

# MEADOWS PLACE PRESCHOOL

INSPIRING HEARTS TO GROW, LEARN, & LOVE

## PARENT HANDBOOK 2024 – 2025

**Meadows Place Preschool is a  
PEANUT and NUT FREE ENVIRONMENT**

**11600 W. Airport Blvd.  
Meadows Place, 77477  
(281) 530-4205**

**Fax: (281) 729-6076**

Wendy Garmon, Director  
[director@meadowsplacepreschool.org](mailto:director@meadowsplacepreschool.org)  
[www.meadowsplacepreschool.org](http://www.meadowsplacepreschool.org)

*Meadows Place Preschool admits students of any  
race, color, and national or ethnic origin*

Dear Parents,

Welcome to Meadows Place Preschool! We are pleased to welcome you as part of our preschool family located here at Sugar Grove Church of Christ.

Meadows Place Preschool has established several policies and procedures concerning your child's program and classroom practices. These guidelines have been developed to comply with the Texas Department of Health and Human Services, and Texas Child Care Regulations.

The policies and procedures in this handbook are written to provide a clear description of what parents may expect of Meadows Place Preschool and what Meadows Place Preschool expects of parents. Our goal at Meadows Place Preschool is to provide exemplary care and learning for your child in a God centered environment.

Your child's teachers and I look forward to working with you to develop your preschooler's education. Please read this Parent Handbook and keep it for your reference.

If you have any questions, please communicate with your child's teachers or with me. We want your experience at Meadows Place Preschool to be the best it can be.

God bless you and your family,

*Wendy Garmon*

Administrative Director

Meadows Place Preschool

[director@meadowsplacepreschool.org](mailto:director@meadowsplacepreschool.org)

281.530.4205

## Table of Contents

MISSION STATEMENT .....	5
VISION STATEMENT .....	5
PHILOSOPHY .....	5
CURRICULUM AND GOALS .....	5
REGISTRATION AND SUPPLY FEE .....	6
ENROLLMENT FORMS .....	6
UPDATING ENROLLMENT INFORMATION .....	7
TUITION COSTS .....	7
AUGUST TUITION .....	7
BEFORE AND AFTER SCHOOL CARE .....	7
SIBLING DISCOUNT .....	7
TUITION POLICIES .....	8
BRIGHTWHEEL .....	8
HOURS OF OPERATION .....	9
BUILDING ACCESS .....	10
TRANSPORTATION & FIELD TRIPS .....	10
INDOOR AND OUTDOOR PHYSICAL ACTIVITY .....	11
PARENT-TEACHER CONFERENCES .....	11
SAFETY ISSUES .....	11
COMMUNICATION .....	12
LEARNING EXPERIENCES .....	12
POTTY TRAINING .....	14
CLOTHING AND OTHER SUPPLIES .....	15
SHOES & CLOTHES .....	15
PERSONAL BELONGINGS .....	15
NAPTIME .....	15
PEANUT AND TREE NUT-FREE ENVIRONMENT .....	16
SNACK AND LUNCH .....	16
ALLERGIES .....	17
MEDICATION .....	17
SUNSCREEN/INSECT REPELLENT .....	17
BIRTHDAYS .....	17
SCHOOL PICTURES .....	17
ACCIDENTS AND INCIDENTS .....	17
MEDICAL EMERGENCIES .....	18
HEALTH AND MEDICAL INFORMATION .....	18
COMMUNICABLE DISEASE .....	19
VOLUNTEER OPPORTUNITES .....	19
FUNDRAISING .....	20
LICENSING INFORMATION .....	20

REPORTING ABUSE AND NEGLECT ..... 20  
TEXAS HEALTH AND HUMAN SERVICES ..... 23  
FIRE DRILLS ..... 23  
EMERGENCY PREPAREDNESS PLAN ..... 23  
ALTERNATE SHELTER ..... 23  
SHELTERING (SEVERE WEATHER) AND LOCK-DOWN ..... 25

## **MISSION STATEMENT**

Meadows Place Preschool's mission is to provide a Christian, nurturing community in which young children discover God, themselves, and others in their environment. The program offers a balance of spiritual, intellectual, physical, social, and emotional elements guided by a committed staff whose primary interest is the child.

## **VISION STATEMENT**

Meadows Place Preschool's vision is "Inspiring Hearts to Grow, Learn, and Love".

## **PHILOSOPHY**

Meadows Place Preschool strives to provide a developmentally appropriate program for children ages 18 months through 5 years old. We promote a stimulating environment where children are encouraged to actively participate in creative learning experiences. We strive to engage their natural curiosity and imagination. We work together with families to provide a positive and loving learning environment.

Meadows Place Preschool promotes excellence in early childhood education. We have low teacher/child ratios in each classroom. Our teachers receive at least 24 hours of early childhood education each year along with monthly staff meetings which include additional training.

## **CURRICULUM AND GOALS**

Meadows Place Preschool is a Christian based, God centered, learning environment. Our experienced and well-trained staff will provide your child with the knowledge of God's love for everyone, and that each person has value while fostering an appreciation, respect, and enjoyment of God's world and His creation. Our thematic calendar, along with a Christian play centered curriculum that incorporates STEAM elements, offers a stimulating environment that fosters faith, creativity, independence, and a love for learning.

Independent and small group activities are planned with early childhood essential elements considered. These activities will provide cognitive, social, spiritual, physical, and emotional development opportunities for the children. Emphasis will be placed on social and emotional development as it relates to helping children learn socially acceptable behaviors and strong interpersonal skills to support friendships, self-esteem, positive self-worth and develop a comprehensive understanding of how to work independently and in small groups.

The curriculum will include opportunities for sensory and motor experiences such as playdough, painting, cooking, sand and water play, dancing and movement, and rhythm activities. Art activities, although fun and sometimes messy, are a child's first attempts at writing and expressing themselves and is an excellent way for children to prepare the muscles of their hands for writing. Strong emphasis will be placed on language skills with activities such as singing, finger plays, rhyming, storytelling, letters, and communication. Math skills such as pouring, sorting, ordering, classifying, counting, and measuring will be introduced and developed. Realistic goals will be set for each student based on his/her specific needs with the knowledge that each child learns differently.

