

**PARENT HANDBOOK  
2023-2024**



**DBA; Little Saints and Scholars**

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Wylie, Texas 75098  
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Dear Parents,

**Our goal** at Little Saints and Scholars (LS&S Preschool) is to meet each child's social, intellectual, emotional, physical, and spiritual needs in a loving and caring atmosphere. We strive to foster self-esteem and individuality, while encouraging acceptance and respect for others.

**Our classrooms** are designed with children in mind. Research has shown that children need to follow their natural dispositions. They need to explore, wonder, question, create and play. The developmentally-appropriate curriculum at LS&S is theme based and encourages the child to explore and have fun while learning.

**Our teachers** are all experienced and trained in early childhood education. They were chosen for their professionalism and their ability to nurture and work well with children. We also provide continuing education to ensure that our staff is knowledgeable on the latest and most effective teaching strategies. All staff members are certified in CPR and first aid.

Our school is a non-profit corporation which is overseen by our board of directors. LS&S Preschool is a separate non-profit from Saint Anthony's Catholic Church. Our board consists of three members. All three members have had or have children in the LS&S Preschool program. Our board members serve at least one year terms.

We welcome families to become an integral part of their child's education. When parents and caregivers are actively involved in a child's education, everyone will benefit.

Thank you for choosing LS&S Preschool,

*Amie Pulley*, Director

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## Mission Statement

*We are an academically enriched Christian environment in which children are challenged, loved, and encouraged as individuals.*

We can implement our mission statement daily by:

Providing a Christian and academically enriched environment using every moment to teach. All interactions, words, materials and time spent with a child is an opportunity to enhance their development.

Challenging each child to redefine their own expectations.

Showing God's love for each child through mutual respect, trust and genuine interest.

Encouraging children to celebrate accomplishments, differences and support continued development in all areas.

# Curriculum

At LS&S Preschool, we believe each child possesses specific talents that make them unique. It is their uniqueness, combined with educated teachers and a nurturing, loving environment that provide tools they need to be successful.

LS&S Preschool is a quality enrichment program for ages 2 through 5 years. There are four major areas in the developmental growth of a child: intellectual, emotional, social, and physical. Our preschool curriculum is designed to help your child grow in all these areas.

In addition to the core curriculum, our center offers:

- Spanish Class
- S.T.R.E.A.M Enrichment Class (includes Science, Technology, Religion, Engineering, Art, and/or Music)
- Enclosed Playground
- Numerous special events

We invite and encourage parents and caregivers to become an integral part of their education. You are welcome to visit the school at any time. Please sign in at the office and receive a visitor pass before entering the classroom. (Visitor access may be limited throughout the year)

Monthly calendars will be provided to highlight special events throughout each month.

Weekly lesson plans and schedules are posted outside each classroom so that you will know what your child is doing while in our care.

## Program Operating Schedule and Policies

LS&S operates within a traditional nine-month school calendar. We do not offer before or after care. LS&S observes all Wylie ISD holidays.

I understand that:

- 1 Little Saints and Scholars Preschool (LS&S) operates Monday through Friday from 9:00 AM until 2:00 PM. September through May. Late pick up begins at 2:01 PM.
- 2 Students will be released only to persons officially authorized under emergency information. Children **MUST** be signed in/out each day they attend school.
- 3 LS&S cannot provide care for sick children. Please refer to the Parent Handbook pg. 16 for further information.
- 4 Medication will be administered with written parental permission and prescription direction by the child's physician in accordance with MSR 746/3801 through 746/3809.
- 5 If a student becomes ill or is injured, I understand LS&S staff is authorized to obtain emergency medical treatment and I hereby release said program and its agents from liability for action taken pursuant of this release.
- 6 Caretakers will be notified by phone, brightwheel messaging, email, note, or in person regarding any emergency affecting my child. Notices regarding communicable disease occurrences will be posted, brightwheel messaged, emailed, note sent home, or phone call for each child affected.
- 7 LS&S follows the Discipline and Guidance Policy as written in the Parent Handbook pg. 14 & 15 and outlined by MSR 746.2805.
- 8 LS&S uses a behavior referral form which documents incidents and engages discussion with parents before suspension or expulsion. Please see parent handbook pg.15 for specific suspension and expulsion practices.
- 9 A snack of Goldfish crackers and water may be provided by LS&S. Lunch is provided by the parents. LS&S can offer nut free classrooms upon request.
- 10 Enrolled children must have current Immunization records on file before the first day of school. Tuberculin testing is not required in Collin County to attend preschool.
- 11 Vision/Hearing screening is required for each child age four and older-MSR 746/629. Parents are responsible for these screenings and the Doctor's statement of health.
- 12 The registration form, as well as all fees must be received in order to secure a space for your child. Please see pg. 8 of the Parent Handbook for detailed enrollment procedures. Notification of any and all policy changes will be made via a written statement and an email.
- 13 LS&S staff will not provide or apply insect repellent or sunscreen to a child while in our care.
- 14 LS&S will keep caretakers informed of any special problems or situations which affect their child as they occur. Communication will be written, verbal, or

