfill in God's kingdom. We believe that school is a place to be loved and affirmed as a gift from God and to learn the love of Christ through the teachers and staff. We want your child to be successful, and for learning to be an enjoyable, lifelong process.

If you are looking for a church home, you are welcome here. Wherever you've been and whatever you've experienced, you are loved by the One who created you and will be embraced by imperfect people who are on the journey with you. If you have questions or would like more information about us, please call or email. We are always happy to hear from you!

May God bless you and your family during the 2025-2026 school year.

All God's best to you,
Abril

Rev. Dr. Abril Goforth
Senior Pastor

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403 South Main
Duncanville, TX 75116
Phone 972-298-5890 Fax 469-533-2372

PHILOSOPHY OF THE PROGRAM

Our program is based on the philosophy that we shall provide the young child with the opportunity to develop their sense of identity and self-worth. We want to develop a sense of initiative and imagination and stimulate the child's curiosity while they are developing and learning skills. We want to help them learn about and understand themselves, others, and God's world around them. Families are children's first social group and we partner with you to nurture your child's social, emotional, intellectual, and physical growth.

GOAL OF THE PROGRAM

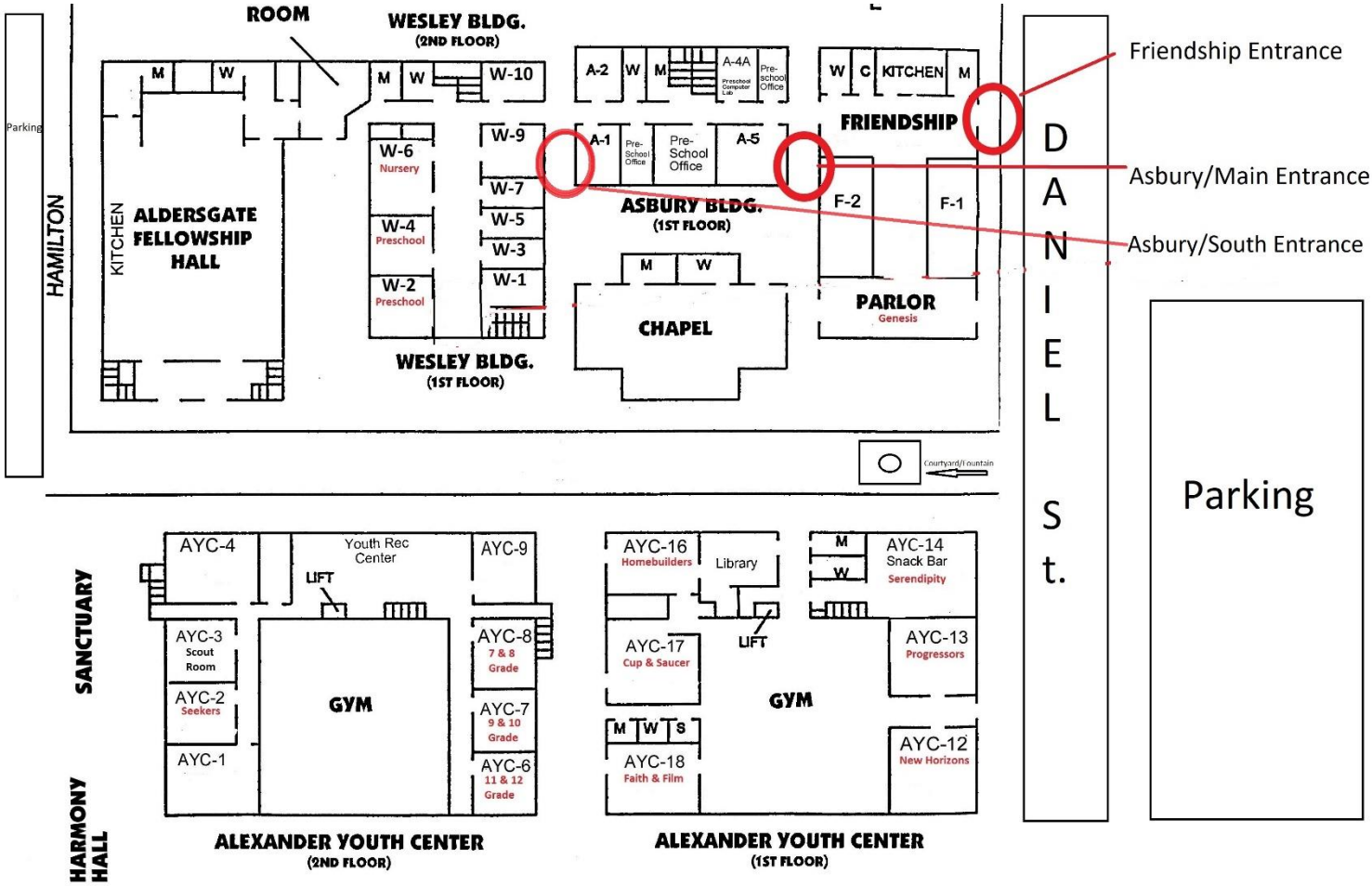
Our goal is to provide a planned program for children, appropriate to their age and within a Christian environment which will help them grow academically, spiritually, socially, emotionally, and physically. We hope to build habits and share experiences which will prepare them in developing and learning skills which will last a lifetime.

Many varied learning opportunities will be provided for the children which will stimulate and enrich their growth as persons. Although there is no denominational emphasis, we are Christian oriented and stress those elements of the Christian faith which are common to us all. We help the child learn that he/she is someone very special and worthy of the love of both God and man.

MISSION STATEMENT

Our mission at First Methodist School is:
To expose children to many different experiences that promote success in life.

