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###### Parent Handbook

Mission Statement

*At Fuller Hearts Preschool, our promise is to provide a safe,*

*loving, joy-filled environment where every child is encouraged to create, explore, imagine, and grow within a community, a family, of loving educators and parents. We promise respect for all children and parents where we embrace all cultures and where our students can grow fuller minds and fuller hearts.*

**1001 W. Ash Lane**

**Euless, Texas 76039**

**(817) 283-0129**

**(817) 283-5242**

**Fax (817) 283-0424**

**preschool@ashlaneumc.org**

[**www.fullerheartspreschool.org**](http://www.fullerheartspreschool.org)

**Fuller Hearts Preschool**

**Formerly Euless First United Methodist Preschool**

 817-283-0129 School

817-283-5242 Alternate Number

817-283-4421 Church

[www.fullerheartspreschool.org](http://www.fullerheartspreschool.org)

E-mail: preschool@ashlaneumc.org

# This is your School Guidebook. Read it carefully and

*refer to its pages whenever you want answers to questions.*

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**PHILOSOPHY**

Our school is a place where children can “Learn to Play and Play to Learn.” Our school is a workshop with children living and learning together. Each child is provided with the best possible atmosphere for the growth and development of young children. Our hope is that each family will find this to be a happy, safe, loving and Christian environment. Our curriculum will provide play and work activities to further develop the physical, social, emotional, intellectual and behavioral abilities of each child. It is our purpose to give each child as much individual attention as possible and encourage them to develop to their fullest potential as they demonstrate responsibility.

**ENROLLMENT POLICY**

Each child is required to have a completed enrollment packet which includes:

1. Completed Registration Form including any information which may be necessary to meet the needs of both the children and the school.
2. Emergency Medical and Dismissal Form
3. Signed Discipline and Guidance Form
4. Picture and Directory Permission Form
5. Health form completed with proper signatures
6. Copy of Immunization Records as required by the Public Health Department of Texas.
	1. Required Immunizations can be found on page 21
	2. Tuberculin Testing is not required in Tarrant County
7. Signed COVID-19 Acknowledgement and Disclosure Form

Students are admitted to Fuller Hearts Preschool regardless of race, faith or ethnic origin.

Initial enrollment each year will be open to currently enrolled students and siblings and church members first, followed by an open enrollment to the general public.

Students will be assigned to classes by birth date as indicated below:

 Toddlers – 18 months by Sept. 1 – Class size limited to 10 students per class

Cherubs - 2 by September 1 – Class size limited to 10 students per class

Pre-K1 - 3 by September 1 - Class size limited to 12 students per class

 Pre-K2 - 4 by September 1 - Class size limited to 15 students per class

Students must be potty-trained unless they are in the Toddler or Cherubs Classes. (No pull-ups.) This includes being able to wipe themselves as needed. We realize that “accidents” will happen. “Accidents” by definition are unusual incidents and should only happen infrequently.

Potty-trained children:

* No longer wear diapers or disposable underwear (pull-ups)
* Can tell the teacher when they need to go to the bathroom, and
* Can attend to their own hygiene. A teacher will assist when needed. This is an issue that protects all concerned.

If your child is not potty-trained as described above when school starts, you may choose one of the following options:

* You may withdraw your child from school and place their name at the top of our waiting list. Registration fees are non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
* You may pay 1/2 tuition to hold your child’s spot (for up to two months) until potty-training has been completed. If there is a waitlist, we require full payment.

The Texas Department of Health and Human Services licenses the school. A copy of the minimum standards is kept in the office for anyone to review and the school’s most recent inspection report is posted in the office. Anyone wanting to contact the local licensing office can call 800-582-6036. Their website is [www.hhs.texas.gov](http://www.hhs.texas.gov). If you have questions or concerns regarding any of Fuller Hearts Preschool’s Policies, please contact the director at 817-283-0129. If a policy change is deemed necessary, parents will be notified in writing through our weekly email.

**HOURS AND DAYS OF OPERATION**

Fuller Hearts Preschool will start the 2021-22 school year on September 2 and end on May 25. Our office is open Monday-Friday from 8 AM to 2 PM. Core Classes are offered Monday/Wednesday/Friday, Tuesday/Thursday, and Monday-Friday from 8:30 AM to 11:30 AM. Enrichment classes are available daily from 11:30 AM to 2:00 PM for our PK classes. Lunch Bunch is available for Toddler and Cherub students on a daily sign-up basis or offered for a discounted price if signed up for on a yearly basis. Lunch Bunch extends the day until 2:00 PM and includes an extra play time, lunch time and rest. Lunch is not provided by the school and the school is not responsible for the nutritional value of its contents. Monthly calendars will be provided detailing holidays, special days and class parties. This information is also available on our website. Refer to the School calendar for a complete listing of school closings.

