



Parent Handbook  
2018-2019

Celina Christian Preschool  
841 North Preston Road  
Celina, TX 75009

Mailing Address: P.O. Box 389  
Celina, TX 75009

Phone: 972-382-2930

Fax: 972-382-4055

Website: [celinapreschool.org](http://celinapreschool.org)

Email: [admissions@celinapreschool.org](mailto:admissions@celinapreschool.org)

School Hours: 9:00-2:00  
Monday-Friday  
September-May

Licensing: Health and Human Services Commission  
550 East 15th Street, Plano, TX 75074  
469-229-6900 or 1-800-582-6063

Licensing Website: [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us)

Child Abuse Hotline: 1-800-252-5400

# Welcome to Celina Christian Preschool

## **Mission Statement**

To provide a safe, nurturing, and creative environment where children can learn about God, His Son, and His world through age-appropriate activities that strengthen academic skills, encourage teamwork, and practice godly character.

## **Licensing**

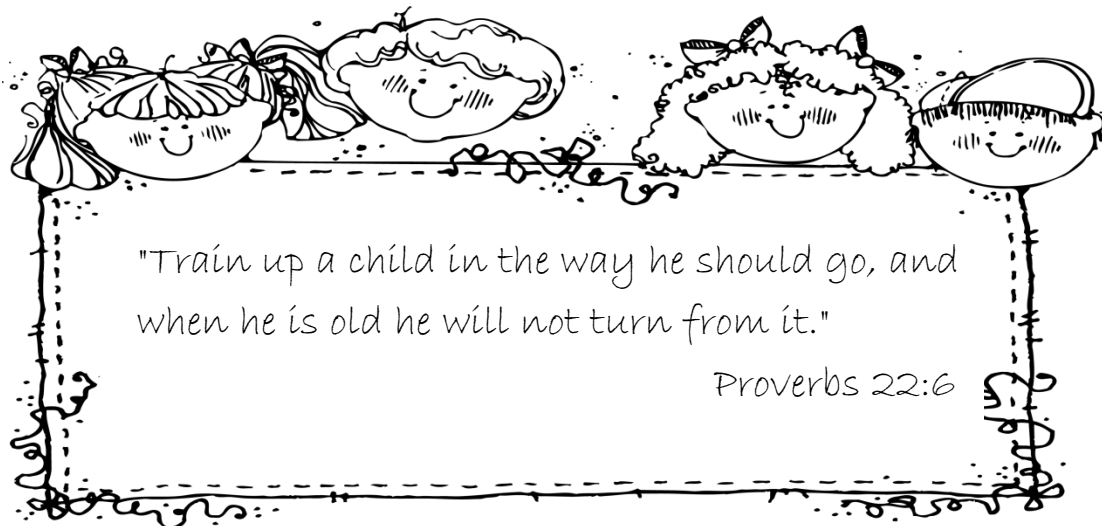
Celina Christian Preschool is licensed by the Texas Department of Family and Protective Services. Contact information for the TDFPS is located in the front of this hand book. Minimum Standards guidelines and CCP annual inspections are available for your review at any time.

## **Notice of Nondiscriminatory Policy**

CCP does not discriminate on the basis of gender, race, color, national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, program, and other activities generally made available to students at the school.

## **Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of CCP is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.



## **PRESCHOOL POLICIES**

### *Admissions*

Celina Christian Preschool accepts children six weeks to four years of age regardless of race, religion, sex, or national origin. Children with special needs will be considered on a case-by-case basis since our facility is not fully equipped to handle all special needs. **ALL** Enrollment forms, along with current immunization record and vision and hearing test (four year olds), must be on file with Celina Christian Preschool before your child can attend class.

Immunization records must be kept up-to-date throughout the school year. **See page 16 for Immunization Schedule.**

### *Registration*

Registration for the following school year takes place in the beginning of February for current families and FBC members. Open registration for new students will begin in the middle of February. At registration we require a completed Admission Packet as well as a **non-refundable registration/supply fee.** Enrollment is on a first come, first serve basis.

### *Withdrawal by Parent*

A minimum two week written notice is required if a parent is withdrawing a child from our program with no penalty. Please include the reason for withdrawal and date of withdrawal along with your child's name and your signature. If a two week notice cannot be given, a half-month's tuition will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable.

### *Withdrawal by Celina Christian Preschool*

Celina Christian Preschool may request a child's withdrawal from school under the following circumstances:

1. Frequent display of intentional violent or severe behavior problems.
2. Repeated failure or unwillingness of a parent/guardian to pay tuition in timely manner.
3. Repeated failure or unwillingness of a parent/guardian to provide forms required by state licensing within the time frame specified by Celina Christian Preschool.
4. Unusual situations, which the director determines as placing the school, classroom, teachers, or facility in an unsafe state of being.

All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

### *Class Placement*

Each child is placed in the appropriate class, according to birth date, before the school year begins. Children will only be moved if deemed necessary by the director, teacher, and parent. A child's placement will be determined by the CCP director and staff in efforts to consider all student needs and the balance of classes. We will not be able to honor parents' request for specific teachers.

### **TUITION/FEES**

Program	Registration/Supply Fee	Monthly Tuition
Two-day	\$200.00	\$200.00
Three-day	\$225.00	\$280.00
Five-day	\$250.00	\$420.00

- A **non-refundable** registration/supply fee is due at the time of registration.
- First Baptist Church members and siblings receive a 10% discount on monthly tuition.
- You may only qualify for one discount.
- Tuition statements will be emailed monthly unless notified otherwise.
- Tuition is due on the first day of the month.
- Tuition can be submitted in the form of cash or check.
- Monthly tuition is charged in full regardless of attendance, holidays, bad weather, etc.
- Tuition payments should be placed in the lockbox located by the preschool office.