CAMPUS MAP


Parking
HAMILTON
ROOM
WESLEY BLDG.
(2ND FLOOR)
M
W
M
W
W-10
KITCHEN
ALDERSGATE
FELLOWSHIP
HALL
W-6
Nursery
W-4
Preschool
W-2
Preschool
W-9
W-7
W-5
W-3
W-1
WESLEY BLDG.
(1ST FLOOR)
A-2
W
M
A-4A
Preschool Computer Lab
Pre-school Office
A-1
Pre-School Office
Pre-School Office
A-5
ASBURY BLDG.
(1ST FLOOR)
M
W
CHAPEL
W
C
KITCHEN
M
FRIENDSHIP
F-2
F-1
PARLOR
Genesis
Courtyard/Fountain
D
A
N
I
E
L
S
t.
Friendship Entrance
Asbury/Main Entrance
Asbury/South Entrance
Parking
SANCTUARY
HARMONY HALL
AYC-4
Youth Rec Center
LIFT
AYC-9
AYC-3
Scout Room
AYC-2
Seekers
AYC-1
GYM
AYC-8
7 & 8 Grade
AYC-7
9 & 10 Grade
AYC-6
11 & 12 Grade
ALEXANDER YOUTH CENTER
(2ND FLOOR)
AYC-16
Homebuilders
Library
M
W
AYC-14
Snack Bar
Serendipity
LIFT
AYC-17
Cup & Saucer
AYC-13
Progressors
GYM
M
W
S
AYC-18
Faith & Film
AYC-12
New Horizons
ALEXANDER YOUTH CENTER
(1ST FLOOR)

PROGRAM INFORMATION

Curriculum

Preschool and Young School Classes

Teachers work from a thematic approach that presents new and challenging concepts to the children. The curriculum is a balance between learning centers, individual instruction, group time and teacher directed activities. The curriculum design recognizes that children learn best through active participation. Each child is encouraged to pursue their own knowledge, and to learn through interaction with the environment and with peers and teachers. Throughout the curriculum we endeavor to help each child understand that they are valued by God, specifically teaching holidays of Thanksgiving, Christmas, and Easter with a religious emphasis.

Classroom Routines

Each classroom follows a daily schedule that is planned to provide a balance of developmentally appropriate activities. Parents may refer to daily schedules included in the class newsletter.

Chapel

Chapel is offered to classes ages 2 and up. The emphasis is on God's plan for a good and loving world. Appropriate stories from the Bible are shared with the children. Praise, thanksgiving, and prayer are part of the experience. We seek to tell the good news of God's love, and to enable the children to respond in ways appropriate for their age. The chapel experience and the understanding of the religious importance of holidays are coordinated with the classroom curriculum.

Enrichment Classes – Preschool and Kindergarten Classes

Enrichment experiences are provided through classes in Music, Spanish, Computer, and Physical Education. Enrichment classes are integrated with the classroom curriculum.

Enrichment Classes – Young School Classes

Enrichment experiences are provided through classes in Music and Physical Education. Enrichment classes are integrated with the classroom curriculum.

DISCIPLINE AND GUIDANCE

The goal of First Methodist School's discipline and guidance is to teach social/emotional skills to all children for success in school and life. First Methodist School believes that the purpose of discipline is to motivate children in a positive manner so that they can regulate their own behavior. We strive to help children learn to be self-managing and socially responsible. Children are encouraged to express and manage their feelings, and to learn cooperation and negotiation. Only positive, non-punitive methods of discipline are used. We believe that redirection and/or conflict resolution can resolve conflicts.

The teachers will work to create an atmosphere of love and acceptance in the classroom, frequently using praise and positive reinforcement to communicate standards for good behavior to the children. By using a well-organized and motivational curriculum, we hope to reduce discipline situations.

At all times, First Methodist School recognizes the limitations of a young child's ability to manage emotions and control reactions. However, should a distressed child be in danger to themselves, or in danger of injuring another child, he/she will be removed from the situation and allowed private time in the presence of a reassuring adult to quiet himself/herself.

Teachers will use redirection and positive guidance to discipline students. If a student does not respond to these methods, the teacher will utilize our color system and move a student's color to help them understand that their current behavior is unacceptable.

- Blue- Role Model Behavior. Students move up to blue when we catch them doing good deeds.
- Green-Great! Very few or no redirections. All students begin each day here.
- Yellow-Watch out! Several redirections; possible time outs given
- Orange-Uh Oh. Repeated redirections and time out(s) for the same behavior(s)
- Red-Not a good day. Visited the office.

Teachers will also explain desired behavior(s). If changing the student's color does not result in improved behavior, a time out will be issued (no longer than 1 minute per year of age). If behavior is not improved after a time out, the student will be removed from the classroom and taken to the office for an opportunity to calm down and discuss necessary behavior changes. Teachers will communicate with parents in writing on the daily behavior chart regarding any behavior issues so that program objectives are met. Teachers may also call parents to discuss classroom behavior if warranted. In cases where there is an issue of constant inappropriate behavior, parents must attend a parent conference to outline and agree on a behavior modification plan. We encourage each child to make appropriate choices and sometimes use the "calm down" and "think about it" area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices, and redirection. In cases where there is an issue of constant inappropriate behavior, parents must attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved. Ongoing follow-up will be made with the parent daily regarding the child's progress until the issue is resolved.

Parents will be notified if a child is continually disruptive (i.e., biting, fighting, inappropriate behavior or language). The director and teachers will offer parents suggestions to help their student be successful in school. An individual behavior plan with goals and reasonable age-appropriate timelines will be created for the student. If the student is unable to reach the goals in the specified time, the director may make the determination that FMS is not a good fit for the student and may dismiss the student from the program. Additional resources for parents may be found here:

Vanderbilt University: http://csefel.vanderbilt.edu/resources/family.html
Centers for Disease Control: http://www.cdc.gov/parents/essentials/
Administration for Children and Families: https://www.acf.hhs.gov/programs/ecd/child-health-development/watch-me-thrive/families

Biting

Young children occasionally bite when they are unable to express themselves verbally; however, we feel that biting is serious and can be upsetting to both the biter and the child who is bitten. Normal positive guidance techniques will be used in the classroom to attempt to eliminate biting, however children who continue to bite will be sent home. Parents will have to come for their child. The parent and the Director will discuss alternatives and methods to eliminate the problem before the child has to be withdrawn from the program.

ABUSE AND NEGLECT OF CHILDREN POLICY

All FMS staff are required to attend at least one hour of training annually on preventing, recognizing, and reporting abuse and neglect of children, including:

(1) Factors indicating a child is at risk for abuse or neglect;
(2) Warning signs indicating a child may be a victim of abuse or neglect;
(3) Internal procedures for reporting child abuse or neglect; and
(4) Community organizations that have training programs available to child-care center staff members, children, and parents.

FMS staff will report suspected abuse/neglect by phone: 1-800-252-5400 or online www.txabusehotline.org. Information on prevention techniques, help from community organizations, and actions to take when a child has been victimized can be found at www.helpandhope.org/recognizing-abuse-neglect.html or see the school office.

STAFF IMMUNIZATION POLICY

First Methodist School Staff are encouraged to be immunized according to the CDC's Recommended Immunization Schedule under the guidance of their primary care physician. Copies of recent immunizations are kept in employee files.

An employee may be exempt from immunizations for:
• Medical conditions identified as contraindications or precautions by the CDC.

