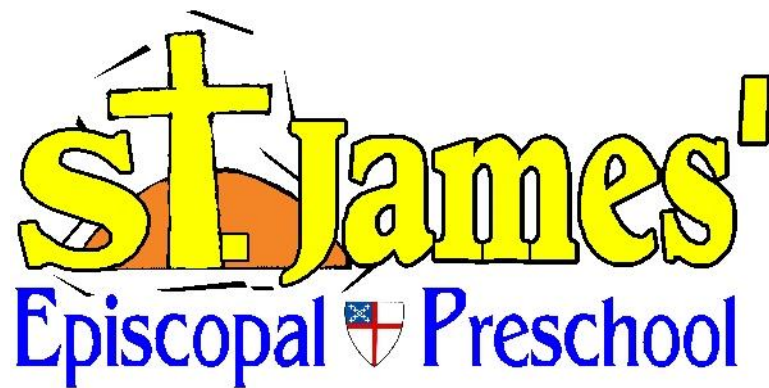


St. James Episcopal Preschool
Policy Manual
2016-2017
(Revised June 2016)



"Learning God's Way"

Saint James' Episcopal Preschool
156 North Monroe Street
P.O. Box 507
LaGrange, Texas 78945
979-968-9501

st-james-preschool@cmaaccess.com

or

www.stjameslagrange.org

Laurie Krupala, Head of the Preschool

**PRAYER FOR SAINT JAMES' EPISCOPAL PRESCHOOL STUDENTS,
PARENTS AND TEACHERS**

O Lord in Heaven,
You once came to redeem the world as a little child.

Help us, serving as parents and as teachers, to see your divine presence in each child's eyes, to discern Your divine awareness in each child's growing mind, to open each child's heart and soul to the wonderful joys of childhood, and to patiently guide each child to grow in wisdom and stature, as You--our redeemer--once grew.

In the name of the Father, and of the Son, and of the Holy Spirit.
Amen.

***Catherine Engel, Founder
St. James' Episcopal Preschool***

Episcopal Schools in the Diocese of Texas

St. James' Episcopal Preschool is a licensed, full-day Christian preschool in the Episcopal Diocese of Texas. We serve children ages 2 years to 5 years. Our primary purpose is to offer a Christian environment with a thorough and nurturing developmental program that meets the diverse educational, spiritual and social needs of our young people. Regular and age-appropriate worship in the tradition of the Episcopal Church's *Book of Common Prayer* will be offered as part of our developmental program.

Mission Statement

The mission of St. James' Episcopal Preschool is to provide a strong Christian and Academic Foundation for preschool age children in a loving, nurturing, family-oriented environment, so that they are prepared to be successful grade school students with a love of learning, and the knowledge that Jesus loves them.

Philosophy

Each child is a unique creation of God. Young children are curious by nature. They are excited and eager to participate in activities that encourage hands-on experiences. The environment at our preschool is safe, positive, and supportive. We believe in offering full and rich opportunities to develop in each child a love for God, self-esteem, responsibility, and a readiness for life long-learning that is appropriate to each child.

School History

St. James' Episcopal Preschool began in 2000 as a Parent's Day Out program with church member, Cathy Engel, as the founder and leader of the program. The program operated one morning a week in the fall semester. The spring semester brought a need for a program two mornings a week. In August of 2001, St. James' became a licensed facility after much hard work by the church's Day School Committee. Parents now had the option of a Parent's Day Out that was available five mornings a week. The pattern of growth and development continued with the 2002-2003 school year. In the fall of 2013 the preschool decided to offer our programs for both classes five mornings a week. In the fall of 2016, the preschool will offer a full day program in addition to our half-day program. Part time and full time options are available depending on the program for which the child is eligible.

Throughout this period of growth the fundamental principles of the school have been to provide a nurturing, spiritual, developmental program for our communities' children and families. We have evolved into a preschool program for our older preschoolers, and we have retained our Parent's Day Out component to serve toddler-age children.

Licensed Child Care Center

The Texas State Department of Family and Protective Services licenses St. James' Episcopal Preschool. You may review the licensing standards (located in the school office) and our most

recent licensing inspection reports, which are posted on our bulletin board by the front door. The local licensing office can be contacted at 512-834-3202. The DFPS Child Abuse Hot Line is 800-252-5400 and the DFPS website is www.dfps.state.tx.us .