**TUITION AND SUPPLY FEES**

Fuller Hearts Preschool is a non-profit organization and operates on funds provided by tuition fees. Ash Lane United Methodist Church supplements the facilities to keep the tuition as low as possible. All fees are used to provide salaries, equipment, and supplies; therefore, all fees MUST be paid in advance and on time.

* A non-refundable registration fee of $100 is required at the time of registration.
* Tuition for the 2021-2022 school year is based on a yearly total, which is divided into nine monthly payments. The first payment is due September 1. *Tuition is the same every month*. A child’s absence from school does not change the tuition amount OR the date that tuition is due.
	+ 2 days - $170.00
	+ 3 days - $200.00
	+ 5 days - $300.00
	+ Lunch Bunch - $15.00 per use or it may be paid monthly as follows: $70 for two days per week, $95 for 3 days, $120 for 4 days and $145 for 5 days.
	+ Afternoon Enrichment Classes:
		- 2 days - $80
		- 3 days - $115
		- 4 days - $145
		- 5 days - $175
	+ **Tuition is due on the first day of the month and in the office by the 5th of the month. Tuition received after the 5th of the month is delinquent and should include a $5.00 per day late charge**.
* Tuition payments may be dropped off in the school office or mailed to Fuller Hearts Preschool, 1001 W. Ash Lane, Euless, Texas 76039.
* Partial tuition refunds will not be made in the case of illness, vacation, or weather. If there is a wait list on the class, full tuition must be paid to hold the spot.
* All checks or money orders should be made payable to Fuller Hearts Preschool. There is a $5.00 service charge on returned checks.
* A supply fee is due twice per year per student, August 15 and January 15. Supply fees for the 2021-2022 school year are:

AM PM (Enrichment Classes only)

2 days - $50.00 2-day - $10

3 days - $70.00 3-day - $15

5 days - $90.00 5-day - $25

* The tuition and supply fee will be non-refundable. Tuition is refundable if a month’s notice of withdrawal is given.
* Payments made in cash must be the exact amount. No cash is kept in the office.
* There is a 5% discount if tuition is paid in full in September, for multiple children or for church members. Only one discount is allowed per family.

**HEALTH AND MEDICAL EMERGENCIES**

**HEALTH**

Colds, flu and other contagious diseases seem to occur frequently and spread easily among preschool and toddler children. To help protect your own child’s heath and to minimize the possibility of a contamination at school, children who are ill must be kept at home. We ask your cooperation by NOT sending your child to school when he/she is ill. A child who is not well does not benefit from our program and can adversely affect the health of our other children. Please follow these guidelines:

* *Children should not be brought to school if they have experienced fever (above 100 degrees), vomiting, diarrhea, head lice, chicken pox, pink eye, unusual rash, rapid or delayed breathing, yellowish skin or eyes, mumps, pinworm, strep throat or any illness that prevents them from participating in our daily activities in the previous 24 hours.*
* Children should not be brought to school if they have any illness or injury that prevents them from participating comfortably in classroom activities, including outdoor play.
* Children should be on antibiotics for 24 hours before returning to school.
* *Your child should be given a day of rest and not brought to school if he/she has a cold, cough, heavy nasal discharge, discharge from the eyes or ears, rash, or has symptoms of a communicable disease.*
* Your child must be fever free for **72 hours** **without the use of medication** such as Tylenol, Motrin, Benadryl, etc. before returning to school. Keep your child home until they are well. Any child well enough to come to school is expected to participate in all activities, including outside play.
* If your child develops a contagious disease, please notify your child’s teacher or the Director. Check with your doctor before allowing your child to return to school. Parents will be notified if a communicable disease is developing among children in the classroom.
* Medications will not be given at school unless prior arrangements have been made with proper documentation from the child’s doctor. EPI Pens and asthma inhalers can be kept in the office if needed. DO NOT put medication of any kind in a child’s school bag.
* Any child with a diagnosed food allergy must have a food allergy emergency plan that includes: a list of each food the child is allergic to; possible symptoms if exposed to a food on the list and the steps to take if the child has an allergic reaction. The food allergy emergency plan must be signed by both the parent and the child’s health-care professional.
* Insect repellent and sunscreen will not be applied during the school day. Please apply prior to arriving at school if you would like your child to have sunscreen or insect repellent.