electronic. Parents may also contact the Director at any time with concerns and/or questions.

- 15 Caretakers may participate in LS&S Preschool activities after signing in the office and receiving a visitor pass. Students remain under the supervision of the school staff while signed into the program, even while caretakers are present within the operation. Siblings not enrolled in LS&S Preschool will be under the supervision of their caretaker at all times while on school grounds during visits or events. (Sibling participation is subject to Director approval)
- 16 A copy of the State of Texas Minimum Standard Rules for Child-Care Centers is available for review in the preschool office. The most recent Licensing Inspection report is posted in the preschool hall and can be viewed online.
- 17 Parents may contact the local licensing office at 214-583-4253 or go to their website at <https://hhs.texas.gov/>
- 18 LS&S emergency preparedness plan can be found inside each classroom and in the parent handbook pg. 19-21.
- 19 The parent handbook pg. 13 provides information regarding breastfeeding.
- 20 Texas law requires caregivers to report suspected child abuse or neglect to Texas Health and Human Services at 1-800-252-5400 or law enforcement. All employees receive annual training in August. An information sheet including warning signs and prevention techniques will be in the parent and teacher handbooks as well as information on how to obtain assistance if you are a victim. Links to additional information can be found under general information on the preschool's website. All suspected abuse will be reported to CPS. The Director has a list of outreach programs in the community for victims and their families.
- 21 Health checks will be administered to identify potential concerns about a child's health, including signs or symptoms of illness and injury. The procedures can be found in the parent handbook pg. 16.
- 22 The parent handbook pg. 26 outlines LS&S employee policy for protecting the children in our care from vaccine-preventable diseases.
- 23 Caretakers may visit LS&S at any time, unannounced. However, they must check in with the office and receive a visitor's pass. (Visitor access may be limited throughout the year)
- 24 LS&S is in a gang free zone as declared under the Texas Penal Code and Wylie PD. The information is posted outside the Director's office. Refer to the parent handbook pg. 25 for more information.

## **Admission Requirements and Enrollment**

LS&S is licensed by Texas Health and Human Services.

Children must be at least 2 years of age by September 1st of the enrollment year to enter our program. This is consistent with the public school placement law.

In house registration begins March 1st and opens to the public on March 15th. (Dates are subject to change.)

Classes are filled on a first-come, first-served basis. While we try to accommodate children in existing classes, no guarantees are made for class spots. Parents with children enrolled in the program may also register siblings during in house registration.

To attend LS&S, the following requirements must be met:

1. Enrollment forms must be completed and properly signed by the parent and physician. The enrollment fees must be paid prior to the date of admission.
2. A current record of immunizations and doctor's statements must be submitted prior to the first day of school.
3. A hearing and vision screening is required for any child ages 4 and up.

**Registration is not complete until all state requirements are met.**

If there is an increase in days attending after initial registration, an additional supply fee will be assessed.

## **Non-Discrimination Policy**

LS&S serves the whole community and admits children of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to our children.



## Withdrawals

If you find it necessary to withdraw your child from our preschool, a 30 (thirty) day written notification and full payment for the month is required. Registration and supply fees are not refunded under any circumstances.

If there is no communication with LS&S regarding the child's absence, LS&S will withdraw the child from the program after 15 days.

## Payment Information

A Registration fee of \$175.00 is due at the time of registration. A supply fee, depending on days of enrollment, is due at a specified time prior to the start of school. Both fees are **NON REFUNDABLE UNDER ANY CIRCUMSTANCES**. These fees pay for supplies and in-house events throughout the year.