## REGISTRATION AND SUPPLY FEE

The registration fee of \$125.00, supply fee of \$125.00, and the registration fee for before and after school care of \$25.00 (if applicable) are due at the time of registration. All required enrollment forms must be completed and signed. **Registration fee and supply fee and before and after care registration are non-refundable.**

The May 2025 security tuition (2-day, 3-day, or 5-day) is due as part of enrollment. The May 2025 tuition can be paid in full at enrollment or can be paid on the 1<sup>st</sup> of May, June, or July, if enrolling early. An enrollment payment form must be completed and signed with your payment choices. Returning your completed forms and then paying the required fees and May tuition will secure your child's program schedule and will secure their place in the class.

### **Re-enrollment**

Re-enrollment for the 2025-2026 school year begins February 2026 for currently enrolled students. The registration fee, supply fee, and the registration fee for before and after school care (if applicable) are due in February with your re-enrollment documents.

The May 2026 security tuition (2-day, 3-day, or 5-day) is due as part of re-enrollment. The May 2026 tuition can be paid in full in February or can be paid in full on the 1<sup>st</sup> of May, June, or July. A re-enrollment payment form must be completed and signed with your payment choices. Completing and turning in your forms for invoicing and then paying those invoices will secure your child's program schedule and will secure their place in the class.

Enrollment for the public will open March 2026.

## ENROLLMENT FORMS

The following forms must be completed and on file before your child can attend Meadows Place Preschool as required by Texas Licensing Regulations:

- Enrollment Fee Acknowledgment
- Registration Form
- Emergency Form
- Extended Care Registration Form (if applicable)
- Health Statement
- Copy of Immunization (updated as new shots are given)
- Vision and Hearing Screening (age 4 years old and older)
- Discipline and Guidance Policy
- Permission to Participate
- Photo & Media Release
- Facebook Acknowledgment
- Parent Handbook Acknowledgment
- Enrollment Payment form

## UPDATING ENROLLMENT INFORMATION

For the safety of your child, it is very important that we have **current** phone numbers, email addresses, change of address, emergency contact information, and allergy information. Please be sure to update your child's information immediately if there are any changes.

## TUITION COSTS

Tuition is determined by the program in which your child is enrolled. The tuition for each program is determined by Meadows Place Preschool Board of Directors and for your convenience is divided into nine equal monthly installments along with a 50% prorated August tuition. **May 2025 tuition is due on or before August 1<sup>st</sup> and the 50% prorated August tuition is due by the first day of school.**

Tuition is the same amount each month regardless of the number of days attended.

\$275.00 Monthly Fee – 2 Day Program

\$317.00 Monthly Fee – 3 Day Program

\$518.00 Monthly Fee – 5 Day Program

**There is a 5% discount for paying tuition in full at the time of registration on/or before August 1<sup>st</sup>.**

## AUGUST TUITION

**August 50% prorated tuition is due by the first day of school.** The prorated amounts are as follows:

\$137.50 Monthly Fee – 2 Day Program

\$158.50 Monthly Fee – 3 Day Program

\$259.00 Monthly Fee – 5 Day Program

## BEFORE AND AFTER SCHOOL CARE

7:30 a.m. – 9:00 a.m. – Monday - Friday

2:00 p.m. – 4:00 p.m. – Monday - Thursday

12:00 p.m. – 4:00 p.m. – Friday

Before and After School Care Registration fee is \$25.00 (Non-refundable) at registration.

\$6.00 an Hour per Child – for children that are registered for Before and After Care

\$10.00 an Hour per Child – for children that are **not** registered for Before and After Care

## SIBLING DISCOUNT

Meadows Place Preschool offers a sibling discount rate. The sibling discount applies to monthly tuition. The first child will be full rate (highest tuition), the second child will be 5% off, the third child will be 10% off. If there are more than three children in the family each additional child will also receive a 5% discounted rate. No discount will apply to the registration fees, supply fees, before and after school care registration fees, or hourly before and after school care charges. The 5% discount for paying tuition in full at the time of registration will apply.

## TUITION POLICIES

Meadows Place Preschool tuition is due on the first (1<sup>st</sup>) of every month (or the first school day of each month), September through April. **May tuition is due on or before August 1<sup>st</sup> as your Security Deposit.** The “prorated” August tuition is due on or before the first day of school.

Monthly tuition is required regardless of the number of days missed due to illness, holidays, and other reasons. Tuition payments should be made through the Brightwheel app, by setting up an ACH, through your bank (0.6% charge with a minimum of \$0.25 and a maximum of \$2.00 per transaction) or credit card (2.95% per transaction). **These transactions fees do not benefit Meadows Place Preschool.**

Tuition invoices are emailed monthly through Brightwheel. Before and After Care invoices are emailed through Brightwheel weekly and can be paid weekly or monthly. However, all account balances should be paid in full by the 5<sup>th</sup> of the following month, or your account will incur a \$25 late fee.

**On the 5<sup>th</sup> of the month, any unpaid tuition will incur a \$25.00 late charge per child. An additional \$5.00 a day will be accessed until tuition is paid.** Tuition is due on the first (1<sup>st</sup>) of the month and late if not paid on the fifth (5<sup>th</sup>) of the month. Please speak to the director concerning any issue you may have with your tuition.

### Missed Days

Meadows Place Preschool does not offer a reduction in tuition for absences, illness, vacations, holidays, weather closings **or emergency closings.** We will not offer make-up days for any missed days.

### Withdrawal Procedure

If you wish to withdraw your child from Meadows Place Preschool, a handwritten or email notice must be given to the director 2 weeks prior to the date of withdrawal. If a 2-week notice is not given, you will be held responsible for the following month’s tuition.

For any child withdrawing from our program prior to the end of the school year in May, you must submit a written notice to the Director at least 2 weeks prior to the child’s last day or you will forfeit your May Tuition (Security Deposit).