Child Abuse

Child abuse and neglect are against the law in Texas, and so is failure to report it. If we suspect a child has been abused or mistreated, we are required by law to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.

All staff members are required to have one hour of annual training on recognizing the signs of abuse and neglect. Parents are welcome to attend this training; please contact the center director for more information.

To increase awareness regarding warning signs and prevention techniques log in to www.preventchildabuse.org for more information. See the instructions at the end of this manual for reporting child abuse and/or neglect.

If anyone has questions about abuse and neglect you may contact our local advocacy facility: The Children's Advocacy Center Serving Bastrop, Lee, and Fayette Counties, PO Box 1098, 1002 Chestnut St. Bastrop, Texas 78602. Phone : 1-512-321-6161, Fax: 1-512-303-3985

Gang Free Zone

Our preschool is declared a Gang Free Zone which means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the preschool is a violation of law and is subject to increased penalty under state law.

Admission

St. James' Episcopal Preschool does not exclude students because of race, color, nationality, religious affiliation, gender or ethnic origin. While St. James' Episcopal Preschool does not wish to exclude any child, the admission of children with special needs or disabilities will be decided on an individual basis.

Enrollment in St. James' Episcopal Preschool is for children 2 years to 5 years. To enter the Toddler class, a child must be at least 2 years old on or before September 1 of that school year. Children who are in the Toddler program may not bring bottles or pacifiers to school. Parents are responsible for bringing diapers and wipes. To enter the Preschool program, the child must be at least 4 years old on or before September 1 of the school year. Under special circumstances after consultation with teachers and parents, the preschool director may allow a 3 year old student to be placed into the preschool class. The decision by the director will be based on certain criteria. We reserve the right to give preference to previously enrolled families and members of the St. James' Parish with regard to admissions and waiting lists. In order to assure an inclusive student body, we offer a scholarship program through Emily's Angel Scholarship Fund for families requiring tuition assistance. Applications may be obtained from the director, and will be reviewed confidentially by the School Board.

Changes in Enrollment and Student Withdrawal

As a courtesy, the preschool requires a two week notice of any reduction in enrollment, change in attendance status, or a student's withdrawal from the program.

Parent Communication/Visitation Policy

Parents are welcome to visit the preschool during school hours and observe activities in progress. In order to facilitate the visitation process, we ask parents to insure their presence is not disruptive to the educational process.

We welcome special presentations and activities related to our themes of study. Please contact your child's teacher if you are interested in visiting a class as a special guest.

If there are any questions or concerns, please schedule an appointment with the director. We want to hear from you so that we can make our preschool a pleasant experience for you and your child. If there are any policy changes regarding our preschool a note will be sent to the parents and necessary revisions will be made to our student handbook.

Parent Conferences

Preschool Class conferences will be scheduled for the graduating students at the end of the school year. If any parent would like to discuss their child's behavior, academic concerns, or class scheduling, please make an appointment with your child's teacher and the preschool director.

Health Requirements

The Texas State Department of Family and Protective Services, which licenses St. James' Preschool, provides the information for the health portion of the enrollment packet. It must be filled out, signed, and returned **before** your child can attend classes. All students are required to have up to date immunizations, and four-year-olds are required to have hearing and vision screenings as of the first day of school. In order to insure our compliance with licensing, your child may not be able to attend school until our records are complete. Please ask the center director if you have any questions regarding health records.

Health Checks

Upon arrival at school each day, your child will be evaluated by his/her teacher or another trained staff member for the following:

Breathing difficulties, severe coughing, discharge from the nose or eyes, changes in skin color, bruising or swelling, cuts, sores, or rashes, unusual body temperature, responsiveness and general well-being

Additionally, the staff would like to hear from parents or guardians about changes in the child's sleep habits, eating and drinking, toileting, and mood or behavior at home. You may be asked

about your child's habits outside of school as part of a continuing dialog to insure the well-being of your child.

If the health check shows a change in anything not noticed since the last health check, or if the teacher or staff has a concern, it will be documented on the back of the teacher's daily sign in sheet and noted with the date, child's name, and details about the change. Additionally, if a parent brings a concern to a teacher or staff member's attention, it will be noted in the same manner. When a teacher or staff member deems a child unable to remain at the facility (see Sickness Policy on page 11), the parents will be notified to take the child home and it will be noted on the child's health check. Staff will be trained by the director to conduct health checks using the guidelines suggested by the Department of Family and Protective Services.