**Tuition** is based on nine months and is divided into nine equal payments, to be paid September through May. Tuition is the same amount for each school month, regardless of early dismissals, holidays, absences or inclement weather days. No adjustments will be made to monthly tuition due to bad weather closings or closings due to circumstances beyond our control. **Monthly tuition is to be paid on the first day of each month through online invoicing.**

A late fee of \$25.00 will be assessed for payments received after 2:00 P.M. on the 10<sup>th</sup> of the month, including the months of September and January. A charge back fee of \$30.00 will be charged for all chargebacks or stop payments. In the event of a chargeback for non-sufficient funds, an electronic invoice will be reissued. The open balance will need to be paid within 3 business days.

LS&S is a nonprofit organization and depends on the timely payments of tuition to meet our financial obligations.

Tuition receipts are available upon request.

## Release of Children

The safety of your child is paramount to us. Therefore, we follow strict guidelines to ensure the safety of everyone at LS&S.

The brightwheel app will record and document attendance time and person dropping off a student each day. Attendance records will also document the time and person picking up a student each school day. Attendance may be documented and recorded by authorized LS&S staff.

### Authorization to Pick up a Child

Photo identification is required to release a child to someone other than the parent. A parent must inform LS&S of all persons authorized to pick up your child. This authorization is completed during online enrollment. Changes or additions to those authorized to pick up can be made online through the brightwheel app.

When a child is being picked up by someone other than the parent, the following steps will be enforced to protect your child:

1. The person picking up your child will be required to show his/her driver's license. Children will be released only when the information matches the permission information provided by the parent.
2. The director or assistant director will walk the individual to the classroom and introduce the individual to the classroom teacher as an authorized pick-up. Student pick up or drop off locations may vary within LS&S or outside the doors of LS&S.
3. The person must have their own assigned brightwheel ID number to identify themselves as authorized per the family.

The doors open promptly at **1:45 PM** for dismissal/pick-up. **All children not picked up by 2:01 PM will be in the care of the management team to wait for the arrival of their parents. A late pick-up fee of \$1.00 per minute (per child ) will be assessed and charged to the parents.** If you know in advance that you will be running late, please message on the brightwheel app so we can assure your child that you are safe and on your way. The student will remain with authorized LS&S staff until you arrive.

## Essentials

All belongings should be labeled with the child's first and last name. Students only need to bring essential items to school:

- Lunch
- Water Bottle - Clearly labeled
- Full size backpack
- Full change of clothes in a clearly labeled gallon Ziploc Bag to be kept in the student's backpack throughout the year.
- Weekly supply of diaper/pull-ups - Individually labeled clearly with a marker
- Coat or jacket when needed- clearly labeled
- Masks or face coverings are optional

### CAMPUS VISITOR

For the safety of the children, we ask that all visitors to the campus sign in at the office before entering the classroom. Visitors will be given a visitor tag to wear while in the building. We ask that visitors please return the tag and sign out when they are finished for the day. Visitors will be escorted by office personnel to the classroom. (Visitor access may be limited throughout the year)

### TOILET TRAINING

1. ALL children entering the three-year-old class **MUST** be potty trained.
2. If a three or four year old child does not have consistent control of his or her bladder/bowels during school hours, LS&S reserves the right to delay participation in class until control is mastered.
3. Any child in a two year old class who is not potty trained should be brought to school in disposable diapers or side Velcro pull-ups. It is the responsibility of the parent to provide spare diapers or pull-ups to be used during school hours.

### FOOD

1. Please notify the teacher of any food allergies and how your child reacts to that food. (Allergy Action Plan required for all medical diagnosed allergies)
2. LS&S assumes no responsibility for the nutritional value of your child's lunch.