What are some examples of acceptable documentation for exemptions?
• For medical conditions, acceptable documentation may include a note from the employee's health care professional providing a statement that the required vaccine is medically contraindicated or poses a significant risk to the health and well-being of the individual.

Procedures that an exempt employee must follow to protect children in care from exposure to disease:
• Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores;
• An employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
• Wearing masks when the employee has respiratory symptoms to reduce the spread of droplets to surrounding areas;
• Wearing masks when taking care of children with respiratory symptoms;
• Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children;
• Excluding the employee from direct care when the employee has signs of illness.

PARENT INVOLVEMENT. CONFERENCES, PROGRESS REPORTS

The school's relationship with parents is of great importance, and we recognize that the first and most important teachers that children have are their parents. We also recognize that on-going communication between parent and teacher is essential for a successful educational experience for each child.

Parents are encouraged to have an ongoing dialog with their child's teacher. Please let the teachers know if or when your child has an upsetting experience or disruption in their regular schedule, such as health problems, unhappy emotional events or even lack of sleep. When the teachers have the information, they are better able to meet individual needs and are better able to help children cope and heal.

Under current safety protocols, parents will enter the school for situations that cannot be handled via phone call, email, or Zoom video call). All persons are prohibited from entering the building except:
- Operation staff;
- Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Children enrolled at the operation; and
- Parents who have children enrolled and present at the operation. Parents may request a conference with the director or teacher at any time. Staff are unavailable for conferences at drop-off and pick up times.

Parents are invited to attend chapel services, the Kindergarten Circus and Mother's Day Tea, Open House, the Christmas Program, the Spring Program, and the Back to School Bash. Parents are also encouraged to visit the Kona Ice Snow Cone Truck when it comes to campus.

Preschool children will experience four celebrations throughout the school year: Fall Celebration, Christmas, Valentine's Day and Easter. A Sign-Up Genius link for celebration supplies will be emailed and/or messaged to you. Young School classes (1s & 2s) will have small holiday observations at lunch. Parents are asked not to attend preschool and young school class celebrations to limit

disruption to classroom activities. Pictures and videos of classroom activities will be posted in the Brightwheel app.

Parent-Teacher Conferences/Progress Reports – Preschool & Kindergarten
Parents are invited to an initial conference with their teacher in August. Parents will receive updates on their child's progress from their child's teacher at the Open House conference held in November. Parent-Teacher conferences for preschool students may be scheduled as needed by the teacher or parent to discuss your child's progress and development at any time during the school year. Kindergarten Parent-Teacher conferences are also scheduled in January. Kindergarten parents will receive a progress report five times during the school year. Preschool parents will receive progress reports in December and May. Teachers are unavailable for conferences at drop-off and pick up times. Progress reports are based on Developmental Milestones for each age group. Kindergarten progress reports are based on the TX Essential Knowledge and Skills.

Parent-Teacher Conferences – Young School 1s & 2s
Parents are invited to an initial conference with their teacher in August. Parents will receive updates on their child's progress from their child's teacher at the Open House conference held in November. Parent-Teacher conferences for young school students may be scheduled as needed by the teacher or parent to discuss your child's progress and development at any time during the school year. Young school parents will receive progress reports in December and May. Teachers are unavailable for conferences at drop-off and pick up times. Progress reports are based on Developmental Milestones for each age group.

Program Evaluation - In order to provide an appropriate and effective program for the children in our care, parents may be asked to complete a program survey/evaluation toward the end of the school year.

PARENT-STAFF COMMUNICATION

During the year, we will use many different methods to communicate with families enrolled in our program.
Our methods of communication include, but are not limited to, the following:

- **Informal chats and/or notes:** Please check your child's backpack/folder daily for notes.
- **Conferences:** Parents and teachers can schedule conferences as needed.
- **Phone Calls:** Parents may request a phone call from the teacher. To contact a teacher during school hours, please call the office at 972-298-5890 or contact the teacher through Brightwheel messaging.
- **Calendar:** Monthly calendar and news will be sent out by the office.
- **Newsletter:** Monthly news will be sent out by individual teachers.
- **Email Newsletter:** Sent out monthly by director. Please provide a current email address to ensure delivery.

- **Brightwheel:** Parents will be invited to download the app to communicate with their child's teacher via instant message, view pictures, and receive school updates. Please update your contact information in Brightwheel as changes occur.
- **Behavior Color Chart in folder:** Please check daily.
- **Rainbow Reports:** These are sent home daily with our 1-year-old class.
- **School Website:** www.fmsduncanville.com
- **Any changes in policy will be provided to the parents in writing.**

Parents are encouraged to follow FMS on social media to find out all of the great things happening at school. However, our staff will not follow/accept friend requests from parents on their personal social media accounts.

FMS is not liable for any outside babysitting arrangements made between parents and staff. FMS will not be involved in negotiating terms of these agreements.

REGISTRATION

- Registration for the following year begins the 1st full week in February for currently enrolled students and their siblings. All students will be auto-enrolled for the upcoming school year in a program comparable to their current one unless a parent opts out of auto-enrollment by the opt-out deadline. Enrollment fees are due upon receipt. Spots are not secured until all fees are paid.
- Registration is open to the public the 1st full week in March.
- An online registration form must be filled out and signed by a parent or guardian. *Class openings will be filled in the order that registration forms and fees are received. Registrations are not confirmed until the form is submitted, and all fees are paid.*
- ***Registration fees are Non-Refundable.***
- All tuition payments for children presently enrolled must be current to be eligible to register for the next school year, and tuition must be paid in full in May to maintain the registration for the next school year.
- Family Discounts: A discount will be given if three or more children are enrolled concurrently during the regular school year. Please see the office for more information.
- Enrollment fees/1st month tuition may be prorated at the discretion of the director dependent on enrollment date.
- Teacher Requests: Please be advised of the following guidelines regarding teacher requests:
  - Written teacher requests are acknowledged but **not guaranteed**
  - Written requests for the upcoming school year must be made to the office before the last day of school (May)
  - Teacher assignments for the new school year will be finalized in August
  - Final student placements are made at the director's discretion
  - Student placements are based on a number of factors including:
    - Age of student
    - Even distribution of the number of students in classes
    - Even distribution of the number of boys vs. girls
    - Temperament of students in relation to other students in the class
    - Diversity of ethnicities of students in classes
- Program Changes: One program change per student per year will be made at no cost. Further program changes after the first will be charged a $25 program change fee.

