



# Parent Handbook

## 2023-2024

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## Welcome to Children of Joy!

*A Ministry of Spirit of Joy! Lutheran Church*

Parents and families,

Welcome to Spirit of Joy! We are so glad to have you here as we begin our new year.

Children of Joy! is an essential part of our ministry here at Spirit of Joy! "Let the children come to me," said Jesus. The shaping of our children; their emotional, education, and spiritual development is one of the most important purposes of any community of faith. We are privileged to have your children here and we thank you for trusting us to be a part of their formation.

As Pastor of Spirit of Joy!, my responsibilities include being a part of our Preschool ministry. You will see me around school regularly - at drop off and pick up and throughout the day. I will get to know your children through the school and our chapel program. I hope you will take the time to introduce yourself when you see me.

Please know that I am personally praying for all of our students and their families, and our congregation is praying for you in our public worship.

If you already have a church that you call home, I hope you will occasionally come and visit with us on a Sunday morning. It is wonderful for our church members to see the children and families whose lives are touched by our ministry at Children of Joy! If you do not have a church home, come and worship with us on a Sunday morning. You will discover a group of joy-filled people, committed to growing in faith and discipleship. This is a place where you can know the love of God and of community.

If I can ever do anything for you or your family, please don't hesitate to ask. Stop in the Church Office anytime or feel free to call my cell at 281-974-8400. You can also connect on the church website ([sojoy.org](http://sojoy.org)) and on Facebook to get the latest news from the church ([facebook.com/sojoy.elca](https://facebook.com/sojoy.elca)).

Blessings on the start of this new school year!  
Pastor David



## What is Spirit of Joy! Lutheran Church?

As a ministry of this church, we at Children of Joy! want you to know about us as a part of a spiritual community, and what you can expect from us in service to your children as they learn and grow in the context of this faith community.

We are a worshipping community, passionate about the way the Spirit of God moves through worship.

*Join us Sundays at 10 am for worship that is uplifting and engaging.*

We are a community who is growing deeper in faith and closer in relationship with one another.

*Every Sunday, we gather for intergenerational learning at 9 am. Other educational opportunities can be found on the church website.*

We are a servant community who trusts that Jesus makes a difference not just in our lives but also in the world.

*We engage in service activities throughout the year, including some that we invite our Preschool ministry to join us for. In addition, we are part of a broader ministry – the Evangelical Lutheran Church in America – that serves communities in need around the world.*

As Christians with Lutheran roots, the content of our faith is in agreement with the broad Christian tradition. We believe in the Holy Trinity: our Father who created the world, Jesus who restores the world, and the Holy Spirit who give us life. We emphasize the power of God's grace, and Jesus' command to love God and our neighbors.

If you have any questions about our ministry or our Christian identity here at SOJ!, then please contact Pastor David, or visit our website at [www.sojoy.org](http://www.sojoy.org).

Dear Families,

Welcome to Children of Joy! Preschool We are so thrilled to have your family become a part of ours.

Our school began in 2002 with a commitment to make the love of Christ known through a nurturing play-based early childhood program. Our skilled teachers work to establish bonds of trust with all our children and families to ensure they are in a loving and safe environment to learn and grow. You will see this commitment everyday as you watch children engaged in activities that promote social, emotional, physical, and cognitive learning through Chapel, music, art, dramatic play, language development, gross and fine motor activities in a hands-on learning environment.

We believe that an essential element of a quality early childhood environment is a mutually supportive relationship between parents and staff. By sharing the joys and challenges of the growth process, we believe we can optimally support each child's development. Open and frequent communication will help strengthen relationships, allowing your child's needs to be met and ensure they have the best learning experience possible. We look forward to getting to know your child and family.

As the Director of Children of Joy! Preschool, I am proud to invite your family to explore our program and see all the amazing learning experiences that occur each day. We are excited to get to know your child and your family and watch your child establish a love of learning to help them in all their future educational endeavors.

If there is anything I can do to make your child's time here at Children of Joy! better, please do not hesitate to reach out. You can contact me at anytime via email at [hwerner@cojpreschool.org](mailto:hwerner@cojpreschool.org), or by phone at 936-242-1826 or 724-448-9354. My door is always open!

Holly Werner, Director  
Children of Joy! Preschool

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## **Purpose of Children of Joy!**

As a part of the education and faith formation ministry of Spirit of Joy! Lutheran Church, the ministry of Children of Joy! is creating a *joy-filled, faith-growing, life-changing* learning community.

## **Values of Children of Joy!**

### **Core Beliefs**

*Faith formation at Children of Joy! is broadly inclusive and seeks to include and affirm Christians from a wide variety of traditions. These are the deep roots of who we are as a community of faith, which shape how we teach faith in our preschool ministry.*

We worship the God of creation who delivered Israel through the Sea; the same God who became flesh in Jesus Christ to share the power of God's Kingdom; the same God who moves through our lives as a powerful, inspiring Spirit.

We are saved by grace - at the heart of our faith, our lives, and our community is the gift of God toward us and the world.

The Christian life and community is marked by the gifts of the Spirit: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control.

### **Philosophy**

- We seek to create a community that encourages young children to become lifelong, enthusiastic learners.
- We believe that experiential learning and a nurturing Christian community helps children to develop the skills and character they need to grow and mature.
- Our approach to learning is based on a growing body of research that affirms that children learn most effectively through a hands-on, play-oriented approach to early childhood education.

## Curriculum

Our curriculum is based on developmentally appropriate practices while integrating Christian principles and values. Child-directed, child initiated, teacher supported play-based hands-on learning is an essential part of the Children of Joy! program. The children will enjoy a classroom setting rich with exploration and involvement with adults and other children.

We strive to meet the needs of all children in a variety of learning environments. The children will be given learning opportunities using individual, parallel, and cooperative play experiences. By using a variety of stimulating indoor and outdoor activities, the children are actively engaged in gross and fine motor activities, teacher and child led learning experiences, process art, dramatic play, building, constructing, problem solving, discovery, social interaction, and language development daily.