3. During LS&S operating hours, nut-free classrooms are provided. If we have children with nut/peanut allergies and declare a “Nut-Free Classroom, “ we will inform families to not send peanut butter or foods containing peanuts or other nuts since some of the reactions to these foods have serious implications. Soy butter is tasty, healthy, and an excellent alternative.
4. Include a drink box, thermos, or water bottle
5. Please do not send any food that requires heating. LS&S teachers cannot warm or refrigerate student’s food.
6. All lunch contents are to be disposable. Please include plastic forks, spoons, and napkins. We will do our best to return all reusable food containers in your child’s lunch box each day.
7. LS&S allows special treats for holidays or birthdays. Please notify your child’s teacher in advance. Treats provided by anyone other than LS&S will **not** be consumed at school. Treats will be given to each child at the end of the day to take home to be eaten at the parent’s discretion.
8. If possible, uneaten food items will be returned in the child’s lunchbox.

### BIRTHDAY PARTIES

1. There will be no “birthday parties” held at LS&S during school hours.
2. Parents may send cookies, cupcakes, brownies, etc. for a birthday treat. Please notify your child’s teacher in advance. Birthday treats will **not** be consumed at school. Treats will be given to each child at the end of the day to take home to be eaten at the parent’s discretion.
3. **THE TEACHERS WILL NOT PASS OUT PARTY INVITATIONS.** Parents are welcome to come pass out invitations during student pick up or a photo/electronic invitation can be sent to all classmate families via the brightwheel app.

### CLOTHING

1. Children should wear washable play clothes, free from complicated fastenings.
2. Dress your child in seasonally and outdoor appropriate clothing.
3. Seasonal-appropriate change of clothing inside a gallon size Ziploc bag should be included in your child’s backpack. Label all items and the Ziploc bag with your child’s name. Don’t forget to pack underwear and socks as well.
4. Children in diapers should bring a supply of disposable diapers or side Velcro pull-ups daily, labeled with their name on the front of each item.
5. Closed toed shoes are encouraged while at school.

## REST TIME

1. Due to students attending school less than 5 hours, classrooms will not have a scheduled napping period. Classrooms may choose to have a 10-15 minute quiet period in the afternoon. Nap items (blankets, pacifiers, lovies, etc) are **not** necessary.
2. If a child requires or requests rest, a state-approved vinyl sleep mat will be provided, as required by law. These mats are owned by the preschool, disinfected after each use and remain secured within LS&S classrooms and LS&S office.

## TOYS

Toys should **NOT** be brought to school with the exception of special days when the teacher requests "show and share" items. LS&S is **NOT** responsible for personal items lost or stolen from the classroom. Lost and found items are kept in the preschool office. Please write your child's name on all belongings.

## Field Trips

LS&S Preschool does not provide off-site field trips.

## Transportation

LS&S will not transport children.

## BREASTFEEDING

Human milk is the best source of milk for infants additionally; breastfeeding supports optimal health and development.

Providing a mother a place to sit and breastfeed her child helps to support this practice. If you have a child in the program and would like to provide breast milk for your child while in our care a comfortable place to sit will be available to you in the preschool office.

# Communication

Daily class schedules and weekly curriculum are posted outside each classroom. All children will be provided with a folder containing a classroom calendar and any completed work. PLEASE remember to read through the folder daily for pertinent information.

We ask that parents keep all contact information updated through the brightwheel app. All teachers are given a school email address and may be reached through email or the brightwheel app for your convenience. Please feel free to contact the teachers or office staff with any pertinent information they may need regarding your child.

In the case of absence or change in pick up, message your child's teacher or Admin through the brightwheel app.

## **Behavior, Guidance, and Discipline**

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline are PROHIBITED:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom or closet with the door closed or isolation of any kind.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
10. LS&S Preschool will only use positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction. Such methods include:
  - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
  - b. Reminding a child of behavior expectations daily by using clear, positive statements.
  - c. Redirecting the child's focus to a more desirable activity.
  - d. Offering alternative positive behaviors that conform to the desired reaction.
  - e. Using brief supervised separation of "taking a break" from the group, (when appropriate) for the child's age and development, which is limited to no more than one minute per year of the child's age and then inviting the child to rejoin the group activity.

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Our discipline procedure is as follows:

1. Verbal warning.
2. Removal from the group (taking a break).
3. Removal from the room to the director's office.
4. Continued discipline problems will result in a conference with parents and/or early dismissal.
5. In case of continual violent behavior (biting, hitting, kicking or scratching), the child will be taken to the director, and the parents will be called for early dismissal.
6. If the child's actions do not improve, they may be asked to leave the program due to safety concerns. (length of time to be determined by the director).