Enrollment Information

The Texas State Department of Family and Protective Services also provide the content for the enrollment information portion of the packet. If this form is not returned by the first day of school, your child will not be allowed to attend until it is completed and returned. Please let the director know if there are any changes to enrollment information – Example: change of phone numbers, address, doctor or hospital, or names of individuals authorized to pick up your child.

Registration Fees

A non-refundable registration fee of \$75 for half-day and \$110 for full day must be paid for each child enrolling at St. James' Preschool in order to guarantee his or her place in the class. This fee is used to defray the costs of consumable materials.

Tuition

Tuition Charges: (Half day program-snack included, full day program snack and lunch provided M-Th, Friday is a sack lunch from home day)

Half Day:	Full Day:
MWF \$225	MWF \$415
T/Th \$210	T/Th \$400
M-F \$255	M-F \$445
	M-Th (PreK only) \$430

Drop-in afternoon care may be available for enrolled half-day students, and will be at the discretion of the director. There will be additional charges for drop-in care.

A 10% deduction will be made if you have more than one child attending our program and for members of St. James Episcopal Church.

Tuition Due Date

Tuition is due on the first day of each month. If tuition is not received by the 10th, your child may not attend school until payment is received. Please mail tuition checks to St. James' Preschool, P.O. Box 507, LaGrange, Texas 78945, or you may bring checks to school. Please place checks

in the tuition birdhouse box by the front door. Parents are responsible for the checks being placed in the tuition box. Checks should not be given to the child or to the teacher. A \$30 fee will be charged on all returned checks.

There will be no makeup days for absences, school holidays, or inclement weather. Tuition is due even if your child is on vacation or ill. In case of extended illness, each case will be considered separately.

Scholarships and Financial Aid

There is limited financial assistance available on an as-needed basis through Emily's Angel Scholarship Fund. Please contact the head of the school for information.

Scheduling

St. James' Episcopal Preschool will begin August 29, 2016, and thereafter follow the same scheduling as the La Grange Independent School District for holidays (some exceptions will be made). St. James' Episcopal Preschool will include a calendar with the policy manual and the enrollment packet each year. The calendar will also be posted on the Preschool Section of the church's website www.stjameslagrange.org

The Toddler Class and Preschool Class meet Monday through Friday from 8:00 a.m. to 3:00 pm. You may select full day (8-3) or half-days (8-noon) and some part-time programs are available on a limited basis. If you choose part time, the days are not interchangeable and would be set for the school year. Four-year-olds in our PreK class are encouraged to attend school full-time to ease transitions into Kindergarten.

St. James' Episcopal Preschool will follow public school closings for bad weather days. If La Grange ISD is closed or delayed due to bad weather, St. James' will be closed for the day. Announcements of school closings will be made on the local radio stations (KLVG 1570 or KBUK 104.9). Parents may sign up for text messages of weather closings and important reminders by texting the message @stjamespre to the phone number 81010.

Curriculum

Our curriculum is designed to meet or exceed the Preschool Curriculum Guidelines published by Texas Education Agency (TEA). These guidelines can be found online at <http://www.tea.state.tx.us/curriculum/early/prekguide.html>. Further, we will endeavor to uphold the accreditation standards outlined by the Southwestern Association of Episcopal Schools (SAES). Finally, we strive to implement "developmentally appropriate practice" (DAP) as defined by the National Association for the Education of Young Children (NAEYC). In addition to promoting rote learning of discreet skills such as repetition, matching, or simple letter and number recognition, our curriculum also emphasizes the development of higher order thinking and problem solving skills. These habits of mind are the basis for later (and long term) academic success.

Our preschool program currently incorporates Handwriting Without Tears to develop drawing and writing skills, and will be implementing the McGraw Hill DLM Early Childhood Express curriculum into our program this year. This is a child-centered, holistic program that helps children grow through hands-on experiences (play), and making connections with the world around them.