### Tax Statements

Brightwheel provides Year-End Statements that can be used for childcare reimbursements. A link to your Year-End Statements will be emailed to you within the first few months of the new year and a link will also be added to your Brightwheel account to access the Year-End statements.

## BRIGHTWHEEL

Meadows Place Preschool’s software program is Brightwheel. If you are new to our school, you will receive an “invite” from Brightwheel. Please “accept” the invite so that you will be able to use our Brightwheel app.

Brightwheel is an attendance tracker, security sign-in and sign-out system, an accounting program, and a great tool for teachers to send messages and photos of your child. The information is stored safely and securely. When accepting the Brightwheel “invite”, allow full GPS access for the app to make your sign-in and sign-out process easier.



## HOURS OF OPERATION

Meadows Place Preschool is open from 7:30 to 4:00 p.m. Monday through Friday. Please see the school calendar for days of operation. Before and after school care is offered from 7:30 to 9:00 a.m. and 2:00 to 4:00 p.m. Monday through Thursday and 12:00 p.m. to 4:00 p.m. on Friday. Before and after school care requires registration and an hourly fee in addition to the monthly tuition for the preschool program.

Your children are the teacher's primary focus, please limit visiting with your child's teacher at arrival and dismissal time. If you would like to schedule an appointment or Zoom meeting with the teacher, a date and time can be arranged, please speak with the Director.

### Arrival time

Children that arrive before 9:00 a.m. will be signed into before school care and charged an hourly fee.

**Children arriving for the preschool class should arrive between 9:00 and 9:15 a.m.** Parents may walk their child to class, say their goodbyes lovingly but quickly.

In the Mornings – from 8:55 a.m. to 9:00 a.m. (5 minutes) the teachers and I will be having prayer time. Please arrive before 8:55 a.m. or after 9:00 a.m. During the 5-minute window, 8:55 a.m. and 9:00 a.m., we will not answer the door.

### Dismissal time

Preschool class ends at 2:00 p.m. Monday through Thursday and 12:00 p.m. on Fridays. Children will walk from their class to the dismissal hallway together as a class and be dismissed to their parent, grandparent, or caregiver.

The **Butterfly class and Lady Bug class** will dismiss at 2:00 p.m. Mon. – Thurs. and 12:00 p.m. on Fridays.

The **Frog class, Duck class, and Owl class** will dismiss at 2:05 p.m. Mon. – Thurs. and 12:05 p.m. on Fridays. As you arrive to pick up your child, please sign them out using the Brightwheel app. and wait patiently for dismissal.

Pick up in the Afternoon – from 1:45 p.m. to 2:00 p.m. Monday through Thursday and 11:45 a.m. to 12:00 noon on Fridays the teachers and students are very busy preparing for dismissal and/or going to after care. If you need to pick up your child from school before the dismissal time, please pick up before 1:45 p.m. on Monday through Thursday and before 11:45 a.m. on Fridays.

***Please send your early pick-up request in Brightwheel to the teacher.***

**Children not picked up according to their dismissal time will be signed into after school care.** Children that are not registered for after school care will be charged a \$10.00 per hour rate for the time they are signed into after care until they are picked up. Those registered for after care will be charged a \$6.00 per hour rate for the time they are signed into after care until they are picked up. As parents arrive, a staff person will welcome you into the school to pick up your child.

Meadows Place Preschool closes at 4:00 p.m. Any child **not picked up by school closing will be charged a \$10.00 late fee and \$1.00 a minute till the child is picked up.** If any child is left at the school, without direct communication with the Director, we will try to contact the parents, and then we will try to reach emergency contacts. If no one can be found to pick up the child, legal authorities will be contacted.

### **Release of Children**

The Meadows Place Preschool staff will **not** release your child to anyone other than you or persons you have designated as authorized to pick up your child. **Make sure your pick-up list is up-to-date and that you notify your child's teacher and the Director in writing or through the Brightwheel app of any changes.** Anyone that you ask to pick up your child will be required to show a photo ID such as a Driver's License and be approved for pick-up.

If either parent wishes to place restrictions on the other parent's right to pick up a child, Meadows Place Preschool requires legal documentation regarding child custody and/or visitation rights. This information is kept in the child's confidential file.

If a parent, guardian, or any person picking up your child is believed to be impaired or unable to drive, your child will **not** be released. Phone calls will be made to people on your pick-up list to arrange safe pick-up. If we are unable to reach a safe, authorized pick-up person, the authorities will be called.

### **Parking Lot Safety & Cell Phone Policy**

Safety is our number one concern. Please follow our parking lot guidelines as follows:

1. Drive **slowly** and be aware of small children.
2. Unless your car is "parked", cell phone usage is prohibited.
3. **Please hold your child's hand when walking in the parking lot.**
4. NEVER leave a child unattended in your vehicle, even for a short period of time!
5. **Refrain from parking and leaving your car unattended under the covered driveway, it is a fire lane and must be kept clear.**

### **Closures/Bad Weather Days**

Meadows Place Preschool closely follows the Fort Bend ISD calendar and closure notices. Our school calendar will be provided to you during registration and may also be viewed on our school website.

<https://www.meadowsplacepreschool.org/>

*Please note: Closure notices will be sent via email and/or Brightwheel messages if Meadows Place Preschool needs to close due to bad weather. Please pick up your child as soon as possible and safe to do so.*

## **BUILDING ACCESS**

All doors at Meadows Place Preschool are locked during hours of operation. The front door of Meadows Place Preschool will be held open for parents to access the building during the 9:00 to 9:15 a.m. arrival time. To access the school at other times of the day, please call the school phone number 281.530.4205 or press the RING doorbell.

## **TRANSPORTATION & FIELD TRIPS**

Meadows Place Preschool does not provide any form of transportation to or from the campus. In lieu of going out on field trips, Meadows Place Preschool brings special guests and activities to our location. This provides our children an opportunity to learn through new experiences in the safety and comfort of our preschool facility.

## **INDOOR AND OUTDOOR PHYSICAL ACTIVITY**

There are enormous benefits of indoor and outdoor playtime in preschool. The first and most obvious benefit is better physical health. It is good for their little bodies. Physical activity helps them stay at a healthy weight and build strong bones and muscles. It is also essential for their cardiovascular fitness.