BITING is very serious and is unacceptable. If a child bites, LS&S will work with the family to develop a plan to correct the problem. However, if the problem is aggressive, breaks skin, does not abate within a reasonable amount of time, or diverts an inordinate amount of staff time away from other children and program implementation, LS&S Preschool may remove the child from the program until the biting is resolved.

**Each student at LS&S Preschool is subject to suspension or dismissal from preschool for the willful violation of policies and procedures by the child or parent, as set out by LS&S Preschool and the Texas Department of Family and Protective Services.**

## **Suspension and Expulsion Policy**

LS&S will use a behavior referral form to notify you of any incident that could possibly warrant suspension or expulsion. The behavioral referral will be used for but is not limited to:

- Excessive biting or harming of another child or adult
- Behavior from an uncontrolled child harmful to themselves or others
- Verbal or physical abuse of any person or property by a child, parent, relative, friend

The referral will document date, time and number of times of incident along with a description of the incident and the action taken. A plan of action will be outlined after communication with parents has occurred.

Other reasons for expulsion and/or suspension have previously been outlined under guidance and discipline and withdrawal policies.

## Health and Medication

Please notify the LS&S office if your child has been exposed to or contracted a communicable disease. If signs of illness such as: lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, abnormal behavior and rash with fever are observed at school, parents will be contacted and asked to pick up the child. If your child is ill, please keep him or her at home until causative symptoms and fever are resolved. A fever is defined as:

**Rectal, ear or temporal artery temperature of 100.4 (38 C) or higher.** Oral temperature of 100 F (37.8 C) or higher. Armpit temperature of 99 F (37.2 C) or higher.

Children with fever, diarrhea or other symptoms of contagion will not be admitted. Children should not come to school with profuse nasal discharge, particularly that which is either green or yellow in color. Rashes should be evaluated by your child's physician if accompanied by any rise in body temperature. **A child MUST be fever free, diarrhea, and vomit free without medication for at least 24 hours before returning to class.** No adjustments to monthly tuition will be given due to sick days.

A visual or physical assessment of a child will be done to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

If your child was seen and diagnosed by a physician, please inform the school of the diagnoses and obtain a back to school clearance.

LS&S will continue to follow Center for Disease Control and Texas Health & Human Services guidance in regards to COVID-19 and other global pandemic concerns. Any changes in policy will be relayed to LS&S families via written notice.

If your child has a medical condition that requires medication, the director or assigned teacher, will administer the medication contingent upon a signed medication permission slip from the parent. Any medications brought by the parent for the child must satisfy the following requirements:

1. Be in the original container labeled with the child's name.
2. The label must be dated, if prescribed medication.
3. Include directions for administration and the means for administration, such as a measured medicine cup.
4. Include the name of the prescribing physician and the date of expiration of the medication.



Medications specific to a child's health as related to severe allergies (see Food Allergy Emergency Plan) or juvenile diabetes treatments are kept in the classroom backpacks and carried by the teacher at all times. During school hours these backpacks are kept out of the reach of children but with the class. After hours all backpacks are stored in a locked cabinet.

All medications must be given to the director/assistant director so that the appropriate forms will be filled out by the parents. The medications must have the child's name, expiration date, dosage, frequency and what it is for on the medication label.

Respiratory treatments will be given in the office by the director/assistant director only. All other medications or treatments will be kept in the office and administered as prescribed.

If you medicate your child before school, please let us know what you gave, the dose, and the time you gave the medication. LS&S does not provide or apply sunscreen or insect repellent while children are in our care.

A child with asthma may require treatment while in our care. In addition to the medication permission sheet and medication/inhaler, we will need specific instructions from you as to the protocol in treatment. If your child receives asthma treatment prior to coming to school, it is imperative that we are informed. The name of the medication, the dosage, and time of dosage should be shared with the director. If your child does not improve or gets worse while in school, you will be notified and asked to take appropriate actions for your child's health.

### Food Allergy Emergency Plan

According to Texas Health and Human Services Minimum Standards, we must have a food allergy plan for each child with a known food allergy that has been diagnosed by a healthcare professional. The child's health care professional and parent must sign and date the plan. Each individualized plan prepared by the health care professional must include:

- 1- A list of each food the child is allergic to;
- 2- Possible symptoms if exposed to a food on the list; and
- 3- The steps to take if the child has an allergic reaction.