Activities

The following activities are offered for our children:

- Classroom Worship
- Art Projects
- Music and Rhythm
- Science Experiments
- Stories and Books
- Language Art Experiences
- Math
- Fine Motor Skills
- Manipulatives
- Dramatic Play
- Gross Motor Skill Activities (through indoor and outdoor activities)
- Big Chapel on a weekly basis
- Educational field trips

The core goals of the preschool are to provide opportunities for:

1. The development of a spiritual awareness through Bible stories, verses, songs, prayer, and worship experiences in the tradition of the Episcopal Church.
2. A primarily cooperative rather than competitive learning environment.
3. The development of an “I can” attitude and positive self-esteem through experience-based activities.
4. Movement education and the development of large and small motor skills.
5. The development of self-regulation and personal responsibility.
6. The development of social and emotional skills and positive interactions with peers and adults.
7. The enjoyment of storytelling and reading books.
8. The introduction to print awareness skills. (Such as the link between your inner thoughts, spoken words, and how these are represented in written form; the purposes and values of a variety of genres and texts, the sounds and shapes of individual letters and groups of letters.)
9. The development of oral language skills.
10. The introduction of early science and inquiry skills and concepts in areas such as physics, chemistry, biology and earth sciences.
11. The introduction to the world around us through social studies experiences and field trips.
12. The development of music skills.
13. Opportunities for self-determined artistic expression and creativity.
14. The ability to represent intangible concepts such as thoughts, ideas, or feelings in tangible ways through art, music, movement, oral language, etc.
15. The development of an appreciation for, and love of the intrinsic reward involved in lifelong learning.

St. James' Preschool realizes that not all children learn in the same manner or at the same pace. As much as possible, the curriculum lends itself to the learning styles and levels of individuals and the classroom community as a group. We strive for a balance between the different curriculum areas listed above, and also between active/quiet, directed/child-directed activities.

Sign-In / Sign-Out (Release Policy)

1. It is the Parent's responsibility to bring the child into the Preschool.
2. Parents must pick up the child in the Preschool. Children will not be released to older brothers and sisters younger than 12 years of age.
3. While parents are at the Preschool, they are responsible for their child/children.
4. Parents must notify the Preschool if someone other than those designated on the enrollment form will be picking up the child. The person picking up the child must know the release code word, and if the individual is not known by the preschool, a driver's license must be presented for identification.
5. If a parent or adult appears to be under the influence of alcohol or drugs when the child is picked up, the child will not be released to that person.

Discipline

The word discipline is derived from the root word meaning to teach. We have high expectations of each child and work toward a goal of self-discipline. Conflict resolution is practiced between children. We will never use any form of corporal punishment or humiliation to shape behavior. We do not use food as a reward or withhold food as punishment for behavior.

We DO use a variety of discipline and guidance techniques with children at the preschool:

- ~Rewarding positive behavior that we do want repeated.
- ~Ignoring negative behaviors that we do not want repeated. (This is a very powerful, yet underutilized child guidance technique!)
- ~Redirecting unacceptable behaviors and activities to more acceptable ones.
- ~Encouraging children to use verbal and positive rather than physical or negative expressions of emotion.

~Tying behavior to consequences:

We believe it is very important for children to feel that they can rely on the adults who care for them to set clear and consistent limits for behavior. Most often, teachers will intervene to guide the behavior of preschool students in positive ways. However, it is also unhealthy for all consequences to be meted out by an authority figure. (This teaches children that they can't solve their own problems, must rely on outside authorities to intervene on their behalf when problems arise, and/or that misbehavior only "counts" if it is "caught" and "punished" by an adult.)

Therefore, we adopt these policies for behavior:

- ~We try to connect behavior not only to adult-determined, but to logical consequences and rules that the classroom community establishes together. (For example, "If you throw toys on the floor, you pick them up. If you can't play in a center in a friendly way, you must leave that center", etc.)
- ~We also emphasize that misbehavior has not only extrinsic but intrinsic consequences, such as feeling bad on the inside when we hurt others or act out. (For example, "It feels yucky on the

inside when you know you broke the rules.” Or “you feel sad when your friends don’t want to play with you because you hit them.”)

~We discuss social consequences for behavior, such as people not wanting to play with those who hurt them physically and emotionally. (For example, children may be encouraged to tell one another, “I won’t play with you when you hurt me.”)

~And finally, time-outs will be used when necessary. (According to DFPS guidelines time-outs will last no longer than one minute per each year of the child’s age.)

~Persistent misbehavior, as determined by the preschool staff and director, that severely threatens the emotional, psychological or physical safety of other children in the program, may result in dismissal from the preschool.