Classes Offered

Preschool and Kindergarten	
Kindergarten	must be 5 years old by Sept. 1
Five day 4s	must be 4 years old by Sept. 1
Three or Two day 4s	must be 4 years old by Sept. 1
Three or Two day 3s	must be 3 years old by Sept. 1

Young School 1s & 2s	
M/W or T/TH 1s	must be 1 year old by Sept. 1
M/W or T/TH 2s	must be 2 years old by Sept. 1

PAYMENT INFORMATION

- Tuition is paid monthly and is due on the 5th of each month. Late fees of $25 will be applied on the 13th of each month.
- We accept checks, money orders, or cash at the church business office at 403. S. Main St. (the white brick building facing Main St.) Receipts will be provided for cash payments. Credit cards are accepted via the Brightwheel app.
- ACH/Credit Card Payments can be made through the Brightwheel app.
- Make checks payable to First Methodist School or FMS.
- Your check or money order receipt shall serve as receipt for payment. If you need a written receipt, please notify the office.
- A $25 fee will be charged on any check which is returned from the bank for insufficient funds. After two checks have been returned, all future payments must be made by money order or cash.
- If special situations arise necessitating different financial arrangements, please contact the Director. We would rather find a workable solution than to drop a child from our program.
- Full tuition is due for each month a child is enrolled. When a child withdraws, full tuition is due for the month in which he/she is withdrawn.
- Kindergarten, Preschool and Young School tuition is paid in nine payments (September – May).
- Failure to pay by the end of the month will result in dismissal from the program. Your child may not attend class until payment is resolved.
- Should FMS need to close due to a pandemic or other national/state/local emergencies, full tuition will be due for the first two weeks of closure. If FMS is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. A full registration fee will be required to reenroll in the program after the pandemic/other emergency.
- All pre-paid amounts (to include, but not limited to: application fees, enrollment fees, tuition, etc) are **non-refundable**. In the event that a child leaves FMS prior to the end of a given school year, any pre-paid funds associated with that child will be forfeited and transferred to the First Methodist School Tuition Aid Fund (FMSTAF) as a tax-deductible contribution.
- ***WE CAN NOT REFUND TUITION PAID OR CANCEL UNPAID OBLIGATIONS WHEN YOUR CHILD HAS BEEN ABSENT, OR WILL BE ABSENT IN THE FUTURE.***

LATE FEES

Late Payment Fees

A **$25 late fee will be added to your account if payment is not received by the 12th** of each month.

For programs ending at 12:00pm
Pickup at 12:10pm will be assessed a $10 late fee plus $1 for each additional minute.
Pickup after 12:20pm – an additional $8 Lunch Bunch Fee will be assessed.

For programs ending at 2:00pm
Pickup at 2:10pm will be assessed a $10 late fee plus $1 for each additional minute.
Pickup after 2:20 – a $25 drop-in fee for "Stay and Play" will be assessed.

For Stay and Play ending at 4:30pm
Pickup after 4:30pm will be assessed a $10 late fee plus $1 for each additional minute.
Pickup at 4:50pm or later will result in a $30 late fee. Repeat late pick-ups may result in dismissal from the program at the director's discretion.

FEE STRUCTURE

Kindergarten M-F (5 Days) 9a-2p Enrollment Fee: $235 Monthly Tuition: $385	**M-F 4s** (5 Days) 9a-12p Enrollment Fee: $200 Monthly Tuition: $310	**M-F 3s** (5 Days) 9a-12p Enrollment Fee: $200 Monthly Tuition: $310	**M-F 2s** (5 Days) 9a-2p Enrollment Fee: $330 Monthly Tuition: $455	**M-F 1s** (5 Days) 9a-2p Enrollment Fee: $330 Monthly Tuition: $455
Kindergarten M-F (5 Days) 7a-4:30p Enrollment Fee: $235 Monthly Tuition: $640	**M-F 4s** (5 Days) 9a-2p Enrollment Fee: $200 Monthly Tuition: $450	**M-F 3s** (5 Days) 9a-2p Enrollment Fee: $200 Monthly Tuition: $450	**M-F 2s** (5 Days) 7a-4:30p Enrollment Fee: $330 Monthly Tuition: $695	**M-F 1s** (5 Days) 7a-4:30p Enrollment Fee: $330 Monthly Tuition: $695
	M-F 4s (5 Days) 7a-4:30p Enrollment Fee: $200 Monthly Tuition: $655	**M-F 3s** (5 Days) 7a-4:30p Enrollment Fee: $200 Monthly Tuition: $655	**M-Th 2s** (4 Days) 9a-2p Enrollment Fee: $270 Monthly Tuition: $375	**M-Th 1s** (4 Days) 9a-2p Enrollment Fee: $270 Monthly Tuition: $375
	MWF 4s (3 Days) 9a-12p Enrollment Fee: $160 Monthly Tuition: $230	**MWF 3s** (3 Days) 9a-12p Enrollment Fee: $160 Monthly Tuition: $230	**M-Th 2s** (4 Days) 7a-4:30p Enrollment Fee: $270 Monthly Tuition: $570	**M-Th 1s** (4 Days) 7a-4:30p Enrollment Fee: $270 Monthly Tuition: $570
	MWF 4s (3 Days) 9a-2p Enrollment Fee: $160 Monthly Tuition: $325	**MWF 3s** (3 Days) 9a-2p Enrollment Fee: $160 Monthly Tuition: $325	**MWF or TTHF 2s** (3 Days) 9a-2p Enrollment Fee: $195 Monthly Tuition: $300	**MWF or TTHF 1s** (3 Days) 9a-2p Enrollment Fee: $195 Monthly Tuition: $300
	MWF 4s (3 Days) 7a-4:30p Enrollment Fee: $160 Monthly Tuition: $455	**MWF 3s** (3 Days) 7a-4:30p Enrollment Fee: $160 Monthly Tuition: $455	**MWF 2s & TThF 2s** (3 Days) 7a-4:30p Enrollment Fee: $195 Monthly Tuition: $445	**MWF 1s & TThF 1s** (3 Days) 7a-4:30p Enrollment Fee: $195 Monthly Tuition: $445
	TTh 4s (2 Days) 9a-12p Enrollment Fee: $130 Monthly Tuition: $180	**TTh 3s** (2 Days) 9a-12p Enrollment Fee: $130 Monthly Tuition: $180	**MW or TTH 2s** (2 Days) 9a-2p Enrollment Fee: $135 Monthly Tuition: $205	**MW or TTH 1s** (2 Days) 9a-2p Enrollment Fee: $135 Monthly Tuition: $205
Early Drop Off ONLY 7a-9a **ALL AGES** **9a-2p Tuition plus fee below:** 1 Day: + $30 2 Days: + $55 3 Days: + $80 4 Days: + $105 5 Days: + $130	**TTh 4s (**2 Days) 9a-2p Enrollment Fee: $130 Monthly Tuition: $235	**TTh 3s** (2 Days) 9a-2p Enrollment Fee: $130 Monthly Tuition: $235	**MW or TTH 2s** (2 Days) 7a-4:30p Enrollment Fee: $135 Monthly Tuition: $305	**MW or TTH 1s** (2 Days) 7a-4:30p Enrollment Fee: $135 Monthly Tuition: $305
	TTh 4s (2 Days) 7a-4:30p Enrollment Fee: $130 Monthly Tuition: $335	**TTh 3s** (2 Days) 7a-4:30p Enrollment Fee: $130 Monthly Tuition: $335		
	12p-2p "Lunch Bunch" Drop in: 3s & 4s who are enrolled in 9a-12p $8 per day. Use as needed			