**MEDICAL EMERGENCIES**

If symptoms of possibly contagious conditions are observed in your child during the day, you will be called to pick up your child immediately. Ill children will be removed from the classroom and taken to the Director’s office.

In the event of an injury to a child, school personnel will immediately assess the extent of the injury. If the injury requires immediate care, emergency assistance (911) will be called, and parents will be contacted. Parents will be expected to assume responsibility for any resultant expense. If the accident is not of a severe nature, parents will be contacted. If a parent cannot be reached, the emergency contacts (listed on the child’s registration form) will be contacted. Parents will be informed of any injury to a child. Please be sure your current phone is on file in the office. Steps taken may include:

* Contacting 911 or other emergency medical services
* Administer CPR and or First Aid
* Contact the parent
* Contact the child’s doctor listed on the registration form
* Contact Child Care Licensing

### HEARING AND VISION SCREENING

Texas requires all 4 and 5 year old children enrolled in a licensed childcare facility to have a vision and hearing screening. A certified screener will assess the hearing and vision of all children who are four by September 1, 2021 within 120 days of fall enrollment at no charge to the parent. Parents will be notified of any problems discovered during the screening process.

**ARRIVAL AND DISMISSAL**

##### **ARRIVAL**

Classes begin at 8:30 am. No child will be admitted into a classroom more than *10 minutes before class* is scheduled to begin. This is to allow the teacher to be properly prepared for the day and so the teacher can greet each child as they enter the classroom. \*Due to COVID we will be doing a car line drop off. Staff members will remove your child from the car and take into the classrooms. Please assist by unbuckling your child.

If your child is not going to be present that day, please notify the teacher or contact the school office. The teacher can then explain your child’s absence to the other children.

**It is imperative that you have your child at school on time**. Introduction of the day’s activities are presented at the beginning of class and your child will miss this important instruction time if he or she is late.

When dropping off, please follow the established traffic pattern in the parking lot to ensure safety of all children. The double doors under the covered drive will open at 8:20 AM. The double doors will be locked at 8:40 AM. Please call the preschool office (817-283-0129) for entrance if you arrive late or press the button labeled Preschool.

##### **DISMISSAL**

Classes will begin dismissing at 11:20 AM. Children in Enrichment and Lunch Bunch classes will dismiss at 2:00 PM in the same car line procedure. Once a child is picked up, the child is the parents’ responsibility to safely buckle the child into his/her car seat.

For car line dismissal teachers will escort children to the car. **Parents must buckle** their child **before** exiting. Cars should stay in line and not attempt to pass others unless being instructed to do so by a staff member. Drivers should line up so three or four cars can be filled at one time. Each student will be given a card with their name and all other car pool riders. This card should be clearly visible for the staff to view during dismissal. The teachers will **only load children into the backseats of vehicles.**

In case of an emergency or a need to pick up early, please call the office at 817-283-0129 to pick up your child.

Notification should be given in person if a child is to be released to another adult not included on the dismissal form. Picture ID will also be required before the child is released into the care of an adult who is not listed on the dismissal form or to whom the child is not regularly dismissed. Parents requesting dismissal over the phone will be asked to provide the last four digits of their social security number for verification.

*Please: no cell phone use during drop off and pick up times.*

*We appreciate your attention being focused on your child.*

Please do not walk up to get your child. We do not allow them to cross traffic during dismissal time. We ask that you wait your turn in carline.

**LATE PICK-UP**

School dismisses at 11:30 AM and 2:00 PM and children are to be picked up no later than 11:40AM/2:10PM. We understand that occasionally, you may be late when picking up your child. We allow two grace periods for unforeseen mishaps. On the third and each subsequent offense, a $10 charge (for every 10 minutes you are late) will be assessed. If lateness exceeds 30 minutes within the grace period, you will automatically be charged $10.