Physical activity builds emotional and social skills. When a child is engaging in physical activities with friends, they are learning more about each other, how to cooperate, share, and have fun. Children that have regular physical activity can build better relationships and be more positive both on the playground and inside the classroom.

Physical activities can also help build your child's cognitive skills. Engaging in regular play throughout the day has a significant effect on the brain. It can help your child focus and stay engaged during their lessons. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement for both large and small muscle development, and social and emotional development.

At Meadows Place Preschool, we plan a variety of activities that meet your child's developmental needs. We incorporate physical activities into our classrooms as well as having indoor and outdoor play areas and times. A minimum of 60 minutes of moderate to vigorous active play for toddlers and a minimum of 90 minutes for pre-kindergarten children are offered throughout the school day. Our outdoor playground and indoor playroom allow for your child's much needed physical activity. Physical activity is included in the classroom during music time, circle time, and Chapel time. Tennis shoes or shoes that stay on the feet are required. for your child to fully participate.

All children enrolled in Meadows Place Preschool must have outdoor time every day, as the weather permits unless we have special care instructions on file. With the ever-changing weather in Houston, please remember to provide cool clothes for those hot days and a light jacket or sweater for chilly days.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled twice a year, once during the month of October/November before Thanksgiving Break and again during the month of April/May before the end of school. The Parent-Teacher Conference is a great way of promoting good communication between parents and teachers to combine knowledge, and to build upon each other's insights. For the parent, this is a great time for asking questions, sharing ideas, and setting goals with your child's teacher. Parent participation is encouraged. Additional Parent-Teacher Conferences with your child's teacher can be scheduled as needed.

## **SAFETY ISSUES**

The Meadows Place Preschool facilities are well maintained for the benefit of our children and families. When renovations or repairs are scheduled, they will be executed while children and teachers are off premises or in areas of the facility where children are not using these areas.

Meadows Place Preschool ensures the safety of each child by keeping areas clean and safe for play. Teachers check their classroom as well as outside play areas for hazards before the start of each school day. Tables and toys are cleaned and sanitized before and after school. All teachers and staff wash their hands upon arrival, and periodically throughout the day. The staff will report all hazards to the Director so that removal or repairs can be made in a timely fashion.

## COMMUNICATION

Nearly all communication will be sent via Brightwheel, email or messages. Paper correspondence will be kept to a minimum. Parents will receive the following regular communications electronically:

- Monthly Newsletter
- Monthly Calendar
- General Reminders

Each classroom has their own system for sending home “Notes from the Teacher”, your child’s classroom work, and various printed correspondence. This varies in each class, please communicate with your child’s teacher for details.

Meadows Place Preschool will communicate on a regular basis, sending pictures and videos through the Brightwheel app. and posting videos on our private Facebook page. We want to be as open and transparent as possible, and we want you to feel connected in every way possible. We know that **communication is key!**

### **Private Facebook Group, Meadows Place Preschool Community**

Meadows Place Preschool has a “private” Facebook group for enrolled parents, extended family, teachers, and board members. Classroom pictures and videos of the children working in the class are posted on a regular basis. Once your child is enrolled, you will want to join this group. To join, use the link below or go to Meadows Place Preschool Community and request to join the group. Anyone joining the group will need to answer three simple questions to be approved. Answers to the three questions will be verified using your enrollment documents.

<https://www.facebook.com/groups/MeadowsPlacePreschoolCommunity>

## LEARNING EXPERIENCES

### **Chapel**

We believe a faith-based preschool offers the best foundation for a child's future success. Through weekly age-appropriate chapel, children will learn about God and how to talk with Him in prayer. Growing in their relationship with God is a vital part of a child's spiritual, emotional, and moral development.

Our children will experience chapel in an interactive way through music and movement. We strive to inspire children to follow Jesus by loving, sharing, and giving as He has done for us.

### **Circle Time**

- Encourages/develops listening skills
- Enhances social skills
- Improves attention span

### **Music**

- Helps develop listening skills
- Helps encourage a love of music
- Helps children learn appropriate group behavior
- Helps increase oral skills
- Helps children learn new words and concepts.

### **Manipulatives**

- Helps with counting, matching, patterning, and classifying skills
- Helps develop social skills (sharing and taking turns)
- Helps increase mathematical vocabulary and concepts
- Helps promote better eye-hand coordination
- Helps with the understanding of left-right direction
- Helps increase development of fine motor skills
- Helps to provide experiences in problem solving activities

### **Books**

- Helps increase verbal skills through storytelling, flannel board and puppet activities
- Helps to develop listening skills and attention span
- Helps to develop orderly thinking (sequence of a story)

### **Art activities**

- Helps children express their feelings
- Helps develop fine motor skills which are a pre-requisite for writing activities
- Helps encourage children to be creative and independent
- Helps teach children about color, texture, and shapes

### **Outdoor Play**

- Helps promote social skills
- Helps children to learn to cooperate with a group
- Helps the development of gross motor skills (climbing, running, jumping, etc.)

### **Block Play**

- Helps children learn to work independently
- Helps children learn mathematical concepts (shape, size, space, measurement, take apart, put back, whole, half, etc.)
- Helps children to problem solve
- Helps to increase the attention span in children

### **Dramatic Play**

- Helps children learn that other people can feel and think differently about the same thing
- Helps to develop acceptable social skills (sharing, taking turns, etc.)
- Helps to encourage development of oral language
- Helps children learn about family and community life roles
- Helps children learn about his/her feelings and the world around them
- Helps to increase language development skills
- Helps children learn to use props to help build and develop self-confidence

# POTTY TRAINING

## Children in the Butterfly Class, and Lady Bug Class

Children in these classes will be assisted in the potty-training process when your child is ready and you are ready to begin potty-training at home as well. We will follow through and encourage your child while in our care. Positive reinforcement and consistency must be continued at home. Your child must be able to communicate their potty needs and show signs of readiness to start potty training at school.