WITHDRAWAL FROM THE PROGRAM

- In the event the parent withdraws a child from the program, a withdrawal form must be completed and submitted to the Director.
- Withdrawal from this program requires a written notice by the 20th of the month prior to the final date of attendance. If notice is not provided by the 20th of the month prior to the final date of attendance, tuition is due for the following month.
- Children may be withdrawn by the director due to failure of payment or failure to follow policies and procedures as stipulated in the parent handbook.

- Should the Director feel that a child cannot adjust to our program after a reasonable amount of time, or that the school does not meet the needs of a child, the Director will ask them to withdraw from the program.

ENROLLMENT DOCUMENTS

The Texas Department of Protective and Regulatory Services requires that these forms be on file for each child.

1. Enrollment Form (completed in full)
2. Medical Form signed by the doctor
3. Current Immunization Record or notarized waiver
4. Allergy Emergency Action Plan Form (if child has an allergy)
5. Divorce Decree/Custody Arrangement Documents/Restraining Orders if in existence

- These forms provide vital information and are required for enrollment. All enrollment information must be received by the first day of school in order for a child to be enrolled.
- When enrolling other than the start of the school year, Medical Forms must be in the office within one week; all other forms are due the day a child starts school.

EMERGENCY/ACCIDENT PROCEDURES

- **Illness**
  In case of illness, the parent will be contacted to come for his/her child. The child must be picked up within 30 minutes. If the parent cannot be reached, we will contact persons listed on the child's Health/Emergency Form.

- **Emergency**
  If the injury is serious, we will call for a paramedic/ambulance immediately. In minor emergencies, we will attempt to contact the parent first, then other emergency contact numbers. You may be asked to sign an accident/incident report when you pick up your child. All head injuries require a phone call from the school.

- **First Aid**
  In the case of a small scrape or cut, the staff will administer first aid treatment, consisting of soap and water cleansing of the area and a Band-Aid. At all times, there will be a staff member on the premises trained in First Aid and CPR.

- **Relocation**
  Since safety of children at First Methodist School is always a priority, we have in place an alternate location for the children in our school. In the event that we cannot remain here on campus at FUMC, all children and staff will be relocated to the Duncanville Recreation Center at 201 James Collins Blvd, Duncanville, TX 75116. The phone number is (972) 780-5070.

  Our first choice will always be to stay here in the gym or sanctuary. If that is not possible because of a fire,

tornado, or hazardous waste spill from the railroad, we would then relocate to our alternate location. Church and School buses will be made available to transport the children.

EMERGENCY/ACCIDENT PROCEDURES cont.

- **Gang Free Zone**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at license childcare centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may be provided to parents.

What is a Gang Free Zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

For further information please contact your licensing representative or your licensing office.

Child Care Licensing/jr
DFPS Form 2846
8/31/2009

- **Weapon Free Zone**

Firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence. This prohibition does not apply to personal vehicles.

Child Care Licensing
746.3707 (b)

UPDATING YOUR CONTACT INFORMATION

It is important that the school has correct phone numbers for parents and emergency contact persons. Please notify us of any changes. Parents may update their contact information in the Brightwheel app at any time.

DROP OFF AND PICK UP

All Students:

Arrival:

Parents are encouraged to have their children at school by 9:15am daily as learning activities begin upon arrival, to limit disruption to the class, and to create consistent routines that prepare children for the transition to elementary school. Please refrain from cell phone use at drop off to facilitate better communication between the parents and staff and the parents and their child.

Under current safety protocols, parents will enter the school for situations that cannot be handled via phone call, email, or Zoom video call). All persons are prohibited from entering the building except:
- Operation staff;
- Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff;
- Professionals providing services to children;
- Children enrolled at the operation; and
- Parents who have children enrolled and present at the operation.

Special Instructions:
If you need to give the teacher special instructions, please do so via the Brightwheel app or by email.
If you have information concerning billing etc, please use the Admin Only link in Brightwheel.

Early Drop Off: 7:00 a.m.- 8:45 a.m. – Ring the doorbell at the main Asbury entrance. Entry to the building will be as described above. Teachers will take children to classrooms at 8:45 a.m.; any child dropped off at the main Asbury entrance before 8:45 a.m. will be taken to early drop off room and early drop off fees (drop-in rate) will apply.

Carline:
Carline will not be offered. Students must be walked to their classes' designated entrance by their parent/guardian and be checked in using the Brightwheel app prior to entry. Please see the instructions provided to you for your child's drop off location and time.

Release of Children/Dismissal:

Students will be released from their classes' designated exit door by FMS staff. Please see the instructions provided to you for your child's pick-up location and time. Please refrain from cell phone use at dismissal to facilitate better communication between the parents and staff and the parents and their child.

- Children will be released only to a parent or to persons authorized by parents, who are listed on the child's Release Form and in the Brightwheel app. Persons authorized by parents will be required to present their driver's license for identification. If someone else is to pick up your child at any time, please email the school indicating the name of the person who will be picking up your child. Please add that person as an approved pickup in the Brightwheel app before they arrive at school. Anyone picking up a student will need the Brightwheel app installed on their phone and have accepted the invitation to join the app prior to pick up.

- If you have an emergency and an authorized person cannot come for your child, you need to call and email the school office (972-298-5890) to explain who is coming to pick up your child. We must obtain written authorization (email) prior to releasing your child.
- At all times, our primary concern is for the safety of your child. Should the situation warrant, we will refuse to release a child until we have contacted the parent and written consent is provided.
- If a divorce decree/custody arrangement is in place, we are required by law to abide by it. All legal documents pertaining to a child's custody/living arrangements must be on file in the school office.
- Please let us know if someone other than a parent will be picking up your child.