**GENERAL INFORMATION AND POLICIES**

**CLOTHING**

Children should be dressed in comfortable, washable play clothes. They will be involved in messy art materials and outdoor play. Please dress them appropriately and provide simple clothing that is free of complicated fastenings. Clothing should be suitable for the weather conditions. Remember, it is much easier to remove an unneeded item of clothing than it is to put on something you don’t have. Feel free to come and look through our lost and found. Children will not be allowed to play on the playground with backless shoes (flip flops). If this is a problem, please send in a pair of sneakers he/she can change into for playtime. Feel free to leave a pair of sneakers at school in their cubbies.

In case of an accident, please send in a set of extra clothing in a gallon sized Ziplock bag to be kept at school. The school may also provide extra clothing. Please return these after they have been laundered. All removable clothing must be plainly marked with the child’s name.

\*\*IMPORTANT\*\* Please label all belongings that are brought to school – lunch boxes and jackets. Sleeping bags, backpacks and school bags will be prohibited until further notice.

**INSURANCE**

The school has an Activity Accident Policy covering each child. The policy benefits cover nurses’ fees, doctors’ fees, prescriptions, surgical expenses, hospital confinement and x-rays as needed for accidents occurring while the child is at school.

##### **CHILD ADJUSTMENT**

Due to an unforeseen problem, teachers, parents and the director may move a child from one classroom to another after thorough study.

If a child is unable to adapt to our school situation, the teachers may suggest to the director and parents that the child be withdrawn. Termination of enrollment may be the result of the following:

* Abuse of other children, staff or property
* Disruptive or dangerous behavior
* The school’s inability to meet the child’s needs.

**WATER ACTIVITIES**

Water activities may include water table play and occasionally sprinkler play and tubs of water to wash play items.

##### **PARENT/STAFF COMMUNICATIONS**

**Newsletters**

Parents will receive information about upcoming events at school in a weekly email. Weekly Email updates will be sent to your current email address. Please take the time to read all communications. Good and effective communication is the key to a successful school year. If you have questions or concerns please talk to your child’s teacher. If your question or concern is not answered then please talk to the director. We are committed to making your preschool experience positive and rewarding.

**Conferences**

All teachers will hold spring conferences in April. Teachers and parents should feel free at any time during the year to ask for a conference with one another. Refrain from discussing the child in their presence. Know your child’s teacher and work with them concerning any problem that may arise. Parents are encouraged to attend and participate in our special events. Please check in to the office if you are not here for a special event or a specific appointment. You are welcome to observe, but please let the office know you are here. \* Due to COVID-19, visiting will not be allowed until further notice. You may call the school to arrange a phone conference with your child’s teacher at any time.

If a message needs to be conveyed during school hours call 817-283-0129 (School). Alternate number is 817-283-5242.

##### **INCLEMENT WEATHER/PANDEMIC**

The school will be closed when the Hurst-Euless-Bedford Independent School District is closed, delayed or goes virtual due to snow, ice or weather-related incidences. If HEB closes for a pandemic, we will also be closed. We will not make up these days. We will not have a virtual option. Refunds or credits will not be given unless they exceed 2 weeks and then by request only as we will still be stiving to pay staff members.

##### **CURRICULUM**

The teaching staff sets the curriculum for our school. The teachers meet regularly to discuss “Units of Study” to which we think the children can relate and are applicable in our changing world. When the same unit is presented to both three and four year old classes the material is presented with different emphases and activities. These units are presented as the new concept of the day. Skills such as gross motor, fine motor, language and literacy and math readiness among other things are being taught throughout these units during the school year.

We use the Zoo-phonics curriculum to introduce letters and sounds to the students. This curriculum uses all modalities to teach sounds and letters. Lower case letters are introduced first since most of the written language is in lower case form. Each letter has its own character, sound and motion.

Units of Study this year may include: Shapes, Colors, Me, Space, Halloween, Fall, Native Americans, Thanksgiving, Christmas, Texas/Western, Dinosaurs, Winter, Valentines, Patriotism, Olympics, Circus, Spring, Under the Sea, Easter, Nutrition, Transportation, Life by the Pond, Insects and Rainforest. We try to maintain traditions while keeping things new and exciting for both the teachers and the students. Please refer to our emails for the units of study we will be focusing on each week.

##### **DAILY PROGRAM**

This is a simple summation of what a regular day in our Preschool is like. Our daily schedule may vary due to special events on certain days.