**The child must be kept in pull-ups once potty-training begins.** This will allow for quick responses to the child's potty needs. Please keep in mind that the activity level here at school can distract your child from responding to an urge to use the potty, more so than at home.

Parents will provide 4 pull-ups or 4 diapers daily and a “few” extra changes of clothes. During potty-training your child needs to be dressed in “user friendly” clothing as much as possible. The best items are shorts or pants with elastic waistbands.

Please do NOT dress your child in the following:

- Tight clothing (loose fitting is better)
- Shirts that snap in the crotch
- Pants with snaps & zippers
- Overalls or bib type clothing
- One-piece outfits/jumpers
- Belts

The clothes listed above can make it difficult for your child to reach the potty in time. Your child needs to be able to pull his/her pants up and down. Teachers will assist until your child learns how to master this on their own. A minimum of two (2) changes of clothing including socks, an extra pair of shoes, and extra pull-ups are needed. The teacher will notify you when supplies are missing. Soiled items will be returned in a plastic bag at the end of each day. Please check and replenish your bag daily.

Each child has the choice of sitting or standing to potty. Teachers will assist with wiping as needed. Please talk with your child's teacher so that you are working together. Your child will be required to wash their hands after going to the potty.

## Children in the Frog class, Duck class, and Owl class

Children in the Frog class and Duck Class should be in a transitional stage, either fully potty trained or in the process of potty training.

Children in the Owl class must be fully potty trained. These children will wear regular underwear, not diapers or pull-ups. If a child has two accidents, pull-ups must be worn until such time that the issue is resolved, or the child is determined to be back to fully potty trained. This is a health issue and cleanliness must be maintained.

A minimum of one (1) change of clothes and one (1) pair of underwear with shoes & socks, should be kept in a zip-lock bag with your child's name clearly marked on the bag. These clothes should be kept in your child's backpack and are intended to be used for food or activity accidents.

Clothing at this age should be loose fitting and “user friendly” for going quickly to the restroom and allowing independence with pulling their own clothes down and up again.

## CLOTHING AND OTHER SUPPLIES

All children need to bring a regular size backpack to school. **Please no purses or mini backpacks.**

**Label “all” your child's belongings with their name including clothes, snacks, and water cups. Backpacks, lunch kits, and water bottles should be labeled where their name is easily seen.**

### **Children in the Butterfly Class, and Lady Bug Class**

- One (1) change of clothing, including socks, underwear, and shoes (if possible). Please check your child's extra set of clothing periodically to ensure that it is size and season appropriate. (Remember, some children may require two (2) or three (3) sets of clothing for the day especially when potty training.)
- Large plastic zip lock bag for any soiled items.
- Disposable diapers or Pull-Ups for potty training and Wipes
- A spill proof cup (No water bottles)
- Lunch **with needed utensils** and a drink
- Snack (Morning and After School Care if applicable in a labeled zip-lock bag)

### **Children in the Frog class, Duck class, and Owl class**

- One (1) change of clothing, including socks, underwear, and shoes (if possible). Please check your child's extra set of clothing periodically to ensure that it is size and season appropriate. (This is intended for food, drink, or activity accidents.)
- Plastic Zip-lock bag for any soiled items.
- A spill proof cup (No water bottles)
- Lunch **with needed utensils** and a drink
- Snack (Morning and After School Care if applicable in a labeled zip-lock)

## SHOES & CLOTHES

Dress your child in comfortable play clothes and **closed toe shoes**, such as tennis shoes. **Please do not send your child in flip flops, crocs, or sandals of any kind.** Your child will be painting, cutting, gluing, playing outdoors, and feeding themselves, so please dress them appropriately. (We are not responsible for damaged clothes).

## PERSONAL BELONGINGS

Please do not allow your child to bring any personal toys from home to school or class, (unless advised to do so). **These items create a distraction in the classroom** and Meadows Place Preschool will not be responsible for these items. Activities and toys will be available to your child all day at school.

## NAPTIME

After lunch, naptime is **provided for children in the Butterfly class, Ladybug class, and Frog class.** **Please provide a rest mat for your child.** A personal size roll up mat with pillow and blanket all in one, that will be machine washed at home on a regular basis, is what we recommend. All items must be labeled with your child's name. **Nap-mats must be taken home daily** as needed.

## PEANUT AND TREE NUT-FREE ENVIRONMENT

Meadows Place Preschool seeks to maintain a peanut and tree nut-free environment for the health and safety of children in our program who have allergies. When packing your child's lunch and snack, please do not send items that contain peanuts or tree nuts. We ask that you carefully check labels on all pre-packaged foods. Foods that contain nuts or peanut oils are not safe for our children with these severe and life-threatening allergies that require epi pens and calling an ambulance if there is an allergic reaction. We appreciate you helping us keep ALL our students safe.



SunButter is an alternative for peanut butter. It is a brand of sunflower seed butter, promoted for use by people with nut allergies. It is an edible food paste like peanut butter, mainly used as a sandwich spread by people with peanut allergies and/or tree nut allergies. **Please communicate with your child's teacher that you are using SunButter.**

## SNACK AND LUNCH

**Please pack a “healthy”, well-balanced, low sugar, lunch, and snack for your child each day.** Pack these items in a container or lunch kit, with your child's name clearly labeled.

Snacks should be in a zip-lock bag or separate container with your child's name clearly printed on the bag or container. We ask that you refrain from sending chocolate or other “overly sweet” snacks.