Fine motor development is the foundation of handwriting. Children of every age at Children of Joy! practice fine motor skills daily to foster and grow the muscles necessary for handwriting in various ways such as lacing, beading, manipulating playdough, using tweezers, etc. These activities build on the development of our handwriting program, Learning Without Tears. This program is introduced at age Three and carried on through our Transition program to teach your child upper and lower case letter and number recognition, sound, and formation.

Our small class sizes allow for children to receive one on one time with the classroom teachers and develop relationships with them and their classmates while working towards meeting their individual learning needs. Teachers build unique lesson plans and classroom layouts based on developmentally appropriate practices to meet the needs of all children and their different learning styles.

Detailed curriculum and assessments for each age group can be requested at any time in the Preschool Office.

# Goals of Children of Joy! Preschool

## Social/Emotional Goals

- To experience a sense of self-esteem
- To express feelings appropriately
- To exhibit a positive attitude toward learning
- To develop independence, express choices and solve problems
- To develop cooperative, pro-social behavior
- To learn to deal with social conflict
- To develop responsibility and self-regulation

## Cognitive Goals

- To acquire concepts and information about the world
- To expand logical thinking skills
- To expand verbal communication skills
- To develop language arts concepts and skills
- To develop math and science concepts and skills
- To foster discovery, exploration, and curiosity

## Physical Goals

- To enhance gross motor skills
- To enhance fine motor skills
- To develop the use of all senses as modes of learning
- To promote healthy physical development
- To encourage development of creative thinking skills
- To use many different media to explore creativity in the arts

## Spiritual Goals

- To establish a loving Christian atmosphere
- To present Christian holidays, events, and concepts in developmentally appropriate ways
- To strengthen character development through example and curricula
- To provide support for the whole family in their spiritual journey

## Academic Goals

- To prepare children for kindergarten through reading readiness, writing, numbers, and math
- To learn letter and number writing using Learning Without Tears curriculum
- To create a love of learning



## **Licenses**

Children of Joy! Preschool is licensed by the Texas Health and Human Services and abides by the Minimum Standards for Licensed Child-Care Centers.

Parents are invited to review and discuss with the Director any questions or concerns about policies and procedures of the Preschool. Parents are welcome to visit the Preschool anytime during the hours of operation to observe their child, the Preschool's operation, and program activities. They may also review a copy of Texas Minimum Standards and the Preschool's most recent Licensing inspection report. The following contact information is provided to assist parents:

- Local Licensing Office: (936) 525-2187
- CCL website: <https://www.hhs.texas.gov/>
- DFPS website: <https://www.dfps.texas.gov/>
- Child Abuse Hotline: 1-800-525-5400

## **Programs/Ratios**

Children of Joy! offers classes for children ages 18 months through 5 years. All classes are from 9:00 am until 2:00 pm.

- Toddlers/Twos: 18 months to 2 years old by November 15<sup>th</sup>  
Ratio 1:4 (2 teachers/8 children)
- Threes: 3 years old by November 15<sup>th</sup>  
Ratio 1:5 (2 teachers/10 children)
- Pre-K: 4 years old by November 15<sup>th</sup>  
(2 and 3 day classes) Ratio 1:5 (2 teachers/10 children)  
(4 day classes) Ratio 1:6 (2 teachers/12 children)
- Transition: 5 years old by November 15<sup>th</sup>  
Ratio 1:8 (2 teachers/16 children)
- Fun Friday: Optional program for Pre-K and Transition classes  
Ratio: 1:8 (2 teachers/16 children)

## **Admission**

Children of Joy! does not discriminate against a child because of race, color, sex, national origin or creed. Child Day Care operations public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit <https://www.ada.gov/resources/child-care-centers/>. If you believe that such an operation may be practicing discrimination in violation of

Title III, you may call the ADA Information Line at (800)514-0301 (voice) or (800) 514-0383 (TTY).

Before a child's first day of attendance, the following must be on file with the Preschool Office:

- Registration form
- Admission application (including parent and physician signatures)
- Immunization Records
- Statement of allergies and Food Allergy Emergency Care Plan
- Tuition Agreement
- Automatic Draft form for Preschool Tuition

Enrollment is considered ongoing unless a parent or guardian notifies the Preschool Office. The admission application will only be completed once unless notified by the Director.

## **Tuition and Fees**

Tuition installments are due and payable on the FIRST day of each month. If tuition has not been received by the 10th day of the month, a \$35 late fee will be charged. If tuition has not been paid by the 25th day of the month, the Preschool reserves the right to drop a student from the class. Please feel free to discuss with the Director of the Preschool any problems encountered with payment of fees. Refer to the parent information packet for a current class and fee schedule.

For families who enroll before August 1<sup>st</sup>, regular installment payments are due in May (Tuition Deposit) and then again in August through April. Your May tuition is the next school year's Tuition Deposit if returning. For families enrolling after August 1<sup>st</sup>, the annual tuition will be calculated for the actual number of days they will be attending and divided into monthly installments for the remaining months.

Tuition will be paid using automatic bank draft or debit card draft. Please make sure the preschool office has a current copy of the Electronic Funds Authorization form on file. This form can be found on our website, [cojpreschool.org](http://cojpreschool.org), under the "Registration Info" tab. Tuition and fees will be drafted on the first of the month or the first business day thereafter. For families who wish to pay by cash or check, a current debit or credit card MUST be on file with the preschool. If tuition is not paid by the 5<sup>th</sup> of the month, the card on file will be used.

Families who wish to pay tuition for the entire year should come to the Preschool

Office for the total amount due. Otherwise, tuition installments will be billed on the 15<sup>th</sup> of the previous month and email statements will be sent.

Children of Joy! is a non-profit program striving to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant. There is no discount, refund or allowance for absence, illness, vacation, holidays, teacher workdays, unexpected school closures or weather-related school closures.

#### Registration Fee

A registration fee is due at the time of registration and is non-refundable.