* Circle Time: New material from the unit is presented as soon as all children arrive, while students are alert and fresh. Includes attendance, calendar activities, show and tell, songs, finger plays, introduction of themes/topics and projects.
* Self-directed play: Children are given freedom to explore the various learning activities and interest centers. These centers are changed often for the purpose of challenging the mind and body of a young child. Children choose from a variety of activities including art, writing, manipulatives, blocks, dramatic play, science and reading.
* Teacher-directed activity: Children will meet individually or in small groups with the teacher to work on concepts, activities or projects.
* Snack: Consists of 100% juice/water/milk and snacks. It may include birthday party treats. Children will take turns bringing snacks for the classroom. All snacks need to be pre-packaged. On occasion we will prepare our own snack. During this time children are encouraged to exhibit good manners and talk about their daily activities. Children are encouraged to clean up after themselves. If your child has food allergies, you may be asked to provide your own child’s snack each day.
* Recess: Playground, walks, games, music and gym activities inside on cold and rainy days. Children have opportunities for large motor, social development and cognitive development. The children play indoors and outdoors as weather permits.
* Rest: This is a time for quiet and relaxation, music, stories and poems.
* Closing Time: Time to review the day’s activities and get ready to go home.

Chapel time is attended once a week in which Bible stories, values and moral lessons are presented and songs are sung. Each child goes to music and movement class once per week.

We feel our program offers children a time to discover, explore, experiment, play, observe, listen, question, love and *time to be a child.*

**STAFF**

Our staff is comprised of both certified and non-certified teachers. All of our staff have experience working with young children and take classes each year to maintain their CPR and First Aid certification, as well as a minimum of 24 hours of continuing education yearly.

### SNACK TIME

Each child will be provided a mid-morning snack. Please notify the school if your child is on a special diet or has a food allergy. We will make every effort to accommodate your child, however if he/she cannot eat a snack we are providing, you will need to pack a snack for your child. A copy of our snack calendar is posted outside each classroom. Each child will be responsible for providing a class snack once a month. Birthdays are special for each child, so they may provide the (pre-packaged) snack on their birthday. A snack basket will be sent home with a note instructing you what to bring. All snacks should be pre-packaged. Homemade items are not allowed. Snacks must include at least one item from the following food groups: Fruit, Vegetable, Protein, Grain and/or Dairy.

##### **BIRTHDAYS**

Parents may provide a **birthday snack** for their child’s birthday, if desired. Please discuss this with the teacher so they may make adjustments to their snack calendar. The snack may consist of cookies, donuts, cupcakes, etc. **This is not a time for a group party**. Please do not send in party favors. The teachers have plans for each day to complete and we do not want to appear to be showing favoritism among the students. Invitations to private parties may be distributed in the classroom as long as each classroom member receives an invitation.

##### **CLASS PARTIES**

All classes have the following parties each year. Parents provide snack, craft and/or activity and the teachers conduct the parties. PK2 parents often conduct the parties.

Pumpkin Party - This is a happy celebration in our school, make-believe time. The children wear costumes for our Pumpkin Parade.

Christmas Party – Christmas is a very special time. In lieu of a classroom gift exchange, children will be encouraged to bring in socks and underwear to be donated to the HEB ISD Clothes Closet.

Valentines Party - Valentines are exchanged among students.

Easter Party - The children hunt for candy eggs and enjoy a party.

PK2 parties are planned by the parents so each parent is asked to sign up to help with at least one party. This will give each PK2 parent an opportunity to help in the classroom. Each parent group will be responsible for the expenses of the party with which they choose to help. Each teacher will have a sign-up list available or posted at the beginning of the school year. Other classes may solicit items or help from parents as needed. \*We are unsure at this time which of these parties we will be able to have due to COVID-19. Most likely, parties will be held by the teacher with items provided by the parents throughout this year.

##### **EXTENDED DAY LUNCHES**

The children who will be staying for the extended day will be provided a mat and blanket. These will not be shared and blankets will be washed weekly. Children need to bring their own lunch. Items need to be clearly marked with the child’s name. Lunch is provided by each parent. Please send healthy food your child will eat. Teachers will encourage their students to eat his/her healthy foods before eating their dessert. Food cannot be stored in the refrigerator or heated before serving. We also do not provide eating utensils. The school is not responsible for the nutritional value of their lunch. Parents are encouraged to pack at least one item from one of the following food groups: Fruit, Vegetable, Protein, Grain and/or Dairy. Lunch Bunch is available from 11:30 to 2:00 pm daily on a drop-in basis or on a continuous basis for our Toddlers & Cherubs.