Texas Child Care Regulations requires a snack in the morning, a nutritious lunch with a drink, and a snack if your child is attending after school care. **Please clean and disinfect lunch boxes daily and consider a plastic lunch box.**

*\*Meadows Place Preschool is not responsible for the nutritional value of food provided by the parent.*

Please keep in mind the following:

- Every child is required to bring a morning snack and an afternoon snack if attending before and after school care.
- Every child is required to bring lunch from home, utensils must be included as needed.
- Food or drink items in glass containers are not allowed for reasons of safety.
- A spill-proof cup should be sent daily **with water**.
- We are not able to refrigerate or heat lunches. You may use hot food thermos containers or ice packs to keep items at the desired temperature in their lunches.
- ***We will be required to call you to bring your child's snack and/or lunch if it is not provided.***

Special treats will be provided periodically in the classroom, so ***please provide written notice of any food allergies or food restrictions.***



## ALLERGIES

If your child has a diagnosed food or other allergy, requiring medication such as epi pens, inhalers, etc., please notify the Director in writing and on your child's enrollment forms. A **“Food Allergy Emergency Plan” signed by your child's doctor and the parent is required by Texas Child Care Regulations for our files.**

Please provide the needed epi pens, inhalers, etc. in its original prescription labeled container with your child's name on the prescription, the doctor's name, directions for administering, and an expiration date. The parent must complete an Authorization for Dispensing Medication form. It must be signed and dated by a parent for medication to be administered to the child.

## MEDICATION

If your child is taking medication, other than allergy type medication, as addressed above, please administer the prescribed dose before bringing your child to school or after you return home from school. The Meadows Place Preschool staff **will not** administer these types of medications.

**Please do not administer fever reducing medication to your child and bring them to school. If your child needs fever reducing medication, they need to stay home.**

## SUNSCREEN/INSECT REPELLENT

Parents will need to apply sunscreen and insect repellent at home, as needed, prior to arriving at Meadows Place Preschool. Teachers are not allowed to put either sunscreen or insect repellent on any child in their care.

## BIRTHDAYS

Birthdays are a very special time for all children. Meadows Place Preschool will acknowledge and celebrate your child(s) birthday. If you would like to send a special treat to share with your child's class, please coordinate with your child's teacher. **Treats must be store bought and packaged.**

It is our policy **not** to have a child's "Birthday Party" at school. If you would like to pass out party invitations to your child's classmates, we ask that you have an invite for ALL students.

## SCHOOL PICTURES

Pictures will be taken two times a year. Individual pictures will be taken in the Fall and Spring. The purchase of these pictures is completely optional.

## ACCIDENTS AND INCIDENTS

When your child has an accident at school that does **not** require a health care professional, the teachers will provide care to your child as needed. We will give lots of love, dry tears, apply ice, and cover with a band-aid as needed. We will also complete an accident report with a description of what happened along with all the details. The parent will be asked to sign one copy for our records.

There are some bumps or falls that do not require an accident report because there is no scratch, no bump, and no bruise. However, we will use cute little ice packs and lots of love just to make everything better.

## MEDICAL EMERGENCIES

Should your child become injured during the day, and it requires a health care professional, you will be notified immediately. The Director and parent will then determine what medical aid will be sought. If Meadows Place Preschool is unable to contact either parent or the emergency contact person(s) you have listed, the Director will make the decision(s) regarding the child's need for medical attention. **The parents will be responsible for any and all bills that might be incurred.**

In the unlikely event that a medical emergency arises, the following steps will be taken:

1. We will assess the situation and begin first aid or CPR as needed while another MPP teacher calls 911 should a true medical emergency exist.
2. Every effort will be made to contact the parent/guardian, or the emergency contact(s) listed on the registration form.

### **If the parent/guardian cannot be reached:**

3. The Director will accompany the child to the hospital and remain with him/her until a parent or authorized person from the emergency contact list arrives.
4. An incident report will be completed and signed by both director and parent within 48 hours of the time the incident occurred.
5. Within 48 hours, Meadows Place Preschool will inform the Texas Child Care Regulations of the emergency that occurred.

## HEALTH AND MEDICAL INFORMATION

Meadows Place Preschool does not have a medical professional on staff, and we are not trained to perform thorough medical assessments. However, every teacher at Meadows Place Preschool is CPR and First Aid trained. We can make general visual observations to look for obvious signs of illness and handle simple accidents that require minor first aid.

All children must be healthy to participate in all Meadows Place Preschool activities. Texas Health and Human Services and/or Texas Child Care Regulations require that parents submit and maintain a current record of the children's immunizations signed by a physician. We also need a signed statement from a physician stating that the child has been examined within 12 months prior to attendance and is in good health. Texas Child Care Regulations requires that this form be updated annually. All immunizations must be completed by the first day of attendance. If for any reason a child is not immunized, the parent must apply for an 'Exemption from Immunizations for Reasons of Conscience' affidavit. The application can be found online at Texas Health and Human Services. Please allow approximately two weeks from the date of application to receive the affidavit. This is a state requirement.

### **The following health standards will be strictly enforced.**

Meadows Place Preschool requires that you help us maintain a healthy, learning environment by keeping your child home if he or she is sick. Here are some guidelines to help you determine when your child needs to stay home from school:

- If your child has had a fever of 100 degrees or more in the last 24 hours, they need to stay home. Your child may return to school once they are fever free for 24 hours, **without the use of fever reducing medication for all 24 hours.**
- If your child vomits or has diarrhea, they need to wait 24 hours before returning to school.

- If your child is sick and has been given an antibiotic, your child should not return to school until they have been on the antibiotic for a full 24 hours.
- Please keep your child at home if they have any contagious diseases (see a full list below) such as conjunctivitis (pink eye) or influenza (flu). They should be symptom free for 24 hours before returning to school.
- If your child has symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, persistent cough, rash with fever, mouth sores with drooling, and/or behavior changes, please seek treatment from your physician immediately. Please notify the school by phone or email. Please provide the school with a note from the doctor that they are well and able to return to school.
- If your child has head lice, please seek treatment from your physician, the Lice Center, or use approved over-the-counter medication for lice immediately. Please notify the school by phone or email. Remember to wash all bed linens, hairbrushes, and combs. Please do not return to school until treatment has been given and all live lice are gone plus nits/eggs have been removed.

**If a child becomes ill during the day, he/she will be isolated from the other children, out of the classroom, and the parent will be contacted. Sick children should be picked up promptly for their well-being and to help us limit the spread of illness.**

## COMMUNICABLE DISEASE

Please notify the Director in case of a confirmed communicable disease so that the other parents may be alerted. Teachers must also inform the Director if they have contracted a communicable disease. This is required to keep all children and staff safe and healthy.