Please be sure that your list of authorized persons is current, and that all phone numbers are correct.

Late Pickup

Being picked up late is an emotional strain on a child. A child can experience a feeling of insecurity or fear of being abandoned when they are left at school after their classmates have gone; therefore, we appreciate your promptness in picking up your child. Please refer to page 11 for late pickup fee information.

Texas Law (545.412) requires that children under age 8 and less than 4'9" in height are required to be in an appropriate child safety seat system whenever they ride in a passenger vehicle. Failure to use a car seat/booster for your child constitutes neglect and will be reported to the Department of Family and Protective Services.

There are NO extra car seats or booster seats kept at the school.

HEALTH OF CHILDREN/ILLNESS POLICIES

To be enrolled at First Methodist School each child must have on file a medical form ***signed by a physician*** and be up to date with required immunizations. If your child receives an immunization during the school year, please submit a copy to the school office to update your child's records.

Well Check

Our staff will conduct student well checks daily upon arrival. We will document any visible physical anomalies (bruises, scratches, etc.) on each student. If you are aware of any of these circumstances, please let our staff know.

Illness

Illnesses are common in young children and spread quite easily in a group setting. We ask that you keep your child at home if you suspect that he/she might be sick. Staff may refuse to accept a child if they suspect that the child may be ill. Parents will be called to come for children who become ill at school and the child must be picked up within 30 minutes. FMS reserves the right to take any child's temperature at any time for any reason. If a child begins developing COVID-19 symptoms while at FMS, a staff member will contact the child's parent/guardian immediately. The child will be removed

from his/her classroom and relocated to the sick isolation room. Here, a member of the FMS staff will remain with the child until he/she is picked up. Depending on the circumstances, FMS will take other steps as necessary for the safety of other children and staff, including notifying families and staff of possible exposure, contact-tracing procedures, closing classrooms, and taking the necessary infection control measures. Please make sure all contact information on the Enrollment Form is current and up to date at all times throughout the school year.

Children and Staff must be fever and symptom free, without the aid of medication 24 hours before returning to school. Obviously ill children and staff and those with the following symptoms may not attend class.

- Fever of 100 degrees or more within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Croup
- Severe runny nose
- Severe cough
- Conjunctivitis or Pink Eye
- Symptoms of any contagious disease
- Any illness that prevents a child from participating comfortably in activities or going outside to play, weather permitting

COVID-19: If a student or staff member has a confirmed case of COVID, FMS will report the case within 48 hours of learning about the diagnosis, to childcare licensing, FMS families & employees, FUMCD senior pastor & school committee. If a child or staff member is diagnosed with COVID, FMS will keep his/her identity confidential to the extent possible unless as required by law. FMS will follow any required directives, recommendations and guidelines from the health department, childcare licensing, the CDC, and other relevant state and federal agencies and organizations.

FMS will use the following guidance from the Dallas County Health Dept. and the CDC:
People who are exposed to COVID-19 must wear a well-fitting mask at school for 10 days regardless of vaccination status or previous infections and get tested. Keep masks on hand for your child (ages 2 and up). Anyone infected with COVID is prohibited from attending school and must isolate for at least 5 days. Isolation may be ended after 5 days if the following criteria are fully met: fever free for 24 hours without the use of fever reducing medication AND symptoms have improved. Continue to wear a mask at school through day 10 or receive 2 negative antigen tests within a 48 hour period after day 5.
Chicken Pox: Children are excluded from attendance until **all** blisters have crusted over and fever is gone.
Monkey Pox: Children and staff are excluded from attendance until they have been cleared by their physician to return to school in writing.
Head Lice: Children are excluded from attendance until they have received treatment and are free of visible lice/nits.
Conjunctivitis/Pink Eye: Children are excluded from attendance until permission/permit is given by physician or are symptom free.
Communicable Disease: Parents must notify the Director if their child develops a severe illness such as meningitis, chicken pox, etc. so that the Director can notify families in classes with children who have signs/symptoms of illnesses that require exclusion from care.
Children with the following may attend class:

1. After 24 hours of which a child has been on therapy for an ear infection or strep throat
2. A rash, runny nose or cough known to be caused by an allergy such as hay fever or asthma
3. Children who have seen a pediatrician and have been told they are not contagious

Medication: The school will not administer medications except in the case of an extreme condition, for example, an asthma inhaler or Epi Pen. This medication must be in the original container, clearly labeled as belonging to the child. A release form signed by the parent must be on file with our school.

Mosquito and Sunscreen Information: Our policy is not to apply any sunscreen and/or mosquito repellent to your children. You may apply your choice of sunscreen and/or mosquito repellent before your child comes to school. The repellent and/or sunscreen you apply should last for the time they are with us. We limit the length of time children spend outside on hot days to early mornings while our playgrounds are shaded.

Allergies: If your child has any allergy that exposure to the allergen requires immediate medical treatment, an Allergy and/or Chronic Condition Emergency Action Plan must be completed by your doctor. Please be advised that exposure to allergens while at school is possible.

Diaper Rash: Parents may leave signed permission and diaper ointment for teachers to apply. Diaper ointment must be labeled with the child's name.

ABSENCES

- ***Please message on Brightwheel or call the school office – 972-298-5890 – when your child will be absent***
- ***We cannot refund tuition paid or cancel unpaid obligations when your child has been absent or will be absent in the future.***

VISION AND HEARING

The state requires that all children who are four by September 1st of that year be screened for Vision and Hearing. Immunization records and medical forms are due to the office no later than the first day of school and students may not attend school until they are submitted. Vision/hearing screenings (4 years old and up only) are due by the first day of school. Vision/hearing screenings will be performed at First Methodist School and billed to the student's account if vision/hearing results are not submitted by the first day of school. If your child has already been screened by his or her doctor, please bring us a copy of the documentation. We are required to keep these on file.

CALENDAR

- We have different starting and ending dates than the public schools and will have some school holidays that coincide with public schools and some that do not. Please refer to the annual calendar, school website, as well as monthly calendars, provided to you.

SCHOOL CLOSINGS/WEATHER CANCELLATIONS

- *In the event of inclement weather conditions or other regional emergencies, we will close when Duncanville Independent School District closes their schools. School closings are reported through TV announcements, Facebook, Brightwheel, and email.*
- First Methodist School will also close if the Director deems necessary due to weather or other situations. Parents will be notified of special school closings.
- If it appears that the weather has the potential to become extremely hazardous, please come for your child as soon as possible. Do not wait for us to call you.
- In the event school closes due to weather or other emergencies, tuition will not be refunded, and days will not be made up.
- Should FMS need to close due to a pandemic or other national/state/local emergencies, full tuition will be due for the first two weeks of closure. If FMS is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. A full registration fee will be required to reenroll in the program after the pandemic/other emergency.