#### Supply Fees

A supply fee is collected twice yearly, due August 1 and again January 1 to help defray the costs of consumable supplies (crayons, paint, paper, etc.) used.

#### Tuition Deposit

A tuition deposit, equal to one month's installment is due at the time of registration to ensure a place for your child. This fee becomes the tuition installment for the month of May at the end of the school year. Tuition deposits are non-refundable after May 31.

#### Returned Checks/Declined Payments

A \$35 fee will be charged for all returned checks and declined bank drafts or credit cards. Children of Joy! reserves the right to request cash or a cash equivalent for future payments when a check is returned due to insufficient funds. In cases of repeated returns, Children of Joy! may find it necessary to require payment in cash or credit card only.

#### Late Pick Up Fee

A late pick-up fee will be charged at the rate of \$1 per minute after 2:10 pm. After 2:10 pm parents must pick up their child in the Director's Office. Habitual lateness may result in additional fees or withdrawal from the program.

#### Waiting Lists

A waiting list for each group/class will be maintained for those interested in enrolling should space become available. The waiting list is for one school year only and will not apply for future school years.

#### Extended Absences

Extended leave is any time a child is not in Preschool for more than two consecutive weeks for potential absences such as travel, family emergency, medical treatment, etc. The Preschool Director needs to be notified in writing of

any extended absences beyond two weeks using at least one week in advance.

A leave of absence does NOT excuse the family from tuition and fees that are due during the absence. All fees and tuition are required to be paid on time as if the child is attending Preschool. This will guarantee the child's placement in the classroom upon return to the school. If payment is more than 30 days late, the child will be removed from the Preschool forfeiting his/her tuition deposit and must apply for re-enrollment upon return. Re-enrollment will include paying a new registration fee and tuition deposit.

#### Withdrawal Policy

Withdrawal from the Preschool requires a **30-day written** notice and completion of the withdrawal form. At this time, any remaining tuition deposit will be applied to the balance. Families are responsible for paying any amounts up to the 30-day notice.

#### Cancellation of Enrollment

Some children are not ready for group activities at an early age. If, in the judgment of the Preschool staff, a child shows by his/her participation or development that he/she is not ready for this type of activity, the school reserves the right to request cancellation of the enrollment. In this event, any unused tuition would be refunded. If, for other reasons, a child is withdrawn by the parents the school requires 30 days written notice.

#### Tuition Assistance

Tuition Assistance will be available for all families regardless of race or religion depending on need as described in Appendix D. We will offer partial, yearly, and short-term scholarships at the discretion of the Director.

## **School Closings**

#### Inclement Weather

Any day Conroe ISD is closed due to bad weather, Children of Joy! Preschool will also be closed. Parents will be contacted to pick up their child if unsafe conditions arise and children are already in school. There will be no tuition or schedule adjustment due to inclement weather. Children of Joy! Preschool will not make up any inclement weather days.

#### Unexpected School Closings

Children of Joy! Preschool will follow the guidance of childcare licensing and local health officials regarding public health issues. Should CHILDREN OF JOY!

Preschool unexpectedly close due to public health issues, parents will be contacted as soon as possible. The Tuition and Fee policy as stated previously will apply.

### Rainy Day Dismissal

Children of Joy! Preschool will announce Rainy Day Dismissal via ProCare and email on days when it is raining too hard for regular arrival or dismissal procedures. Rainy Day drop off will begin at 8:55 rather than 9:00 a.m. Rainy Day dismissal will begin at 1:50 rather than 1:55 p.m.

### Vacation

Children of Joy! Preschool will closely follow the CISD School Calendar. The school will also observe the holiday schedule of CISD. Refer to the parent information packet for a current CISD school calendar and Children of Joy! Calendar for days we are closed.

## **Arrival and Dismissal Procedures**

### Drop-off and Pick-Up

Drop-off begins at 9:00 am. Due to licensing standards, teachers are not able to accept children until 9:00 am. In the morning, parents will use carline to drop off their child(ren) under the porta cache and a classroom teacher will walk them to their classroom and sign them in.

If you arrive after 9:10 am, please walk your child to the door under the porta cache and ring the doorbell. Once a member of the Administration team allows you in the building, sign in and you **MUST** accompany your child to the classroom. Children may not be dropped off at the entrance of the building, sent into the building alone, or by a sibling under the age of 16 years.

Administration must be made aware of your child's presence at arrival and before departure. Parents are responsible for the supervision of their child before and after pickup.

Pick-up in the afternoon can be done by coming into the building or by using carline. We will begin preparing the children to go home at 1:50 pm. Please be prompt in picking up your child. If you are running late, a phone call is greatly appreciated. Late fees as described earlier will be assessed after 2:10 pm. The teachers reserve afternoon time to clean up and prepare for the next day.

### Carline

For the convenience of parents and caregivers, we offer a PM carline which allows your child to be met by a staff member and escorted into their classroom.

Carline is optional in the afternoon and does not begin until 1:55pm.

Carline drop-off and pick-up will begin at the Stop Sign around the Bush circle. All traffic will go RIGHT after turning off Crownridge Drive and go around Bush Elementary. If you are dropping off or picking up your child in carline, you will stay in the RIGHT lane and stop at the stop sign until you are directed by a staff member (PM only) and proceed to the "COJ Carline Starts Here" sign. Please move all the way forward and park your car. For the safety of our children and staff, please turn your car off and do not let it idle. This will help prevent any cars from accidentally being put in gear by another passenger and improve the air quality for those waiting in carline to be dropped off or picked up. Parents are responsible for taking their child(ren) in and out of the car and walking them to a staff member under the covered walkway. On rainy days, please understand that carline will move at a slower pace. We want to ensure the children are not getting wet, so parents will be loading less cars at a time.

If you are walking in to pick up your child in the afternoon, you will stay in the LEFT lane and proceed to the parking lot turning right after entering the parking lot. Traffic is ONE WAY in the parking lot. Carline instructional videos can be found at <https://youtu.be/yx2CcjuL4c> and <https://youtu.be/ifp9-aEZ8rY>.