**Communicable diseases listed by the Texas Department of Human Resources are:**

Coronavirus	Diphtheria	Viral Gastroenteritis	Head lice
Mumps	Pink Eye	Polio	Impétigo
Influenza	Measles	Fifths Disease	Rubella
Meningitis	Salmonella	Scabies	Shigellosis
Strep throat	Scarlet Fever	Tuberculosis	Whooping Cough
Ringworm	Type A Viral Hepatitis	Common Cold with Fever	Chicken pox

**If for any reason your child will not be attending school on their scheduled day, we ask that you call or email the Director as soon as possible.**

## VOLUNTEER OPPORTUNITES

There are many volunteer opportunities during school hours, after school, or during the weekend. Volunteer opportunities include assisting with event set-up and event clean-up, photo booth creations and picture taking, providing snacks and lunch for teacher staff meetings once a month on a Friday from 12:30 to 2:30 p.m., attending school events, joining a planning committee, fundraising, cutting activity projects, and planning teacher appreciation lunches on special days during the year. There are so many ways to volunteer and be part of your child's school. If you are interested, please let the Director know.

## FUNDRAISING

Meadows Place Preschool's fundraising will be handled by a volunteer team along with the Director's approval and MPP Board of Directors approval. The team of volunteers would handle raising money to fund additional school materials that supply fees do not cover. **If you have expertise in this area and could help the school, your assistance would be greatly appreciated.**

## LICENSING INFORMATION

### Gang Free and Firearms

Meadows Place Preschool is a gang free zone, as a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code section 42.064. This new statute requires that information about gang free zones be distributed to parents and guardians of children in licensed Child Care centers.

A gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under State Law. The gang free zone is within 1000 feet of Meadows Place Preschool. The purpose of gang free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. More information can be found by contacting Texas Department of Family and Protective Services @ [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

**Licensed Child Care Centers, School-Age and Before or After-School Programs and Homes will still fall under the following standards:**

### **746.3707 Are firearms or other weapons allowed at my child-care center?**

- (a) Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- (b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence.
- (c) Firearms, hunting knives, bows and arrows, and other weapons kept on the premises of a child-care center located in your home must remain in a locked cabinet inaccessible to children during all hours of operation.
- (d) Ammunition must be kept in a separate locked cabinet and inaccessible to children during your hours of operation.

## REPORTING ABUSE AND NEGLECT

Texas law requires caregivers to report suspected abuse or neglect to the Texas Department of Health and Human Services or law enforcement. If you suspect child abuse or neglect you may call 1(800) 252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Meadows Place Preschool requires at least one hour of annual training for all staff members to focus on prevention, recognition and reporting of child abuse and neglect. This training also serves to increase employee & parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Methods of increasing awareness of prevention techniques for child abuse and neglect are also provided to the teachers. The Director will assist the parent of the victim by offering community and faith-based services such as, but not limited to Child Advocates and Children's Protective Services.

## **Recognize the signs of Abuse from the Texas Department of Family and Protective Services**

### **Physical Abuse**

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanation
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

### **Neglect**

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

### **Sexual Abuse**

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

## **Emotional Abuse**

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

## **Prevention Strategies from the CDC (Center for Disease Control and Prevention)**

Child abuse and neglect are serious problems that can have lasting harmful effects on its victims. The goal in preventing child abuse and neglect is to stop this violence from happening in the first place.

Child abuse and neglect are complex problems rooted in unhealthy relationships and environments. Preventing child abuse and neglect requires addressing factors at all levels of the social ecology -the individual, relational, community, and societal levels.

[CDC's Technical Package for Preventing Child Abuse and Neglect](#) identifies a number of strategies based on the best available evidence to help states and communities prevent and reduce child abuse and neglect. Effective prevention strategies focus on modifying policies, practices, and societal norms to create safe, stable, nurturing relationships and environments.

## **RESOURCES REGARDING CHILD ABUSE**

- Child Abuse & Neglect - Helpguide.org  
[www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm](http://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm)
- Preventing Child Abuse & Neglect; Phone: 800 394-3366  
<https://www.childwelfare.gov/preventing/>
- Child Advocates of Fort Bend County; Phone (281) 341-5100 in Rosenberg  
<https://www.cafb.org>
- Children's Advocacy Center of Texas; Phone (281) 341-0798 in Rosenberg  
<https://cactx.org>

**Be alert to potential indicators of abuse or neglect; Be alert to the risks which individual abusers or potential abusers may pose to children; Be alert to the impact on the child of any concerns of abuse or maltreatment.**

## **TEXAS HEALTH AND HUMAN SERVICES**

Meadows Place Preschool is licensed by Child Care Licensing, part of Texas Health and Human Services. To review the Minimum Standards for Child Care Centers please come by the Meadows Place Preschool office and a copy will be made available for your review. You can also access a copy by Googling “Minimum Standards for Child Care Centers Texas”. Our most recent inspection is always posted on our Parent Information Board located in the preschool hallway.

### **Contact Information:**

**Texas Health and Human Services**  
**1330 East 40<sup>th</sup> Street**  
**Houston, Texas 77022**  
**713.287.3238**  
[www.hhs.texas.gov](http://www.hhs.texas.gov)

## **FIRE DRILLS**

Fire drills will be held in accordance with the Fire Marshall’s regulations. These drills are worked out with the staff and the Fire Marshall to insure safe and orderly evacuations and precautionary measures. These drills are practiced monthly. Fire drill relocation maps are located within all classrooms near the door. All children, along with teachers, will evacuate the building and meet on the basketball court near the front parking lot. These drills are safe, children are in control and accounted for at all times.

## **EMERGENCY PREPAREDNESS PLAN**

As in any emergency, our teachers’ priority is always ensuring the safety of the children in their class. During all emergencies and emergency drills, teachers take with them an emergency bag that contains their class list, emergency forms, Emergency Guide, their walkie talkie, and their iPad or cell phones.

Emergency drills are held periodically to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time the drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency. Emergency drills are practiced every three months. A copy of Meadows Place Preschool’s Emergency Plan is available in the preschool office if you would like to review it.