SNACKS

- A healthy snack is provided for all classes during the regular school day and during Stay & Play PM. Please be sure to include your child's food allergies on your registration form. Special snacks from home are permitted. ***We are not a peanut free facility.***
- The snack lists are made available for parents to view upon request. Please inquire in the office.
- We are required to serve water with snacks. Please send an empty spill poof cup to school daily that we may fill with water.

NUTRITIONAL STATEMENT

- I understand as a parent, if I choose to send my child's snack or lunch, that First Methodist School is not responsible for the nutritional value in these foods.

Guidance for making healthy nutrition choices for your child can be found at: https://www.healthychildren.org/English/ages-stages/gradeschool/nutrition/Pages/default.aspx?_gl=1*n5ekvq*_ga*MTI0MDY2ODU2Ni4xNzE5NTEwNDk1*_ga_FD9D3XZVQQ*MTcxOTUxMDQ5NS4xLjAuMTcxOTUxMDQ5NS4wLjAuMA..

CLASS CELEBRATIONS

- Celebrations for holidays or other events will occur periodically throughout the school year.
- Your child's teacher will communicate to you their classroom needs and wishes for each individual event.
- Teachers will post pictures and videos on Brightwheel for parent viewing.
- FMS "Fall Celebrations" are celebrating fall and the colors black and orange. Dressing in black and orange is encouraged on celebration day, however, please do not send your child dressed in a Halloween costume.
- Birthdays are very special to the children and to us. Parents are welcome to send special unopened packages of birthday napkins for use during snack time. We will sing "Happy Birthday" and send home special mementos to mark the day. Student birthdays will also be acknowledged during chapel. FMS will not host birthday parties. **Please DO NOT send food of any kind, balloons, or treat bags to school.** Invitations for parties hosted outside of school will only be distributed if an invitation is provided for each child in the class. Invitations will not be distributed to classes for which the birthday child is not enrolled.

LUNCH

Preschool 3s & 4s/ Lunch Bunch (12:00 p.m. -2:00 p.m.)

This is an optional program that is available for use on an as needed basis. No reservation is required; send your child to school with a lunch when planning to stay. You will be billed on the following month's statement, except in May, when Lunch Bunch must be pre-paid.

- If staying for Lunch Bunch, please send a lunch and drink. (Water is served as well. Please send an empty spill proof cup for water.)
- All foods should be as ready to eat as possible—fruit peeled, food cut into proper size pieces, etc. Please note: We do not have refrigeration for lunch boxes. Cold packs can be used to keep food items cool. Food should be ready to eat as staff cannot microwave any foods. Please use a thermos to keep items warm. NO glass containers please.
- Please DO NOT send candy, soda/sugary beverages, or gum.
- *Please label all containers and lunch boxes with your child's name.*

Young School 1s & 2s

- Send a lunch and a drink in a spill-proof cup daily. (Water will be served as well. Please send an empty spill proof cup for water.)
- All foods should be as ready to eat as possible—various finger food items such as cut up pieces of fruit, meat, cheese, dry cereal, etc. are best. Please note: We do not have refrigeration for lunch boxes. Cold packs can be used to keep food items cool. Please use a thermos to keep items warm. (Only the Nursery room is equipped with a small refrigerator and microwave.) NO glass containers please.
- Please DO NOT send candy, soda/sugary beverages, or gum

- *Please label all containers and lunch boxes with your child's name.*
- Visitors from outside people are difficult for younger children to adjust to and disrupts classroom routines. Therefore, parents/visitors are asked not to be in the classroom during lunchtime.
- A comfortable location inside the school will be provided for parents who want to breastfeed their child at school.

DRESS

Kindergarten & Preschool

- Children should wear comfortable, washable play clothes.
- **No one piece clothing items such as onesies, rompers or overalls.**
- Dress your child appropriately for the current weather conditions.
- Children should wear **closed toe shoes to protect their feet.** Tennis shoes are preferred footwear.
- Please label everything with your child's name including backpacks and lunch boxes.
- Please label sweaters and jackets.
- Extra clothes, including socks and underwear, are needed in every child's backpack.
- If your child has a bowel movement in his/her clothes, they will be disposed of per Dallas County Health Department regulations.

Young School 1s & 2s

- Younger children should be dressed in comfortable, washable play clothes that are easy and accessible for diapering and for using the toilet.
- **No one piece clothing items such as onesies, rompers or overalls.**
- Children should wear **closed toe shoes to protect their feet.** Tennis shoes are preferred footwear.
- Please label everything with your child's name including backpacks and lunch boxes.
- Extra clothes, including socks, are required in every child's backpack.
- Please label sweaters, jackets, hats, and gloves.
- Extra diapers/pull ups

- If your child has a bowel movement in his/her clothes, they will be disposed of per Dallas County Health Department regulations.

FMS does not allow any toy guns or weapons. Please do not bring any toys, jewelry, photos, etc. of firearms or weapons.

OUTDOOR PLAY

- All of our classes go outside every day—weather permitting.
- Outdoor play is an important developmental component of a child's day. When a child is too ill to play outside, the child needs to be kept at home for that day.

- Closed toe shoes are the best choice for protection. Tennis shoes are preferred. It is difficult to run and play in open toe shoes or boots.

"WHAT TO BRING…"

Kindergarten and Preschool – please label everything with your child's name.

- One complete change of seasonal clothes including socks and underwear
- Backpack (Regular size. NO SMALL BACKPACKS)
- An empty, spill-proof cup (water will be served throughout the day)
- Lunch and drink, if staying for Lunch Bunch
- Sweater or jacket when weather necessitates

Young School 1s & 2s – please label everything with your child's name, including bottles, food containers, lunch boxes, blankets, jackets, backpacks, etc.

