

LICENSING INFORMATION

If you have any other questions or concerns, please feel free to discuss them with the director at any time or contact the Department of Protective Services-Child Care Licensing Division at the following: (817) 321-8604. Minimum Standards can be reviewed in the office or online at www.tdprs.state.tx.us.

Child Abuse Hotline: (800) 252-5400

As per the states requirement, this child care facility falls within a gang free designated zone and engaging in gang related activity within 1000 feet is a violation of the law and subject to increased penalties.

TEKS INFORMATION

In order to prepare your children for their continuing education we base our curriculum on the requirements of the Texas State Board of Education , known as TEKS. If you would like more detailed information please visit the Texas Education Agency website at:

<http://www.tea.state.tx.us/teks>

St. Martin-in-the-Fields Preschool & Academy

223 South Pearson Lane
Keller, Texas 76248
(817)-905-2764
www.stmartinacademy.com

PARENTS HANDBOOK

*Train up a child in the way he should go and,
when he is old, he will not depart from it.*

Proverbs 22:6

This program benefits children 18 months of age and older in a loving, Christian environment. Our goal is to provide an environment that enriches our children's lives and guides the activities that will help them to grow physically, mentally, socially, emotionally and spiritually. We believe that each child is a precious gift from God and should be treated like the special individual they are so that one day they can live up to their full potential.



WELCOME TO SAINT MARTINS

Throughout the year, your child will be exposed to many different kinds of learning experiences through the use of children's literature, poetry, art, math, music and more. Below is a schedule of our activities, but please be aware that it is subject to change according to the needs and ages of the participating children. We strive to provide a positive learning experience for your child and try to foster in them the attitude that "school is a great place to be".

ACADEMICS

Activities such as colors, numbers, shapes, letters, math games, manipulatives, cutting, pasting, eye-hand coordination, oral language, beginning letter sounds and listening skills are reinforced daily.

RECESS

Outside play is very important to children. Please dress your child so that he or she can play comfortably outside. Play is when children learn to play with classmates, share equipment and discover the pleasure of physical activity. Slides, swings, playhouses and climbing equipment are a few of the playground enjoyments.

CLEAN-UP

We need to clean up after ourselves and learn to help each other. We have group cleaning and the older children learn individual responsibility by being assigned a specific task.

STORIES & MUSIC

We sing songs and read stories often in the classroom. They may be related to a theme, a unit of study or just be read because they are fun and interesting. This helps develop good listening skills and creates a love of literature, which helps to motivate children to become early and avid readers.

ITEMS FROM HOME

- Diapers or pull-ups and wipes
- All returnable items (cups, containers, coats etc.) must be labeled with first and last name.
- Each child should bring beverages and a nutritious lunch.
- Please send your child a labeled water bottle which they can take outdoors.
- An extra change of clothing should be sent to cover for life's little accidents.
- The youngest children can bring a favorite blanket or toy to help them through the adjustment period.

REMEMBER

Play is the natural way a child learns. It is the way he or she learns to concentrate, to exercise imagination, to try out new ideas, to practice grown-up behavior and to develop a sense of control over their world. Play is an opportunity for us to practice and teach patience, understanding, cooperation and compassion so that we may all learn how to get along in this great big wonderful world of humanity.

Our Goals:

A love for God and self

Respect for parents and others

Self-discipline

Good Hygiene and good health

Social skills and etiquette

Intellectual development

DROP-INS

Drop-ins will be accepted only if a vacancy exists in the child's age group for the requested day. The fee is \$25.⁰⁰ per day.

DAILY HOURS-LATE ARRIVAL & PICK-UP

The Preschool program operates Monday through Thursday from 9:00 AM to 2:00 PM. In order for your child not to miss out on certain things it is important that your child arrives and departs on time. Children who arrive at school after 9:15 are to be taken to the office and will be escorted to the class by the staff. Parent's who pick up their children later than 2:05 will be charged a late fee of \$1.00 per minute per child.

ARRIVAL & DEPARTURES

Parents and authorized individuals are required by the state to sign-in their child each day upon arrival and sign them out when they are picked up. The arrival and pick-up times will also be recorded in the classroom by the teachers as the state has mandated that we do.