**AFTERNOON ENRICHMENT CLASSES**

As an alternative to our Lunch Bunch Program we offer the following afternoon enrichment classes for our PK1 and PK2 students: STEAM (a class that explores the areas of Science, Technology, Engineering, Arts and Math), Science & Nature (a class that provides hands-on science experiments and includes Nature studies), Read it Again! (a literature based class), Think Tank (a class that emphasizes problem solving and math skills) and Fun Fridays (this class will rotate between Tunes and Tales, Fine Arts, Spanish and Bible Stories). Children will provide their own lunch and be given a short rest time. Enrichment classes are available from 11:30 to 2:00 pm daily. Most children will remain in their morning class and the various classes will be taught from there. Some children may combine with another class in the afternoon.

**VOLUNTEER OPPORTUNITIES**

Parents are also welcome to help prepare materials for the classrooms, assist with float making, scenery and costume preparations and fundraising (including Family Dinner and Silent Auction). Sign-up sheets are available at the Parents’ Meeting and during the first week of school. \*During the pandemic, this will be limited.

**DRUG-FREE, TOBACCO-FREE AND GANG-FREE ZONE**

Fuller Hearts Preschool is a designated area where drug and gang related activities are prohibited and are subject to increased penalty under Texas law. We are also a Tobacco-free zone. No smoking is permitted on the premises, including e-cigarettes, vaporizers or tobacco products.

**CONSUMER PRODUCT SAFETY RECALLS**

The school will review the government website, [www.cpsc.gov](http://www.cpsc.gov), periodically to assure that no recalled items are being used. The website is provided for you to check your own items as well.

**PLACE FOR BREASTFEEDING**

A small room located near the choir room is available upon request should you need a place to breastfeed.

**TOYS**

Please do not allow your child to bring toys from home unless the teacher has designated a sharing day on the calendar.

**PETS**

Pets are not allowed in the building. State standards require notification in writing to parents when animals will be present as well as documentation of vaccinations. For this reason, we cannot allow pets in the building.

**SAFETY AND SECURITY**

We take the responsibility of the safety and security of the children and staff very seriously. For security purposes, all entry doors that lead directly to the school area are locked during the day and are unlocked only at drop off and pick up times. Entry doors to the school area remain locked until 8:20 AM and locked back by 8:40 AM. They unlock in the afternoon at 2:00 PM. If you arrive at school between 8:40 AM and 2:00 PM, please call the Preschool office at 817-283-0129 or press the Preschool button and a staff member will let you in. \*Due to COVID-19, parents will not be allowed in the Preschool area.

**PARKING LOT SAFETY**

Our parking area can be a busy place. Please help us in providing a safe environment. Please:

* Park only in designated parking places
* Do not park in any marked HANDICAPPED spaces (unless you qualify)
* Hold your child’s hand in the parking lot
* Drive slowly
* Back up slowly and carefully
* Our parking lot is one-way, please follow procedures
* At arrival and dismissal time, please use proper car line procedures and do not walk up to get your child or drop-off.
* **Our parking lot is a “Cell-Phone-Free” zone!! Please observe!!!**

**EMERGENCY PREPAREDNESS PLAN**

**Fire Drill**

We are required to conduct monthly fire drills. Each teacher will follow the evacuation route that is posted in the classroom to exit the building. If the first exit is blocked they will resort to their second exit. Classes will gather in their assigned spot in the north & east parking lot. When each class arrives they will give the director a “thumbs up” sign indicating each child in their class is present and accounted for. Classes can return to classrooms upon receiving the all clear signal from the director.

**Tornado Drill**

We are required to conduct storm drill four times per year. The storm drill announcement indicates classes should move to assigned spots that are posted in each classroom and assume a kneeling position with hands covering the back of their head. Director and aides will make sure each class has correctly moved to their assigned place and that each child is accounted for. When it is deemed safe, an all-clear will be announced over the intercom system or by word of mouth and the children and teachers may return to their classrooms.

**Lock Down Drill**

Four times per year we will conduct lock-down drills. This is to practice if a stranger were to enter the building. Teachers are instructed to lock doors, cover their windows and move the children to the safest place in the room until an all-clear is given. We refer to this as a “Hide and Seek” drill.