1s

- Lunch that consists of finger foods and a drink in a spill-proof cup
- An empty, spill-proof cup (water will be served throughout the day)
- Bottles must be prepared by the parent and labeled with the child's name. No glass containers
- Disposable diapers labeled with your child's name
- Two complete change of seasonal clothes including socks
- Backpack (no mini backpacks please) (Diaper Bag -1-year-old class)
- Sweater or jacket when weather necessitates

2s

- Lunch that consists of finger foods and a drink in a spill-proof cup
- An empty, spill-proof cup (water will be served throughout the day)
- Disposable pull ups WITH VELCRO SIDES labeled with your child's name
- Two complete change of seasonal clothes including socks
- Backpack (no mini backpacks, please)
- Sweater or jacket when weather necessitates

If no extra underwear is in your child's backpack and we provide disposable underwear for your child, there will be a $1 charge for each occurrence added to your bill. If there are no extra clothes/shoes in your child's backpack and we provide clothes/shoes for your child, the clothes/shoes must be returned to FMS within 2 business days. If the clothes/shoes are not returned within 2 business days, there will be a $2 charge for each item of clothing/pairs of shoes not returned.

Please label everything with your child's name.

REST TIME

1 year old class

Rest time is an important part of the day, as quiet time is essential after a busy morning. We provide crib sheets and blankets for our beds.

Stay and Play Class

Rest time is an important part of the day, as quiet time is essential after a busy day. We provide

nap mats for our students. We will provide a blanket and nap mat for your child to use during rest time.

POTTY TRAINING

1-Year Old Classes –There is no expectation of potty training in this age group. Since there is no restroom in the classroom, students can be taken to the restroom only if they can clearly communicate that need as staff is available. Students will not be taken to the potty on a time schedule.

2-Year-Old Classes - All students will learn to use the restroom. Students will be taken to the restroom as a group and learn to wait their turn, and they will be encouraged to use the restroom whenever they need. We will actively work on using the facilities as well as communicating that need. Students must wear Pull-ups with Velcro sides. **No diapers, please.**

3-year-Old Classes – Students are expected to be using the restroom on a regular basis at this point. While accidents may occur and pull ups may be needed on children during the first semester, all students should have mastered potty training by the start of the second semester.

4-year-Old & Kindergarten Classes – Students are required to be potty trained at this age.

TOYS FROM HOME

Toys from home of any kind are not permitted at school.

FMS does not allow any toy guns or weapons. Please do not bring any toys, jewelry, photos, etc. of firearms or weapons.

SCHOLARSHIP FUND

The First Methodist School Tuition Aid Fund (FMSTAF) was established in 2011 to aid FMS families who are in need of temporary assistance in paying their tuition at FMS. This fund is provided through forfeited tuition and abandoned fees (see Tuition Policies) and is granted by the FMS School Board on a case-by-case basis to currently enrolled students. The use of funds from the FMSTAF are intended to allow children to continue at FMS despite unforeseen circumstances that may affect their families such as critical illness, job loss or other family hardships. Approved tuition aid will be applied under the following guidelines:

- Approved aid must be applied to current outstanding balances first, before application to future obligations
- No more than three (3) months of aid may be requested/approved for any one child during a single school year
- Should the student withdraw prior to the approved funds being applied, said funds will be returned to the FMSTAF

Applications for FMSTAF are available from the FMS Director. Tax deductible donations to FMSTAF are also appreciated.

PHYSICAL ACTIVITY

FMS will promote indoor and outdoor physical activity daily for our students.

(A) The benefits of physical activity and outdoor play: Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

(B) Physical activity, both indoor and outdoor will last at least 20 minutes daily.

(C) Types of physical activity (structured and unstructured) that children may engage in include: climbing on play structures on the playground, independent play (including running) on the playground, team and individual games in gym class, warm up exercises in gym class (stretching), indoor stretching and exercising led by staff when weather does not permit playground usage

(D) Physical activity will take place on the playground, in the gym, in the "Wiggle Room", and in the classroom.

(E) Recommended clothing and footwear that will allow a child to participate freely and safely in physical activities are tennis shoes and comfortable clothing without loose pieces that may pose an entrapment hazard.

(F) On days when extreme weather conditions prohibit or limit outdoor play, students will participate in stretching and calisthenics in the classroom led by the teacher or use of child sized gym equipment in the "Wiggle Room".

SCREEN TIME

Screen time activities will be used to supplement, but not to replace, an activity for a child who is two years old or older

Screen time will be related to the planned activities that meet educational goals; age-appropriate; will not exceed one hour per day; will not be used during mealtime, snack times, naptimes, or rest times; will not include advertising or violence; and will be turned off when not in use.

TEXAS RISING STAR

First Methodist School is a Texas Rising Star (TRS) facility. Texas Rising Star provides a systematic approach to assess, improve, and communicate the level of quality in childcare and early learning programs. Texas Rising Star assigns a score to early learning programs that meet a set of defined program standards. These standards exceed those required by CCR minimum standards. By participating in Texas Rising Star, programs engage in a process of continuous quality improvement.

As a quality rating and improvement system, Texas Rising Star includes the following key components:

• Standards criteria that are understandable, measurable, and verifiable

• Accountability and transparent monitoring to assess achievement of and ongoing compliance with quality standards and to validate the assignment of scores

• Support to encourage participation and improve quality, including training, technical assistance, mentoring, and peer-learning opportunities

• Consumer education to inform families and the community about the importance of quality in child care and early learning programs

• Financial incentives to help programs improve learning environments, attain higher scores, and sustain long-term quality

ACCOMMODATING FAMILIES

The following outlines our program's policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

1. **If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.**
2. **Participation in all comprehensive care meetings if needed**
3. **Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.**
4. **Provide materials and resources in parent's/child's primary language.**
5. **Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in

any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Director.

Procedures for supporting inclusive services to children with special care needs

- A child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval. https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services
- Activities will integrate children with and without special care needs
- Caregivers will adapt equipment and procedures and vary methods as necessary to accommodate care for a child with special care needs in a natural environment

CONTACT INFORMATION

School Address/Phone Numbers

School Phone……..…….972-298-5890
Fax……...469-533-2372
Email……..….erika@fumcd.com
Office……..fmsoffice@fumcd.com
fmsaccounting@fumcd.com

Director: Erika Hemphill
Assistant Director: Patricia Chapman
Student Accounts Manager: Hannah Holton

Mailing Address: First Methodist School
403 S. Main Street
Duncanville, TX 75116

Physical Address: First Methodist School
206 W. Daniel
Duncanville, TX 75116

First United Methodist Church……972-298-6121

LICENSING

First Methodist School is licensed by the Texas Department of Protective and Regulatory Services.

Texas Dept. of Protective and Regulatory Services….1-800-582-6030
Child Abuse Hotline:……1-800-252-5400
Website for Licensing: …… www.dfps.state.tx.us

A copy of the Minimum Standards for Licensed-Child Care Centers is located in the school office for viewing. If you are interested in seeing this, please contact the director.

PARENT RIGHTS

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
    - Video recordings of the alleged incident are available;

    - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
    - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.