There is a form available through the LS&S office, or the healthcare professional is able to submit their own Food Allergy Emergency Plan, as long as it contains the mandatory information listed above.

### Medical Procedures

A current medical release and immunization form signed and stamped by a physician must be on file for each child.

### Hearing and Vision Screening

The State of Texas requires that each 4 & 5 year old have a hearing and vision screening. You may choose to have your child's physician perform this service for you. We must have a copy of the results for your student's file. If screenings are done elsewhere we must receive a copy of the actual screening results, not just the words "pass or fail."

### Medical Emergency

In the event of a medical emergency, Wylie EMS will be summoned. If they evaluate your child and deem that further medical treatment is required, your child will be transported by EMS only. The hospital destination will be determined by the EMS unless you have indicated otherwise. We will be in communication with you throughout this event.

# EMERGENCY PREPAREDNESS PLAN

All staff members of Little Saints and Scholars preschool are first aid and CPR certified. LS & S Preschool conducts monthly fire and tornado drills as well as lockdown drills every three months.

It is the responsibility of LS&S Preschool administrators to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of the LS&S should proceed as rapidly and safely as possible.

Emergency evacuations are developed considering three scenarios of evacuation. Each child shall receive training concerning emergency evacuation procedures and will practice according to the above schedule.

## **There are four types of emergency responses we are required to address**

<b>TYPE</b>	<b>WHEN</b>	<b>WHERE</b>
<b>Evacuation</b>	Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire)	Designated location <b>outside</b> of the operation
<b>Relocation</b>	Imminent situation rendering inside and outside of building unsafe (example: flooding)	Designated location <b>away</b> from the operation
<b>Sheltering</b>	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado)	Designated location <b>within</b> the operation
<b>Lock-Down</b>	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area)	Designated location <b>within</b> the operation

In the event of an emergency procedure for:

Evacuation include:

1. Walk the children to a safe area. The safe area is the parking lot behind the church office. This area is shown in outline form in each classroom and on record with Wylie Fire Department.
2. Children will practice getting to this area each month during our mandated drill. A teacher will be in the front of the line and the back of the line. For those children with limited mobility, LS&S staff will help carry the children to the designated safe area.
3. An alternate shelter will be the church office. The phone number for the office is 972-442-2765. The second alternate shelter will be the rectory which is located across Ballard Street at 401 North Ballard Avenue. The children will walk to this location. We will cross Ballard Street at the stop light.
4. Children will be accounted for by matching the children with the daily attendance roster. Teachers will hold up a green sign if the entire class is present. A red sign if a student is not present.

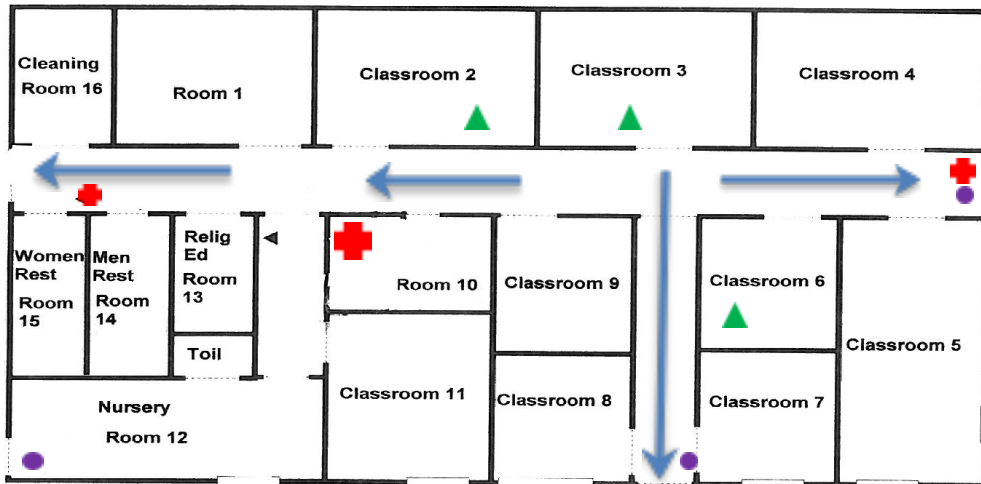
Communication includes:

1. Call 911
2. Call DFPS local representative to report the emergency

In the event of an emergency, the primary caregiver listed on the child's admission forms will be notified via phone call, email, and messaged through brightwheel of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement. Please communicate any changes to contact information with LS&S office and update online enrollment to ensure timely receipt of important communication.