**Evacuation**

In case of fire, carbon monoxide detected, or other situations that cause the center to be evacuated the director will determine the severity of the issue. If a relocation is necessary depending on the severity:

1. Walk or transport the children to Lakewood Elementary (located at corner of Ash and Donley) by going down Ash Lane. A map is located in the Emergency binder in the office.
2. If evacuation is such that we need to be further away, we will transport children to the Euless Family Life Center located at 300 Midway Dr., Euless, TX 76039.
3. Teachers must take binders with student emergency information and attendance sheets. Parents will be notified by email and/or text and a sign with alternate location will be posted or, if possible a staff member will remain at our location to relay information. The office also has a binder with emergency information that will be taken to the alternate location. Should evacuation be necessary we will attempt to email and text parents.
4. Aides or office staff will give additional assistance to the Cherub classes as necessary.

The emergency evacuation/relocation diagram and complete policy is available for viewing in the school office. An Emergency Binder with a copy of all children’s records is kept in the office and we practice taking it with us if we evacuate. Teachers take their binders with them that include daily attendance sheets and copies of children’s records. A head count is taken upon reaching the relocation site. The director will be able to call law enforcement, fire department, health department, parents or emergency contacts from her cell phone.

**CHILD ABUSE AND NEGLECT POLICY**

As educators we are required by law to report any suspicion of physical, sexual or verbal abuse or neglect. All staff is required to take one hour of annual training in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect. If abuse is suspected we call the child abuse hotline at 1-800-252-5400. Likewise, should a parent suspect abuse, they should also report it to the hotline. A complete copy of our policy is available for viewing in the school office.

##### **WAYS PARENTS CAN HELP**

* Teach your child self-reliance by encouraging them to do things for themselves allowing them plenty of time.
* Help your child to attend school regularly, except when they are ill.
* Teach your child to put on, take off, and hang up coats, to put away their toys, to eat regularly and properly and to establish regular toilet and sleeping habits.
* Take an interest in the school and whatever your child brings home. Listen to your child’s daily experiences and discuss them with real interest. Do not pursue this if your child does not seem interested; they may tell you in due time.
* Help your child to anticipate happy experiences in relation to school.
* Talk about school in a positive way.
* Plan your schedule so your child is rested, unhurried and relaxed for school.
* Provide a nutritious, unhurried breakfast each day.
* If your child cries and clings to you, do not stay longer. If you do stay longer, then the crying has worked and will be used again by the child. Help your child get involved in an activity, and then tell them that you will return later. Although it is difficult, we recommend that you say good-bye and leave. Someone will comfort your child and reassure them that you will return. Long good-byes become power struggles and create a stressful situation for the child, parent, and other children in the classroom.
* If you leave and your child is upset, please feel free to call the preschool office any time during the day to see how things are going.
* Expect your child to go to school happily and to have a good time. Your own insecurity will be sensed quickly.

**REFERRALS**

Word of mouth is our best advertising. Please share our school with your friends, families and neighbors. Each time you refer someone who registers you will receive $10 in referral bucks to be used to help pay for tuition, lunch bunch, or supply fees. Please have them write your name down on the registration form as the person who referred them.

**SCHOLASTIC BOOKS**

Periodically throughout the year we will send out Scholastic Book Orders. These are optional. If you are interested Scholastic has quality merchandise for a fair price. If you choose to order, fill out the order form and return to your child’s teacher with either cash or a check made out to Scholastic. We will order the books and Scholastic will ship it to the school. There is an online option to purchase per order. A code is sent out with each order.

**FAMILY DINNER & SILENT AUCTION**

Our annual Family Dinner and Silent Auction is our biggest fund-raiser of the year. Tuition goes to our operating expenses. Supply fees go towards our supplies and activities. Fund-raising pays for equipment and more costly items. Some of our projects have been the playground, classroom rugs, tables, chairs, and wish list items for the teachers. We hope that you will support this yearly event that is held in February by both donating items and attending. This year it is scheduled to be February 26, 2022. It’s never too soon to start making contacts with friends and family that have businesses to make a donation. \*Due to COVID-19, we are hopeful we will be able to have this event this year.

**STAFF VACCINATIONS**

Fuller Hearts Preschool does not require any additional vaccines for our staff members other than those recommended by the individual’s doctor.