At the start of the year, you will receive a carline sign for your car. This carline sign will need to be prominently displayed in your car window during afternoon carline. Should you need any additional signs, please let us know.

### Release Policies

To ensure our children's safety, we can only release children to persons listed as authorized pick-up/emergency contacts on the enrollment form filed in the Preschool Office. Any change in drop-off or pick-up must be accompanied by a signed note from a parent and the Preschool Office must be notified. A photo of their Driver's License will be required for all first-time emergency contacts. Contacts may be added at any time throughout the year.

### Transportation

All transportation will be provided by the parent/guardian or caregiver for the child enrolled that is on the authorized pick up/emergency contact list. Children of Joy! employees are not permitted to transport any children. All field trips will be walking field trips.

## General Guidelines and Policies

### Medical Records

A written statement from a health-care professional who has examined the child within the past year, immunization record, Food Allergy Emergency Action Plan (if needed) and an authorization to obtain emergency medical care statement **must** be on file prior to the child's first day of attendance. This is all included in Admission packet given at the time of registration. A written notice of allergies, physical problems or special limitations regarding the child must be provided by the parent to the Director at the time of enrollment and as new conditions arise. These records are kept on file at the Preschool and must be updated as your child receives immunizations.

### Illness

If, in the opinion of the teacher or Director, a child becomes ill at school, parents will be notified and will need to make arrangements to pick up the child. The Director will take the temperature of any children brought to the office who is presenting with symptoms of illness. The Preschool does not have a nurse or a sick room and cannot keep an ill child. All communicable diseases **must** be reported to the Director. The Texas Department of Health requires us to maintain this information and, in some cases, report diseases directly to them.

An ill child will not be admitted to school if one or more of the following exist:

- The illness prevents the child from participating comfortably in the facility's activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- Any of the following: vomiting, diarrhea, an undiagnosed rash, or a fever of 100 degrees or higher. State licensing regulations also require that a child be sent home if any of these symptoms develop during the school day.

In the event of a COVID exposure or positive test result, the parent must notify the Director immediately. The school will follow the guidance of the Health Department regarding the length of time and guidelines to follow. The classroom that has the positive test result will be notified the same day.

Children should be free of fever, diarrhea and vomiting at least 24 hours, without the aid of medication, before returning to school. In cases of a communicable disease being suspected in the classroom (strep throat, pink eye, etc.), parents will be notified in writing or by phone. In return, we request that you report to the school when your child has been exposed or diagnosed with a particular

infection or disease. Parents may be required to obtain a physician's statement certifying that the child is well before returning to school following absence due to a contagious illness.

### Immunizations

Children at Children of Joy!, must have up-to-date immunization records to be enrolled and provide documentation of immunizations throughout the school year (as scheduled). If the parent has religious, philosophical, or moral beliefs that are opposed to such immunizations, they must submit an affidavit stating the reason why they oppose such immunizations. Requests for exemption can be found at <https://co-request.dshs.texas.gov>. The form will also need to be notarized and is only valid for 2 years. If you require an exemption for a medical reason, a letter from the doctor stating why the child is unable to be immunized is required.

If a child is exempt from immunizations and there is an emergency or epidemic declared by the commissioner of the health department, the child may be excluded from school.

### Allergies

Children with allergies must have a Food Allergy Emergency Care Plan on file in the Preschool Office. This form must be signed by the child's physician and give clear instructions in the event of exposure and/or allergic reaction. Any medication that is included in the instructions, such as an epi pen or Benadryl must be always kept on hand.

### Medication

If your child requires daily medications, please see the Director for more information and to complete a medication form. Any medication that needs to be administered on a daily or weekly basis will be done in the Preschool Office by the Director. Classroom teachers are not permitted to dispense or administer medication.

As medicine often affects the way your child responds in class, please inform your child's teachers if you give your child any medication before coming to school. To protect the health of other children, Children of Joy! is unable to administer Tylenol, Motrin, or other medications that mask the symptoms of illnesses. Other medications will be considered on a case-by-case basis.

### Bug Spray and Sunscreen

The Preschool will provide bug spray and sunscreen for use on the children. If you have a particular brand that you would like used on your child, please bring it to the Preschool Office to be checked in. Bug spray will only be applied to clothing unless otherwise directed by the child's parent.



Permission to apply these products is requested at the time of Admission. Bug spray and sunscreen will be applied by the teachers on an “as needed” basis.

### Accidents/Injury

In case of a serious accident or injury, a parent or guardian will be notified. The Director will also contact Emergency Medical Services, administer First Aid or CPR, if necessary, and contact the child's physician that is specified by the parent on their medical form. For this reason, it is imperative that the school have the necessary information and authorization for medical care for each child enrolled. Incident reports are filed in your child's ProCare account and parents are notified of any serious injury.

### Vision, Hearing and Speech Screening

Vision and hearing screenings will be conducted for four- and five-year-old classes, as required by state law. Parents will be notified as to when the screenings will occur and will receive a copy of the report. Vision and Hearing screenings are provided by Webster Therapy Center. Speech screenings are provided by our in-house Speech Therapist, Yvonne Avocato.

### Lunch and Snacks

A snack, lunch and non-carbonated beverage should be sent from home each day. Parents are responsible for seeing that foods needing refrigeration are properly bagged and placed in appropriate containers. A cold pack, marked with the child's name needs to be put in each child's lunch box if perishable foods are included to prevent spoilage.

Prepare a simple snack and lunch with foods that your child can eat easily. Food cut into bite-size pieces is most appropriate. Some favorite foods may be cheese, bread, fresh vegetable sticks, fresh fruits and juices, raisins, and sandwiches. We encourage parents to send a wide variety of foods. All children will be encouraged, but not forced to eat. Candy and carbonated beverages should not be included in snacks or lunches. For Toddler, Two-year-old, and Three-year-old classes, we request that lunches be sent in one divided container. All children will be encouraged to be as self-sufficient at lunchtime as possible. For children Four and under, hotdogs, raw carrots, whole grapes, etc. are considered choking hazards and will need to be cut in halves or quarters if sent in for lunch. If there is a food allergy in a classroom (i.e. milk/wheat), we will notify all families in the classroom. **Due to allergies, we are a nut free school.** No nuts or nut products will be allowed in the school.