## **ALTERNATE SHELTER**

In the event Meadows Place Preschool needs to relocate in case of an emergency (gas leak, chemical leak, etc), our designated alternate shelter will be:

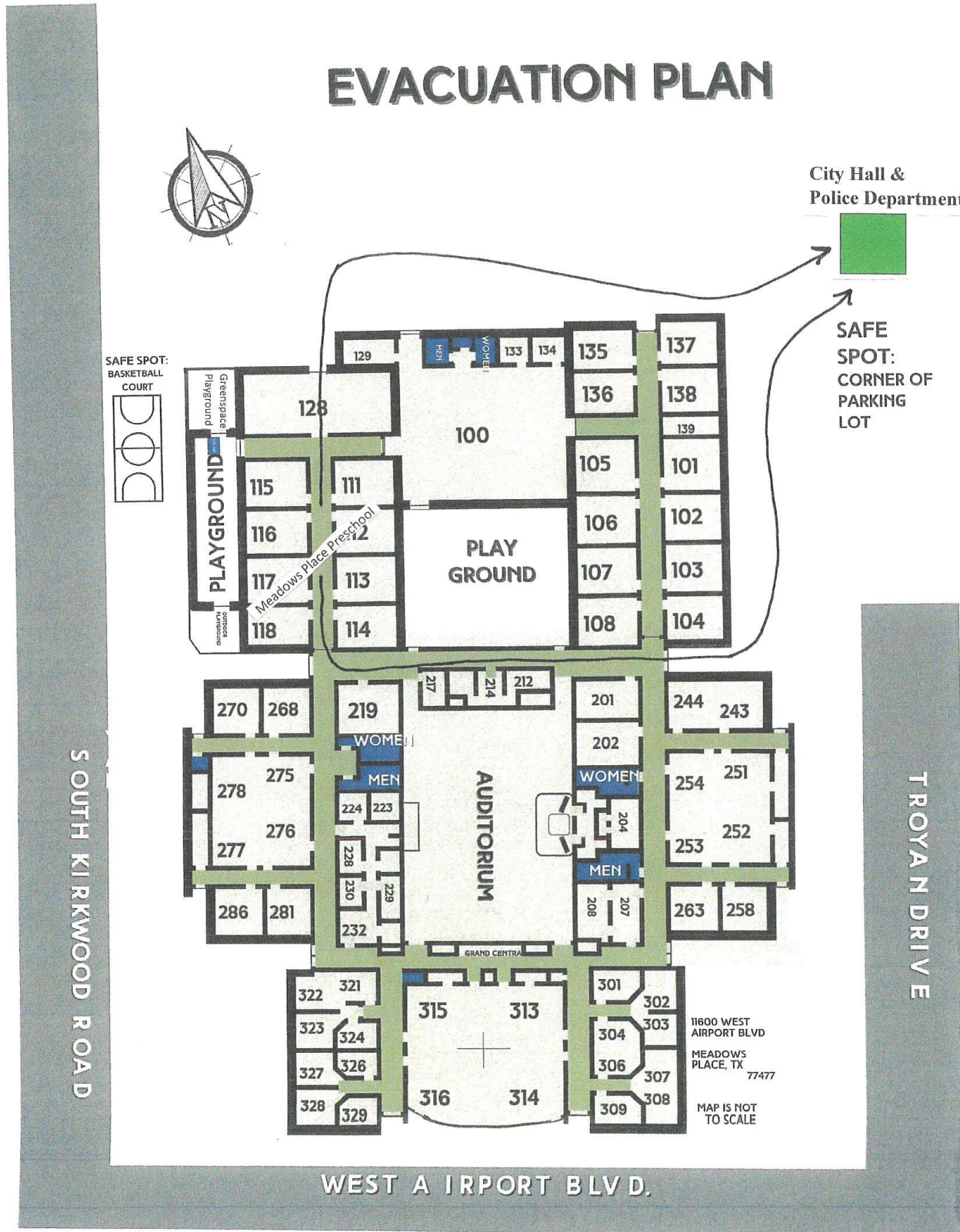
**Meadows Place City Hall, One Trovan Drive, Meadows Place, TX 77477, (281) 983-2950**

When crossing any traffic lanes, the Director and staff will take measures to ensure the safety and welfare of all children. They will be vigilant and prepared to deal with road and/or traffic conditions to ensure safety. To ensure each child is accounted for, the Director will have Brightwheel access via cell phone and iPads, as well as access to each child’s emergency information.

Once we are safe in our designated alternate shelter, the Director will contact the following: Local Authorities, Fire, EMS, Police, Licensing (713-940-5200), and Parents.

**Relocation Diagram:**

**Meadows Place City Hall, One Trovan Drive, Meadows Place, TX 77477, (281) 983-2950**





## **SHELTERING (SEVERE WEATHER) AND LOCK-DOWN**

For the safety of the children, the teacher will immediately lock all classroom doors. All children will be moved to a different classroom or a corner of the classroom with no windows. During severe weather, the Meadows Place Preschool Director will monitor the news and local weather reports continually.

Meadows Place Preschool will follow FBISD decisions regarding national and weather emergencies. Also, Meadows Place Preschool reserves the right to cancel classes if the weather conditions are hazardous for driving. Whenever possible, the Director will announce closures prior to the start time of school via Brightwheel. Parents will be contacted if an emergency occurs after drop-off time. If you are notified during the school day, please do not delay, make arrangements to pick up your child as soon as it is safe to do so.

In case of a stranger on the premises or another outside threat, Meadows Place Preschool will go into lock-down mode. All teachers will be alerted using a “pre-planned code word”. Teachers and children will stay in their classrooms and be quiet in a corner of the classroom. Children will be told that they are having a “Dark Party” with books and a flashlight. No one will be allowed to come out of the classroom unless directed by the Director or Police Officers if needed. The Director or Police Officers will notify teachers when everything is deemed safe.

***Please understand that in an emergency, we may not be able to answer the phone. Our first priority is the safety of the children and teachers.*** Check your email and Brightwheel texts for updates.

***Please know that we are always working to keep the children safe!***