Animals

Some animals may visit the classroom at specific times to enhance studies. Please see your child’s teacher for current guidelines on which animals comply with licensing standards. All visiting animals must be current on immunizations and pose no known threat to the children.

Children’s Birthdays

If you would like to provide special snacks on your child’s birthday, please contact the teacher in advance. Birthday parties (games, hats, etc.) are not allowed in school. Party invitations may be distributed at school providing the entire class is invited.

Snacks/Meals

There will be a daily snack time every morning. We will provide a nutritious snack for the children. Toddler Class children will be provided a sippy cup labeled with their name and sanitized every day. Children four years old and up will be expected to use an open-top cup, and we will help them use these appropriately.

A healthy, nutritious lunch that meets state requirements for nutrition will be provided for full-day students Monday through Thursday.* Students may bring a sack lunch from home every Friday. Please provide your child a well-balanced lunch to help him/her maintain focus throughout the day. If a sack lunch is not provided, a sandwich, chips, and fruit will be provided for \$5. **DO NOT INCLUDE** a drink in your child’s lunch. We will supply water and milk with each snack/meal. We will not be able to refrigerate lunches or reheat any contents.

*St. James’ Church and Preschool will be assessed by our local regulatory agency to deem our facilities appropriate for foodservice. In the event that we are not able to prepare and serve lunches, parents will be required to provide a sack lunch each day for their child. Parents may be compensated a portion of the full day tuition cost should this occur. Notifications will be given the week before school begins as to the status of our lunch program.

Please notify us if your child has any food allergies. In the event of severe allergies, the parents will need to provide their child’s snacks and lunches.

Please make sure that your child has had breakfast before he/she arrives at school. Please do not bring breakfast items for your child to eat at school, as it causes a disruption in the schedule, and the child will be required to eat at the snack table apart from the children in his/her class. Food items will not be allowed in the classroom at any time, unless approved by the director as part of the curriculum.

Nap/Rest Time

All children who stay at the preschool for our full day program will be required to rest or nap for a minimum of one hour each afternoon. This is a state requirement, and it is helpful for children to recharge after a busy morning of learning and playing. St. James' Preschool will provide nap cots and bed linens for each child, and cots will be labeled with the child's name. Linens will be washed weekly or upon becoming soiled. Please do not bring blankets or stuffed animals for your child's nap time, as they may cause a disruption. If children are still awake after an hour, they will be provided a book or quiet activity while the others are sleeping. Soothing music and comforting "back pats" will be used to help calm the children during rest time.

Sickness Policy

Children of this age transmit contagious illnesses very easily. If a child has a fever (100 degrees or higher), more than one instance of diarrhea, or any vomiting, he or she should not be brought to school for the safety of the other children and the school staff. **Children should be free of fever, diarrhea, or vomiting for 24 hours before returning to school.** Children brought to school who exhibit these symptoms will be sent home. If a child has a nasal discharge that is thin and clear, they may attend school. If the discharge is colored, thick, and/or bubbly they must be kept home until the discharge is gone, or becomes thin and clear.

If any symptoms above are due to other circumstances and are not contagious, a doctor's note may be submitted stating that the child is able to return to school. For example, if your child often has diarrhea as a result of antibiotic use, ask your doctor for a note saying that the diarrhea is likely due to the antibiotics and should not be contagious. If your child runs fever with a secondary infection (such as an ear infection or sinus infection), ask your doctor to provide a note saying the fever is secondary and therefore, not likely contagious. A preventative approach to common childhood symptoms while you are at the doctor's office will insure the safe return of your child and the other children at our school. The safety of our children and our staff is our top priority. **As such, please be advised that we will need a note from a healthcare professional, and as a matter of policy will not be able to admit a child by assuming a symptom is not contagious.**

Communicable Disease Chart

<u>Disease</u>	<u>Re-admission Criteria</u>
Fever	When fever subsides for 24 hours
Diarrhea/Vomiting	Symptom free for 24 hours
Chicken Pox	When all blisters have crusted over
Common Cold/Flu	When fever subsides for 24 hours
Head Lice	When one medicated shampoo treatment is given and hair is free of nits
Impetigo	When treatment is begun
Infectious Hepatitis	After one week from onset of illness
Meningitis	Written release by physician
Mumps	Nine days from onset of swelling
Pink Eye (Conjunctivitis)	Release by physician
Poliomyelitis	Written release by physician
Rubella (German Measles)	Four days from appearance of rash
Streptococcal infection, Scarlet	Treatment underway for 24 hours

Accidents and Medical Emergencies

In the event of an emergency we will administer first aid, call 9-1-1 if necessary and then notify the parents. Minor scrapes and bruises will be treated at school (We use antibiotic cream, ice packs, and antihistamine cream for bug bites.) A parent will be notified if there is any concern. Parents will be notified immediately if an incident requires more attention than the school can provide. In the event a parent cannot be contacted, the school will follow the emergency contact information in the student's file.