Daily snacks should be small and something non-messy that is easily consumed. Please place the snack in a separate baggie or container in your child's backpack.

“Star of the Week” is a special snack activity that is incorporated into each classroom. This is an opportunity for parents and their child to plan a special snack to share with their class two to three times during the year.

### Physical Activity Plan

Physical activity/playground time is essential to a child's body and brain development. The children will have outdoor playground time for a minimum of 30 minutes each day. In the event of inclement weather or poor air quality, playground time will be moved indoors to our Gymnasium and schedules will be altered to ensure every class has playground time.

Classes will also have a minimum of 15 minutes of gross motor activities in their classroom daily. Activity plans are posted in each classroom.

### Technology

Our staff is dedicated to the safety and care of your children. All personal cell phones are required to be put away and silenced when teachers are supervising children. If you need to contact your classroom teacher, please call the Preschool Office, or message your child's teacher through ProCare. Each classroom has an iPad that can send and receive ProCare messages. Each classroom is also equipped with a “Go Bag” that has an emergency cell phone inside to be used if needed.

If you are visiting the school and need to use your cell phone, please go to a hallway, an open room, or outside. When adults are in the classroom, their primary focus should be the children.

### Rest Time

Rest times for children are set based upon age level and may be adjusted as the year progresses. Children enrolled in the Pre-K or Transition programs may have a short “brain break” instead of a rest period.

In the case of children who do not nap, the child will be given adequate time to fall asleep and if the child is not sleeping, he or she will be provided a quiet activity during rest time.

Nap mats are to be provided by parents and will be taken home daily. The mats are to be laundered regularly and must have their child's name and the top and bottom clearly marked. Due to a new licensing regulation, children may NOT have pacifiers with stuffed toys attached to them.

### Birthdays and Holidays

Since birthdays are such an important day in a child's life, teachers will provide

recognition in an appropriate way. Please consult with your child's teacher about anything special you might wish to provide that day. A list of suggested snacks for special birthday celebrations will be provided. We ask that any snacks sent for the class be nutritious. For those children whose birthdays fall during the summer months, it is suggested that you help your child choose a day during the school year when he/she would like to celebrate a special "substitute birthday". If birthday party invitations are distributed at the Preschool, an invitation must go home to every child in the class. We do ask that birthday recognition not interfere with the regular Preschool Day. It is appropriate to send a special snack to recognize your child's special day; however, we cannot incorporate birthday parties, treat bags, etc. into the Preschool day. Licensing prohibits balloons.

Appropriate traditional holidays will be recognized. Parents will be invited to participate in the celebrations by bringing special refreshments, reading a holiday story, or doing a special holiday activity with the class. Consult with your child's teacher on specific holiday celebration information. If possible, we do ask that parents make other arrangements for younger siblings on party days.

#### Discipline and Guidance

Discipline is teaching a child appropriate behavior. Discipline and guidance shall be consistent and based on each child's individual needs and developmental level of understanding. Teachers work toward promoting positive self-esteem, self-discipline, self-control, and acceptable behavior. Children are redirected to other activities, encouraged to use words, and given choices. Teachers try to use natural consequences and help children learn problem-solving skills. Learning appropriate behavior is a large part of gaining social skills during the Preschool years. There will be no cruel, harsh, or unusual treatment of any child and no child shall ever receive corporal punishment. If difficult behavior occurs where the child does not respond to routine guidance methods such as redirection or in a situation where a child is hurting himself or another child, a brief supervised separation from the group may be used either in the classroom or in the Director's Office. Should further guidance be necessary, parents may be asked to pick up their child from school. If a child does not handle the normal routine, structure, and rules of the classroom well with normal discipline, the Director reserves the right to counsel with parents and possibly remove the child.

#### Support/Inclusion Services

Children of Joy! offers support and referrals to families on an as needed basis. Many services are free, but some may incur a fee to cover the cost of support personnel. If you have concerns about your child either in the classroom or in the home, please consult with your child's teachers or the Director for information on support and referrals.

Children of Joy! integrates children of all needs into the school. Teachers differentiate instruction and adjust teaching styles to meet the diverse needs of children. Reasonable adaptations will be made to allow for a successful and positive preschool experience. At times, outside teachers, therapists, or counselors may be brought into the school to help accommodate the needs of some students. If the needs of the child exceed what the school can meet, the family may be referred to another facility or PPCD to better meet the needs of the child.

### Conferences

Parents of all children will be asked to attend at least one scheduled parent conference during the school year. Formal discussion of your child's progress may be requested at any time during the year that is convenient for both parent and teacher. It is our policy not to discuss concerns about children at the classroom door in front of the children or in front of other parents. Teachers will send home notes, make phone calls, or schedule a time to talk with you privately.

### Parent Communication

Our primary form of communication is through our ProCare app and email. If this is not convenient for you, please notify the Preschool Office and paper copies of communications can be sent home. Daily or weekly communication is provided by the teachers based upon the child's age.

Communication between the teacher/parent and Director is very important. Please let us know of any unusual/special event or changes in your child's life. All information shared is confidential.

### Custody Arrangements

In the event of a current or ongoing custody situation, any custody agreements or court documents detailing the custodial arrangements for children at the Preschool must be on file in the Director's Office. These documents change often; the Preschool must have the most recent copy on file. A parent or legal guardian of a child enrolled at Children of Joy! who is not the child's residential parent shall be permitted unlimited access to the school and be afforded the same rights as the residential parent unless a protective order is on file. In the case that the school has not met the parent, he/she will be asked to provide ID prior to visiting or picking up the child.

\*\*At no time will Children of Joy enforce a parenting or visitation schedule.