Essential documentation includes:

1. An emergency binder will have all emergency contact telephone numbers, information, and authorization for care for each child. The director is responsible for evacuating with this binder.
2. Children will be tracked using the daily attendance roster. Teachers are responsible for accessing this online roster and evacuating with the emergency backpack which is carried with the teachers at all times.



-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Severe Weather Shelter

### BUILDING EVACUATION FOR SAINT PAUL HALL

- **ACTIVATE** BUILDING FIRE ALARM OR CALL 911
- **ALERT** OTHERS IN YOUR AREA AND ASK IF THEY NEED ASSISTANCE
- **PROCEED** TO THE NEAREST EXIT
- **ASSEMBLE** OUTSIDE BUILDING IN DESIGNATED AREA
- **DO NOT RE-ENTER THE BUILDING** UNTIL CLEARED BY EMERGENCY PERSONNEL

**AED and FIRST AID KIT LOCATED IN THE ATRIUM NEAR REAR EXIT**



### EVACUATION ASSEMBLY AREA

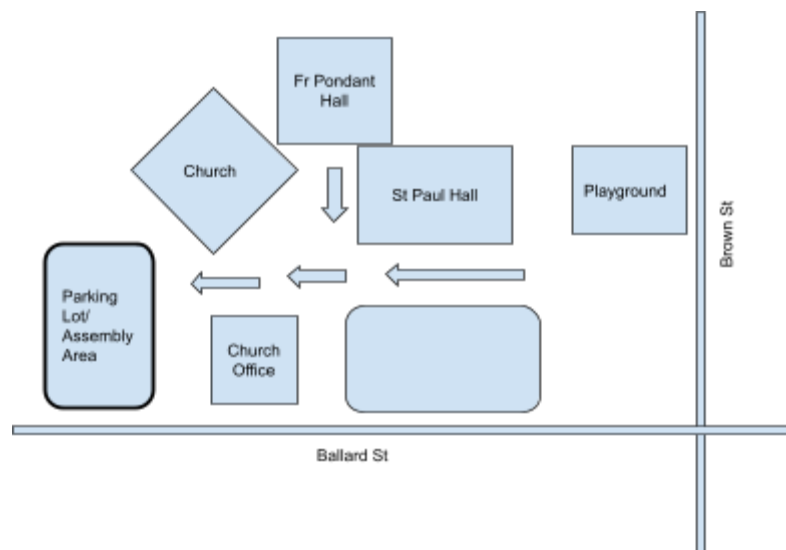
St. Anthony Catholic Church  
 404 North Ballard, Wylie, TX 75098  
 972-442-6076 / 972-442-2765

#### Emergency Numbers:

- Fire/Medical/Police - 911
- Poison Control 1-800-222-1222
- Facility Maintenance  
214-704-8009
- Non Emergency Police  
972-442-8170

#### Second Alternate Location:

St. Anthony Rectory  
 401 N. Ballard, Wylie 75098



## Safe Environment

LS&S Preschool employees are committed to the safety, welfare, and protection of all children and youth from abuse and harassment in any form, physical, mental or sexual.

LS&S Preschool has initiated a program to reduce the risk and liability of child abuse. Teachers are screened prior to working with children and are fingerprinted in compliance with Texas state mandates.

Teachers and Substitutes must satisfy the following requirements:

1. Complete an interview process
2. Have references checked.
3. Have a required criminal background check by the Texas Department of Family and Protective Services (licensing board).
4. Agree to and adhere to the code of conduct and policies and procedures of the program.
5. Comply with the fingerprinting policy.
6. Complete pre-service hours as defined by DFPS.
7. Complete required annual training hours as defined by DFPS.

All screening processes will remain confidential. The final decision as to whether an applicant will be permitted to work with children will be based on information from the criminal background history, interview, and reference checks.