Medication

Teachers or the director will not administer medication. An exception will be made for a child that needs an inhaler or Epi pen in an acute emergency. If your child will require medication during school hours, appropriate documentation will be required by parents for over-the-counter medications, and an ORIGINAL prescription label from the doctor for all other medications (including Epi Pens and Inhaled medications). Please discuss this with the director, and sign in any medications with the director to be stored properly. **DO NOT SEND MEDICATIONS TO SCHOOL IN YOUR CHILD'S POCKET, BACKPACK, ETC. WITHOUT NOTIFYING THE DIRECTOR.** This applies to cough drops, lotions and creams, and diaper rash ointment.

Allergies

Please notify the school of any allergies your child has or that you suspect he or she may have. Please include food allergies.

Notification Regarding Clothing

Children at St. James' Episcopal Preschool learn through many different "hands-on" techniques. And, unless inclement weather prevents it, we will spend at least some time each day outdoors.

Parents are asked to take this into consideration when dressing children for school. Please have your child dressed appropriately for art projects and outdoor play. Girls **MUST** wear shorts or bloomers underneath skirts. Please send a jacket for your child on cool/cold days- we want your child to be warm on those cold winter days. Appropriate footwear is also essential for safety at school. Please do not send children to school in “flip-flops,” sandals, shoes with heels, or shoes with slippery soles. We require children’s feet to be fully enclosed in footwear with rubber soles every day. Sneakers with socks are the best option to keep little feet safe on the playground pea gravel.

A change of clothes should be left at school, in your child’s cubby, in case of accidents or spills. Please label these items. As seasons change please change out your child’s clothes in their cubby.

Note to Toddler Class:

Diapers, pull-ups and wet wipes must be provided by parents. At the appropriate time teachers will assist the parents in the master of potty training.

Please label all items (coats, jackets, hats, etc) .

Complaints

Parents/Guardians having a complaint about any matter pertaining to the school must first meet with the teacher concerned by appointment. If not satisfied with the meeting, then the parent/guardian may bring the matter to the director. After both of these, the matter may be taken to the Pastor. If he cannot resolve the problem, the problem may be taken to the School Board.

Toys Brought from Home

Please keep your child’s personal toys at home. We have many toys and activities for the children. A blanket or other item that comforts your child may be sent, if needed. Comfort items will be “phased out” within two weeks, or as appropriate for the child, to insure the health and safety of all children at school. Show and Tell will be held in the Preschool Class at times specified by the teacher.

Student Arrival and Pick-Up Policy

Our teachers have a strong desire to foster a relationship of mutual respect with each parent, and an atmosphere in which the contributions and time of all involved are appreciated and respected. The teachers use the time before and after our class day for classroom preparation and cleaning. Please keep this in mind at pick-up and drop-off times. As our teachers are not paid overtime, late pickup (after 12:15 pm for half-day and after 3:15 for full day) may be charged at \$1 per minute per child, payable directly to the staff member who is watching your child.

Your child must enter the school with an adult and be picked up in the school by an adult. This adult will need to sign a Sign-In/Sign-Out Log. The log will be posted near each classroom for sign-in during drop off time. Your enrollment packet will include a form for you to list all persons approved to pick up your child from school. Your family will be asked to select a secret

code word. Children will not be released to anyone that cannot produce the code word. Let the teachers know if someone else is picking up your child.

Field Trips

Children's learning is enhanced through hands-on, real life experiences. As part of our curriculum we will go on educational outings. Parents will receive a field trip information and permission form with their registration packets. Transportation may be in the form of walking or personal vehicles. A parent/grandparent must accompany and provide transportation for their child. By law, we are not able to transport children to/from field trips.