### Protection Orders

If, at any time, a protection order is filed for a parent/guardian/family member of a child enrolled at Children of Joy!, the parent must provide documentation

of the protective order. If the person the protection order has been made against attempts to have contact with the named child, the police department will be contacted. The other parent/guardian will be notified immediately.

### Nursing Mothers

Children of Joy! Preschool offers a private area for mothers of nursing children. Anyone wishing to use the Conference Room of the Church to nurse their baby is welcome to do so. If the Conference Room is unavailable, the Preschool Office will be made available at any time.

### Problem Resolution

If a parent feels there is a situation causing concern between the teacher and child, teacher and parent, or Director and parent, the following procedure should be used.

1. Parent(s) should schedule a conference with the teacher/Director to address the concern.
2. If parent(s) feel the situation is still unresolved, they should inform the teacher that they are submitting their concern in writing to the Director or Church Pastor.
3. If the grievance is with the Director, a parent may submit their concern in writing to the Church Pastor.
4. The Director will review the concern, and then schedule a conference with the parent(s) and the teacher.
5. If the parent(s) still feel that the problem is unresolved, then the concern should be sent in writing to the Church Pastor.

### School Visits

Children of Joy! staff will assist the children in their adjustment to their new school and friends. Both children and parents can become acquainted with the new classroom and environment and establish a rapport with new teachers through:

1. Being contacted by your child's teacher in the weeks before school begins by note or phone call.
2. Attending classroom visits to meet the teacher at school before school begins and having a gradual entry process by which children attend for shorter periods of the school day to gradually ease into the classroom routine.
3. Parents are welcome to visit the school at any time. For Toddler and Two-year-old classes, visits are usually more successful after children have fully acclimated to the new classroom and teachers.

Parents are asked to use the covered entrance and check in at the Preschool Office if visiting during school hours.

### Parent Involvement

One of the key factors in the success of any church/school program is the involvement of interested caring parents/volunteers. There are many opportunities for parents to be actively involved with the Preschool. All parents are encouraged to volunteer and be involved in Children of Joy! Preschool. The Preschool Team will share ideas for improving and assisting the Preschool staff as well as providing a forum for educational parenting and family-life education programs. The group also will occasionally sponsor fundraising events when the Preschool has special needs.

We encourage our parents to volunteer their time as helpers at fundraising activities, special events, room parent, room parties and as "helping hands" when teachers need extra help cutting, gluing, or assembling special projects. All volunteers must check in/out in the Church/Preschool Office. If you have any special skills, holiday traditions, talents or your job is one you would like to share with the children (doctor, dentist etc.), please feel free to contact us for you to present to the children.

Families are welcome to visit and tour classrooms at any time throughout the school year. If you would like to schedule a time for a classroom visit or tour, please contact the Director in the Preschool Office.

### Parental Responsibility

Anytime a parent is on the Preschool premises, whether it be during the school day, before school hours or after school hours, parents bear the liability for their children in case of accident or injury.

### Items from Home

Books that a teacher can read to the class are always welcome; however, it is generally wise to help your child learn to leave his/her toys at home since Preschool age children can have a difficult time sharing their toys. Based on this, we discourage your child from bringing toys to school. If a toy is brought to school, it will remain in the child's backpack for the duration of the school day. At no time will toy guns or war toys be allowed in any classroom.

### What to Bring to School

Each child should bring a large-sized backpack to school each day. Please make sure that the backpack is large enough to hold the daily communication folder, a change of clothing, and artwork that will be sent home. Please remember to change the extra clothing based on the time of year. Part of our curriculum is to build self-independence where we encourage the children to carry their own things. It is much easier if they can carry most of their things in one bag. Please check your child's backpack regularly for information and to ensure it remains free of any valuable belongings or small items which may pose

a choking hazard.

### Clothing and Toilet Training

Children should be dressed comfortably for messy, active play. For safety purposes, it is necessary that your child wear athletic-type shoes. Children will be playing outside daily; therefore, closed-toed athletic-type shoes would be the most appropriate. All outdoor clothing must be clearly marked with the child's name. The school is not responsible for lost or damaged clothing.

All children should have a complete change of clothes in case of accidents. Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waist bands, etc.). Please dress children who are not toilet trained in clothing that will easily accommodate diaper changing. Please send disposable diapers/pull-ups and a supply of wipes for the day.

All children enrolled in the Pre-K or Transition program must be toilet trained before the start of the school year.

### Staff Vaccinations

Children of Joy! Preschool staff are encouraged to receive the COVID-19, influenza (annually) and DTaP (pertussis) vaccinations. Children of Joy! Preschool will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease.

### Security/Visiting the School during School Hours

We are as concerned for the safety of your children as much as you are and will take every possible precaution. Therefore, the door on the parking lot entrance will be locked from 8:50 am to 1:45 pm. If you need to enter during these times, please go to the main entrance door by the Church Reception Office and ring the doorbell. An administrative staff member will answer the door. Teachers are not permitted to answer any door during school hours. All people visiting the school should sign in at the front table and wear a visitor's badge while in the building. There are cameras on all entrances to the school building. Parents and visitors will not be permitted to enter the building during school hours using the side door by the parking lot.

### Safety

Some of the things the staff will help the children learn are how to use the play equipment safely, walking while in the building, how to enter/leave a car, stranger safety, fire safety drills, and inclement weather drills (including but not limited to flood, tornado or hurricane). Fire drills will be conducted monthly. Severe weather and lock down drills will be conducted quarterly. If the facility must be evacuated due to medical emergency, communicable disease outbreak, intruder with weapon, explosion or chemical spill, the children will be

taken to Barbara Bush Elementary located at 7420 Crownridge Dr. Our alternate location evacuation site is St. Anthony of Padua Catholic Church located at 7801 Bay Branch Drive.

As a school, we use a color-coded system to notify staff members of drills and emergencies without frightening the children. All emergency plans/procedures are posted in the classroom and any area used by staff or children. Please see drill codes below that are posted in each classroom. Descriptions of drill codes/emergency protocols can be found at the end of this handbook.