**Required Immunizations**

| **Age at which child must have vaccines to be in compliance:** | **Minimum Number of Doses Required of Each Vaccine** |
| --- | --- |
| **DTaP** | **Polio** | **HepB** | **Hib** | **PCV** | **MMR** | **Varicella Hep A** | **HepA** |
| **0 through 2 months** | None | None | None | None | None | None | None None | None |
| **By 3 months** | 1 Dose | 1 Dose | 1 Dose | 1 Dose | 1 Dose | None | None None | None |
| **By 5 months** | 2 Doses | 2 Doses | 2 Doses | 2 Doses | 2 Doses | None | None None | None |
| **By 7 months** | 3 Doses | 2 Doses | 2 Doses | 2 Doses1 | 3 Doses2 | None | None None | None |
| **By 16 months** | 3 Doses | 2 Doses | 2 Doses | 3 Doses1 | 4 Doses2 | 1 Dose3 | 1 Dose None | NoneNone |
| **By 19 months** | 4 Doses | 3 Doses | 3 Doses | 3 Doses1 | 4 Doses2 | 1 Dose3 | 1 Dose None | None |
| **By 25 months** | 4 Doses | 3 Doses | 3 Doses | 3 Doses1 | 4 Doses2 | 1 Dose3 | 1 Dose 1 Dose | 1 Dose3 |
| **By 43 months** | 4 Doses | 3 Doses | 3 Doses | 3 Doses1 | 4 Doses2 | 1 Dose3 | 1 Dose 2 Dose | 2 Doses3 |

1 A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

2 If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

* For children seven through 11 months of age, two doses are required.
* For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
* Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

3For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.  Vaccine doses administered within 4 days before the first birthday will satisfy the requirement.

**2021-2022 School Calendar**

September 1 Meet the Teacher

 September 2 First Day for TTh classes and 5-day classes

 September 3 First Day for MWF classes

 September 6 Labor Day – No School

 September 15 Dot Day – Wear Polka Dots

 October 11 Columbus Day Holiday – No School

 October 19 & 20 Fall Pictures

 October 28 & 29 Pumpkin Parades & Parties\*

 November 10-12 Fall Conferences for PK2

 November 18 & 19 Thanksgiving Feast

November 22-26 Thanksgiving Holiday – No School

 December 14 & 15 Christmas Program\*

 December 16 & 17 Christmas Parties

 December 20 - Jan. 5 Christmas Holidays – No School

January 6 School Resumes

 January 17 Martin Luther King Holiday – No School

 February 10 & 14 Valentine’s Day Parties

 February 21 President’s Day Holiday – No School

 February 26 Family Dinner & Silent Auction – 10 AM–2 PM

 March 2 Registration for Fall 2022 for current families

 March 7 Registration for Fall 2022 opens to public

 March 10 & 11 Circus Program\*

 March 14-18 Spring Break – No School

 April 5 & 6 Spring Pictures

April 13 & 14 Easter Parades\* & Parties

April 15 Good Friday – No School

April 18 Spring Conference Day – No School\*

April 27 & 28 Wheels Days

 May 18 & 19 Spring Program

 May 24 Last Day for TTH classes

May 25 Last Day for MWF & 5-day classes

 No afternoon programs

Most programs are in the morning. The Family Dinner & Silent Auction is a Saturday event and the Spring Program is an evening event. Other events will be available throughout the year (i.e. Wheels Day, Circus, and Arbor Daze) in which children and families can participate. Please check our monthly calendars for events and times.

\*Due to COVID-19 some programs may not be available or may be done virtually.

*We are looking forward to a year full of play and learning!*

Extend Your Child’s Day

Until 2:00 pm with

Enrichment Classes

STEAM allows the children to explore the areas of Science, Technology, Engineering, Art and Mathematics.

Science & Nature exposes the children to hands-on science experiments that lead them to interesting discoveries and nature studies.

“Read it Again!” is a literature based class. Children will do language arts activities, such as dramatics, songs, book writing and more!

Think Tank emphasizes problem solving and math concepts.

Fun Fridays will be on Fridays. Students will rotate through 4 different subjects including Tunes and Tales, Fine Arts, Spanish and Bible Stories.

All enrichment classes are offered to our PK1 and PK2 students.

Most Enrichment students will remain in their morning classroom. They will rotate between each of the subjects.

Lunch Bunch will only be available to our Cherub students. It is an extra play time, lunch and a movie. It can be used on a drop-in basis for $15 per use or on a continuous basis at a discounted rate. Enrichment can be used on a drop-in basis for $20 per use for our PK students.

Students will provide their own lunch. Preschool will provide a nap mat and blanket for those participating in Lunch Bunch.



Fuller Hearts Preschool

Where we learn to play and play to learn!