Water Activities

The preschool may have a "water" day at an appropriate time during the school year. Water day will not include a wading pool or any large body of water. What it will consist of is sprinklers and small water tables. If this is part of the day's activities the parents will be notified in advance so they may send appropriate items. (swimsuits, towels, shoes, sunscreen.)

Emergency Preparedness Plan

In the event of an emergency whether it be inclement weather, a communicable disease outbreak, a human caused event such as an intruder with a weapon, a chemical spill or an explosion, our plan is to assure the safety and welfare of our children. Our emergency preparedness plan is as follows:

Evacuation Process

When a decision is made to evacuate our facility the director will make the announcement in the most expeditious way. Our classroom will be evacuated completely. The director or lead teacher will notify the appropriate personnel and communicate what type of emergency it may present.

Inclement Weather/Fire/Chemical Spill/Explosion

In the event of a tornado or severe thunderstorm with high winds the director will retrieve the emergency supply bag and designated staff will get the student folder containing student family contact information, authorization forms and a tracking list of students (both teachers will get their cell phones to make necessary calls). We will calmly line up at the designated door, link hands and walk to the main building. We will have teachers positioned at the front and end of the line to assure everyone is accounted for. We will gather in the restroom and sit on the floor (count children and compare to student list to double account for everyone) and wait for the storm to pass or for parents to pick up their child if they were notified.

In the event of a fire the director will tell children to line up at the door and designated staff will get the student folder containing student family contact information, authorization forms and a tracking list of students. We will exit the building, walk through the courtyard into the playground and gather in a line against the fence. We will do a student count and compare against the student list. We will keep the children there until the building is determined to be safe for re-entry, or until parents have been notified to pick them up. If this designated area is not determined safe the alternate plan is to walk to the playground, cross Monroe Street and proceed to the front porch of Pinky Wilson at 351 East Colorado.

In the event of a chemical spill or explosion the preschool will follow the steps as outlined in the fire section of this handbook. The fire department may redirect the preschool to a safer location depending on the direction of winds.

Procedures for Conducting a Fire Drill:

1. The staff will be notified in advance of a fire drill.
2. We will familiarize the children with the fire drill. Teachers will talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. The teachers and children will evacuate the building. The teacher will sound the alarm and the classroom will be evacuated.
 - a. The children will proceed immediately with their teachers to the outside-designated area.
 - b. The teachers will count their children and take student list, emergency information and cell phones with them.
 - c. The director or lead teacher will check bathrooms, closets, and “hiding places” to account for all children in attendance.
4. Time the drill.
5. Verify accurate recount of all children.
6. Return to the building (the director or lead teacher gives approval to reenter building).
7. Document the completed fire drill.

We will conduct a fire drill once a month, and an inclement weather drill once every three months.

Human Caused Event

In the event of an intruder the teachers will gather the children and immediately vacate the building from the door farthest away from the intruder. Once outside we will determine the safest location to take the children. If it is unsafe to leave the building, children will be gathered and secured in a suitable location as determined by the director.

Accidents, Medical Emergencies, Communicable Diseases

Minor scrapes and bruises will be treated at school with first aid (we will use antibiotic cream, ice packs, and antihistamine cream for bug bites.) A parent will be notified if there is any concern. If an injury happens to a child that requires treatment by a health care professional we will immediately call 9-1-1 and notify the parents. If an employee or child in our preschool contracts an illness deemed notifiable by the Texas Department of State Health Services we will notify parents by a letter with concerns and what need to be done to remedy the situation. Any accidents requiring professional treatment or any communicable diseases will be reported by the preschool director to the Texas Department of Family and Protective Services as required by law.

Emergency Numbers

Ambulance	911
Fire	911
Police	911
Poison Control	1-800-222-1222
City Fire & Sanitation	(979) 968-5805
City Utilities	(979) 968-3127
DFPS Child Abuse Hotline	1-800-252-5400
Licensing Inspector	(979) 731-0119

Reporting Child Abuse:

Child abuse and neglect are against the law in Texas and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency within 48 hours of the time you suspect the child has been abused or neglected. St. James' Episcopal Preschool will follow these guidelines to report any abuse or neglect.

How do I make a report?

1. Call the abuse hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or accidents you have observed, including dates and time of day, and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and suspected abuser.
5. Please provide at least the following information in your report:
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents' names and names of siblings in the home