Drill codes are as follows:

- Code Red- Fire (practiced through monthly drills)
- Code Green- Weather Emergency (practiced through quarterly drills)
- Code Orange- Shelter in Place (only used when needed)
- Code Yellow- Lock Down (practiced through quarterly drills)
- Code Black- Evacuation Due to Intruder (Practiced through annual drills)
- Code Blue- Medical Emergency (only used when needed)

Children of Joy! Preschool also has a *Crisis Management Plan* that has been evaluated by the Montgomery County Fire Battalion Chief which gives detailed instructions for handling the following types of emergencies: intruders, shelter-in-place, evacuation to alternate locations, fire, bomb threats, severe weather alerts, chemical spills, power outages, threatening and/or violent behavior, civil disturbances, medical emergencies, accidents, injuries or deaths, suspicious packages, and school closings. A copy of the plan may be obtained from the Preschool Office.

As a licensed early childhood facility, Texas law requires us to post the following announcement:

*“Reporting Abuse and Neglect: Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.” Reports and information are located at: [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us).*

**DO NOT LEAVE ANY CHILD UNATTENDED IN A CAR FOR ANY AMOUNT OF TIME; IT IS AGAINST THE LAW.**

After Hours Playground Usage

The COJ playground will open after school hours for families to use. Please follow the posted playground rules. Using the COJ playground after hours is a privilege. Please respect our playground. Failure to do so will result in the playground



being closed after school hours.

### 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 Children of Joy! Preschool.

Like the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### Drug Free School Zone

Children of Joy!/Spirit of Joy Lutheran Church are alcohol-free, tobacco-free, drug-free zones. These substances are prohibited in the school building and on school grounds (including parking lots).

### Gun Free School

Texas Minimum Standards and Texas Penal Code state that firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises (including parking lots).

### Animals

Animals are always a source of joy for children as well as a wonderful learning tool for behavior and environment studies. The teacher will notify parents if any type of animal is going to be part of the classroom setting. If parents would like to share a pet from home, notification must be made to the teacher for approval. Texas Health and Safety Code, Chapter 826 states that certification of current vaccinations must be presented to the Director prior to the animals' visit to the school. Children must have NO contact with chickens, ducks, snakes, lizards, frogs and/or toads.

### Pesticides

Pesticides are applied quarterly after school hours. There are no pesticides applied while the children are in attendance.

### Social Media

Children of Joy! respects the right of parents to use social media. However, because the natures of these sites are essentially public, certain guidelines apply:

1. Children of Joy! parents and families are personally responsible for the content that they publish online. Be mindful that what you publish on a social media network, such as Facebook, Twitter, or Instagram, is viewed

not only by the intended recipient but any and all individuals who have access to that individual's account.

2. Remember your association and responsibility with Children of Joy! on online social environments. If you identify yourself as a Children of Joy! parent or family, ensure your profile and related content is consistent with how you wish to present yourself with parents and students. Even if you do not specifically identify yourself as a parent or family of Children of Joy!, remember that those viewing your online postings may already know that you are a Children of Joy! parent or family.
3. When contributing online, never post confidential student information such as names, addresses or phone numbers.
4. When uploading digital photos to your social media sites, be sure that you do not post photos of students and staff members without their approval.
5. Concerns that you may have with the policies of Children of Joy! and/or with the Preschool itself should not be aired publicly on social networking sites.

Any breach of the social networking policy may result in action taken by the Preschool, including, but not limited to, formal written notice or discontinuation of the mutually agreed upon Preschool contract.

## Children of Joy! Preschool Preschool Tuition Agreement

Congratulations! We are delighted you and your family will be joining Children of Joy! Preschool. Please carefully read the policies regarding enrollment and tuition below.

**Sign this agreement and return it to the Preschool office with the Automatic Tuition Withdrawal Form.**

### Enrollment and Tuition Policies:

1. There is no discount, refund or allowance for absence, illness, vacation, holidays, teacher workdays, unexpected school closures or weather-related school closures.
2. Registration fees are non-refundable.
3. For returning families, your account must be current with no past due balance before enrollment will be accepted.
4. Families are required to give 30 days' notice to terminate enrollment. The "Withdrawal from Preschool" form must be submitted to the preschool office and signed by the family. The first installment payment is your non-refundable tuition deposit. Upon termination, the deposit will be applied to your balance and the remaining balance will be the responsibility of the family. Tuition is prorated on a daily basis using the annual tuition amount and the number of days in the school year.
5. All Children of Joy! families are required to submit the Automatic Withdrawal Form for tuition and payments. Children of Joy! accepts ACH or debit card as payment on your preschool account.
6. Children of Joy! offers a multi-child discount in the amount of 10% off your least annual tuition. In the event more than two children are enrolled, each additional child will also receive a 10% annual tuition discount. This discount does not apply to registration fees or supply fees. Discounts cannot be combined. (This does not apply to the 3% payment discount).
7. Children of Joy! offers a Military Discount for Active Duty, Veterans, Guard and Reserves. The Military Discount applies to immediate family members only. The discount is 10% annually and applies to all children at Children of Joy! This discount does not apply to registration fees or supply fees. Discounts cannot be combined. (This does not apply to the 3% payment discount).
8. A supply fee is due August 1<sup>st</sup> and January 1<sup>st</sup> of each school year. Supply fees are also subject to the late payment penalties.
9. Tuition installments are due on the first of every month (May 1<sup>st</sup> and August 1<sup>st</sup> through April 1<sup>st</sup>). If a family begins preschool after May, the tuition installment amounts will be adjusted. The "Tuition Installment" form will detail the amounts of the installments and when they are due. Electronic statements will be emailed before the first of the month. Installment payments not received by the 10<sup>th</sup> of the month will incur a \$35 late fee. Additionally, a \$35 fee will apply to all returned payments.
10. Families requesting a delayed start date must pay tuition installments to guarantee a child's space in the classroom.