LS&S Preschool adheres to the strict requirements in the Minimum Standards for Day Care Centers regarding the reporting of suspected child abuse. Annual training will be provided which will include warning signs that a child may be a victim of abuse and neglect. Posters for keeping children safe like the one on the next page are posted in the hallway and in the office. Free training of prevention techniques for child abuse and neglect can be found <http://www.helpandhope.org/index.html>. Texas State requires that all suspected abuse or neglect be reported by calling 1-800-252-5400.

# Keeping Children Safe



## Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

### Protecting Children

**Shaken Baby Syndrome** is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

**NEVER SHAKE A BABY!**

**Sudden Infant Death Syndrome**, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



### Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information at the Texas Department of Family and Protective Services web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

### Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

\* Texas Family Code, Title 5, The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E, Protection of the Child, Chapter 261, Investigation of Report of Child Abuse or Neglect, Subchapter B, Report of Abuse or Neglect; Immunities

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# Procedures for reporting child abuse or neglect

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- **Child abuse and neglect are against the law in Texas, and so is failure to report it.\***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

**What is Neglect?** Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

## How do I make a report?

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

**Will the person know I've reported him or her?** Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

**Finally, err on the side of caution.** If you have reason to suspect child abuse, but are not positive, *make the report*. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

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\* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.



# Inclement Weather and Lockdown Policies

## Inclement Weather

LS&S will be closed if the Wylie School District cancels school due to weather. Should Wylie ISD declare a late opening due to bad weather, LS&S will not hold classes that day. The director of LS&S reserves the right to cancel school independently of Wylie ISD's decision. Parents will be contacted immediately if an unsafe condition arises when children are at school. Inclement weather days will not be made up.

When hazardous weather conditions exist you will receive a message on brightwheel as soon as Wylie ISD makes an announcement. You can also check the LS&S Preschool home page at [www.lsspreschool.com](http://www.lsspreschool.com) for school closing announcements. You may also consider checking the Wylie ISD official website for up-to-the-minute closings and dismissals.

## Emergency Closure

In case of an emergency situation that could cause LS&S Preschool to be closed, the LS&S Board will review the information and make a determination as to the appropriate course of action. Emergency situations could include but are not limited to illness, facility concerns, weather or other unplanned interruptions. Parents will be notified of an emergency closure by one of these means; phone calls, emails, brightwheel notification or website posting. **Should an emergency situation cause a closure, tuition will not be refunded or adjusted.**

## Lockdown

In the event of a "lockdown" by Wylie ISD or by the Wylie Police Department, LS&S will also lock down its facilities. For the safety of the children, parents will be UNABLE to pick up their child until the "all clear" is given by the Wylie Police Department. Children will be retained in St. Paul Hall (LS&S Preschool Hallway).

## Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties. The purpose of a gang free zone is to deter certain types of criminal activity in areas where children gather. LS&S Preschool was declared a Gang Free Zone by Sgt. Donna Valdepena of the Wylie PD on February 19, 2010. Please consult section 71.028 and 71.029 of the Texas Penal Code for more information.

## Staff Immunization Requirements

LS&S encourages all staff members to get the flu and COVID vaccination, as the risk of these illnesses are higher than the other vaccine-preventable diseases. However, **LS&S does not require these vaccinations.**

The risk of both whooping cough and chickenpox is very low and LS&S does not require staff members to get these vaccinations.

As always, staff members are encouraged to discuss risk factors with their private health care provider in making vaccination decisions. Should a staff member get any of the listed vaccinations, they are requested to bring a doctor's statement that shows the vaccination received and the date.

## Grievance Procedure

Together we will keep the children's best interest and well being our first priority. If you should have a concern or question, address it appropriately and direct that concern to the appropriate person.

If, for any reason, you feel that communication between you and the LS&S staff has been broken, the following guidelines are available:

1. Most misunderstandings can be corrected successfully at the level at which they exist. If you are not happy with a staff member, you are to attempt to resolve your grievance with the staff member first.
2. If a satisfactory solution is not reached at the level it started, you may address the complaint to the director. It is our hope that any concerns you might have will be settled informally with everyone's cooperation.
3. If a satisfactory solution is still not reached, you may address your complaint to the Board. A list of the Board members can be provided.

## Revision of Policies

The policies, as written in this parent handbook, are subject to revision as deemed necessary by Little Saints and Scholars Preschool or Texas Health and Human Services. Parents will be notified in writing of any changes made to policy.