ILLNESS

Please do not bring your children when:

- He or she has had a fever in the last 24 hours.
- He or she has vomited and/or had diarrhea.
- If your child shows any symptoms of childhood disease such as measles, pink eye etc..

We will notify and return sick children to their parents or to the caregivers listed on the emergency form if they become ill while at school.

MEDICATION

Medicine will only be given if we have the proper paperwork filled out and a signed authorization from the parents and if the medicine is in the original container with the child's name and date and the dispensing instructions.

EMERGENCY DRILLS/EVACUATION PLAN

We have fire drills monthly and severe weather drills are practiced every three months in order to acquaint your child with evacuation procedures in the event of an emergency. The Evacuation Preparedness plan is located in the office and available for review. Evacuation Site is: The Hills Church 2501 W. Southlake Bl. /Southlake, TX (817-281-0773)

DISCIPLINE

The use of physical punishment is not permitted. We use positive reinforcement and diverse play for are our primary methods of discipline, however if necessary a child may have a "time-out" period (one minute for each year of age).

ENROLLMENT & IMMUNIZATION FORMS

In order for us to comply with state regulations, we must have all the necessary forms completed and on file before your child will be allowed to attend school. This includes an application, emergency release form, parent handbook acknowledgement and a current copy of your child's immunization record (which may in the future include a T.B. test) must be kept on file and **updated annually**. *A statement signed by a physician that certifies your child has been examined and is physically able to participate in the school's programs is **also mandatory**.* When a child turns four years of age a hearing and vision test and the results must also be included with the immunization record. A signed affidavit from the physician stating that immunization would be injurious to the health of your child is acceptable in lieu of a current shot record.

INJURIES OR EMERGENCIES

Our staff is trained in CPR and First Aid and will make every effort to ensure the safety of your child while in our care. In case of an accident or injury, we will make every attempt to contact you immediately. If we cannot reach you we will call the persons indicated on the emergency contact list. If it is necessary a child will be transported by ambulance to the nearest hospital.

CLOTHING

Your child will have many opportunities to experience a variety of activities and play. We encourage simple clothes that are washable so your child can participate comfortably in all the messy activities. Please mark all personal items such as coats, backpacks, lunchboxes etc. with your child's name.

MONTHLY NEWSLETTERS & CALENDARS

We have monthly a calendar, which shows the upcoming snacks, crafts, letter of the week etc. We also print a monthly newsletter that keeps you informed of any class needs, changes in procedures or policies and upcoming events. These can be accessed at the web site and are also posted on the bulletin board by the sign in sheets.

FOLDERS

When your child begins school we provide them with a folder. Please remember to bring it every time they come and check it daily for any information we might be sending home to you.

THEMES

Activities alternate between crafts, painting, music, puzzles, books and games.

VISITS AND VOLUNTEERS

We usually only ask for volunteers on party days, but you are welcome to visit anytime during operating hours.

BIRTHDAYS

Please let us know if you wish to bring cookies or cupcakes for the class to help celebrate your child's birthday.

PERSONAL BELONGINGS

We do not encourage children to bring personal toys from home, however if they do we ask that they share with others and we cannot be held responsible for any item that is lost, broken or misplaced.

LUNCH & SNACKS

Children burn a lot of energy fast! A snack is provided for them (see monthly calendar) but please send something for them to drink with it. We are not responsible for the nutritional value of your child because we only serve what you send so please pack a nutritious lunch. The children have a good socialization period while eating and the older ones learn to clean up afterwards.

FIELD TRIPS

We do not currently participate in any field trips.

FEES & TUITION

Registration and deposits are necessary to assure your child a place in the program. Tuition is due the first week of every month. Tuition received after the tenth of the month will include a ten-dollar late charge. Due to fixed costs, averaged over the calendar year, **there is no reduction in tuition for any child's absence due to sickness, vacations, weather or holidays.**

REGISTRATION & SUPPLY FEES

\$150.00 for fall & spring

MONTHLY TUITION

2 days a week--\$200.00

3 days a week--\$250.00

4 days a week--\$300.00

WITHDRAWALS & REFUNDS

If for any reason you must discontinue the program, one month advance notice is required. Registration and supply fees are not refundable.

INCLEMENT WEATHER

We follow the Keller and or Southlake School Districts for any school closures due to weather conditions.