Student Name: \_\_\_\_\_

Classroom \_\_\_\_\_

Student Name: \_\_\_\_\_

Classroom \_\_\_\_\_

Student Name: \_\_\_\_\_ Classroom \_\_\_\_\_

I have carefully read the Enrollment and Tuition Policies for Children of Joy! Preschool. I agree to comply with all terms and regulations as expressed above and in the Children of Joy! Parent Handbook. I also agree to be bound by the school to pay all tuition and fees required in accordance with the financial policies of the school. This agreement will remain on file for the duration of your family's enrollment at Children of Joy! Preschool.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# Automatic Withdrawal Form For Bank Account and Debit Card

Children of Joy! Preschool is pleased to offer the safety, convenience, and ease of *Tuition Express*, a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or debit card.

I (we) hereby authorize **Children of Joy! Preschool** to initiate charges to the below referenced debit card account (Section A) OR, initiate debit entries to my (our) checking or savings account indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days' written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments.

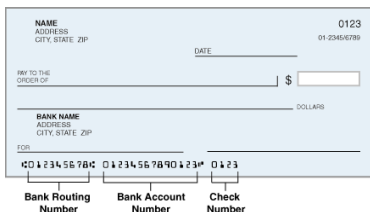
### COMPLETE ONE SECTION ONLY

#### Section A (Debit Card only)

_____	_____	
Cardholder Name	Cardholder Phone Number	
_____	_____	
Cardholder Address	City, State, Zip	
_____	_____	_____
Visa/MC Account Number	Expiration Date	CVV Code (on back of card)
_____	_____	
Cardholder Signature	Date	
<input type="checkbox"/> This is a debit card.	<input type="checkbox"/> This is a credit card.	

#### Section B (Bank Account only)

_____	_____	
Customer Name	Customer Phone Number	
_____	_____	
Customer Address	City, State, Zip	
_____	_____	
Bank or Credit Union Name	Bank City, State, Zip	
_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing Number	Bank Account Number	
_____	_____	
Customer Signature	Date	



# Children of Joy! Withdrawal Form

Families are required to give 30 days' notice to terminate enrollment. The first installment payment is your non-refundable tuition deposit. Upon termination, the deposit will be applied to your balance and the remaining balance will be the responsibility of the family. Tuition is prorated on a daily basis using the annual tuition amount and the number of days in the school year. Registration fees are non-refundable. Supply fees will be prorated on a monthly basis using the supply fee amount for your child's class.

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Classroom: \_\_\_\_\_

Withdrawal date: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

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Administration Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian (Printed Name): \_\_\_\_\_

Approved date: \_\_\_\_\_

Refund to Family: \$ \_\_\_\_\_

Amount Owed to COJ: \$ \_\_\_\_\_



Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Allergy to: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No

**PLACE  
PICTURE  
HERE**

**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.**

**Extremely reactive to the following allergens:** \_\_\_\_\_

**THEREFORE:**

If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.

If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

**FOR ANY OF THE FOLLOWING:  
SEVERE SYMPTOMS**



**LUNG**

Shortness of breath, wheezing, repetitive cough



**HEART**

Pale or bluish skin, faintness, weak pulse, dizziness



**THROAT**

Tight or hoarse throat, trouble breathing or swallowing



**MOUTH**

Significant swelling of the tongue or lips



**SKIN**

Many hives over body, widespread redness



**GUT**

Repetitive vomiting, severe diarrhea



**OTHER**

Feeling something bad is about to happen, anxiety, confusion

**OR A  
COMBINATION  
of symptoms  
from different  
body areas.**

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

**MILD SYMPTOMS**



**NOSE**

Itchy or runny nose, sneezing



**MOUTH**

Itchy mouth



**SKIN**

A few hives, mild itch



**GUT**

Mild nausea or discomfort

**FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

**MEDICATIONS/DOSES**

Epinephrine Brand or Generic: \_\_\_\_\_

Epinephrine Dose:  0.15 mg IM  0.3 mg IM

Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

PHYSICIAN/HCP AUTHORIZATION SIGNATURE

DATE

# IN AN EMERGENCY TAKE ACTION



## **FIRE DRILL – Leave the building immediately.**

### **STUDENTS**

Line up quickly and quietly

### **ADULTS**

Account for all students  
Grab "Go bags" and Walkie Talkie  
Turn off light and close door  
Evacuate the building



## **WEATHER DRILL – Get inside. Go to a safe area.**

### **STUDENTS**

Remain inside the building

### **ADULTS**

Bring everyone indoors  
Account for all students  
Grab "Go bags" and Walkie Talkie  
Turn off light and close door  
Go to your designated area



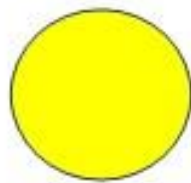
## **SHELTER IN PLACE – Get inside. Remain in classroom.**

### **STUDENTS**

Remain inside the building  
Continue normal activities

### **ADULTS**

Bring everyone indoors  
Account for all students  
Grab "Go bags" and Walkie Talkie  
Continue normal activities



## **LOCKDOWN – Lock doors, lights out, out of sight.**

### **STUDENTS**

Move away from sight  
Stay silent  
Do not open the door

### **ADULTS**

Bring everyone indoors and out of hallways  
Account for all students  
Lock classroom door, turn off lights  
Cover window  
Move away from sight  
Stay silent– phones on vibrate  
Grab "Go bags" and Walkie Talkie  
Do not open the door



## **MEDICAL EMERGENCY – Medical attention is needed.**

### **STUDENTS**

Follow teacher direction  
Continue normal activities

### **ADULTS**

Call Admin for help  
Keep students calm  
Make sure class has proper supervision  
Move away from emergency, if possible



## **EVACUATE – Go to Bush Elementary or through woods.**

### **STUDENTS**

Leave everything behind  
Stay silent  
Follow instructions

### **ADULTS**

Bring everyone out of hallways  
Account for all students  
Grab "Go bags" and Walkie Talkie  
Lock classroom door, turn off lights  
Cover window  
Stay silent– phones on vibrate  
Remove all students from building via windows  
Notify Admin of any missing students