### *Extended Care*

- Before-care 8:00-9:00 (\$5.00)
- After-care 2:00-3:00 (\$5.00)

Your account will be billed at the end of every month and payment will be due with next month's tuition. Before-care arrangements must be made the day prior and after-care arrangements must be made by 12:00 the day of to ensure that we have adequate staff available.

### *Late Payment Fee*

- If tuition is not made by the 10th of the month, there will be a \$25.00 late fee.
- Student will not be permitted to attend if payments become one month in arrears.
- If financial arrangements need to be made, please contact the director to discuss tuition payment.

### *Late Pick-Up Fee*

Children who are not picked-up by 2:10 or 3:10 (extended care) will be escorted down to the office. A \$5.00 late fee will be charged for every 15-minute interval that a child is not picked up. Late fees may be paid immediately or billed on monthly tuition statement. This fee applies to your account regardless of designated pick-up person. Please call if you know you will be late so that we can reassure your child that you are on your way.

### *Insufficient Funds Policy*

Any payments returned to us unpaid will be assessed a NSF charge of \$25.00. If your account has two NSF charges, the account will be on a cash-only basis.

### *Policy Changes*

Celina Christian Preschool reserves the right to make changes to our handbook at any time. Should a change be made, you will be notified in writing from the Director. You will find these letters in your child's daily communication folder.

## **SCHOOL CALENDAR**

Celina Christian Preschool holds classes on Monday-Friday from 9:00-2:00, excluding school holidays and inclement weather days. Our program will follow the Celina Independent School District calendar for holiday closings with the exception of first/last day of classes. During inclement weather we will first send text/email through our Remind messaging system. Please make sure that you sign-up for this important messaging system. You may also check Channel 5 or our Facebook for updates. If CISD has a delayed start time of 10:00, then we will start at 10:30. Celina Christian Preschool is a private facility and not required to provide inclement weather makeup days due to circumstances beyond our control. *A detailed school calendar is posted on our website.*

## **PARENT-TEACHER RELATIONSHIP**

### *Involvement*

Involvement in your child's class is critical to the success of his/her school year. You can help from home by preparing materials for your child's teacher. We also encourage parent participation in class and school-wide events such as parties and programs.

### *Communication*

Please keep teachers informed of any changes at home that may affect your child. Each child will have a folder with his/her name on it which goes home each day. Please check this folder daily for information. Inside the folder will be a behavior chart that the teacher will fill out daily. At the beginning of each month, a school newsletter will be posted to our website.

### *Conferences*

Celina Christian Preschool observes an open door policy for the parents of children enrolled. In order to create the best learning environment possible for all children, we encourage you to communicate with the director and staff if you have any concerns. If a parent desires to speak with a teacher concerning their child, we ask that an appointment be made with the teacher before or after school to avoid disrupting the class during regular school hours. Four year old teachers will hold parent conferences in late April to discuss child's progress throughout the year.

### **CURRICULUM**

We combine a broad range of age-appropriate activities that strengthen the whole child. We promote hands-on learning experiences that emphasize on total development. Teachers will incorporate learning centers, art/crafts, blocks, books, home living, music, science, writing, puzzles, and Spanish. Daily activities for each age group will include Bible stories and verses.

### **ATTENDANCE**

Parents are required to sign children in and out daily. Sign in/out sheets will be hanging on clipboards outside each classroom. Parents must sign name and the time of drop-off or pick-up along with an emergency contact phone number. This is mandated by the State of Texas for licensing purposes. Please call the office by 9:30 a.m. if your child is going to be out of school and the reason for their absence.

### **ARRIVAL & DISMISSAL**

#### *Arrival*

School doors will unlock at 8:50 a.m. Parents will walk their children to their classrooms. Please do not leave your child unattended at any time while waiting for class to begin. If your child is upset when you drop him/her off, we encourage you to say a quick good-bye and tell the child you will be back later. At this point, our teachers will comfort your child and engage them in morning activities.

#### *Late Arrival*

For security purposes, second set of glass doors leading into the building will be locked at 9:20 a.m. If you are arriving after this time, an intercom is located on the wall next to the doors to call the preschool office . Please remember that late arrivals can be disruptive to the class.

#### *Dismissal*

School will dismiss at 2:00 p.m. Doors will be unlocked at this time. Children will be released only to parents or persons you have designated as "authorized to pick-up" on your enrollment form. If someone else will be picking up your child, you must let the office know so they can be added to the authorized list. Verification of identity is required of any person (other than

parent) picking up the child. A copy of their driver's license will be made and put in your child's file.

### *Parking*

Please do not park in the fire lane or in the handicap space (unless you have a pass). It is against the law and we want to teach our children the importance of following rules. Please be aware that it is a felony to leave children unattended in a vehicle. For your protection and your child's, please do not do this even for a minute.

### **VISITORS/VOLUNTEERS**

Parents are welcome to visit during the day to observe their child. Please check in at the office first. Remember that your child's teacher works hard to teach the children how to behave in their classroom. When you arrive, please enter quietly and take cues from the teacher as to what the children should be doing and where you could sit so there is the least disruption possible. We are always looking for subs to help us out when staff is absent. If you are interested please see the director for more information.

### **PERSONAL BELONGINGS**

Please make sure that all personal items are clearly marked. All children need to bring a complete change of clothing, including shirt, pants, socks, and underclothes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). If a child soils their clothing, they will be changed and the soiled clothing will be sent home for washing. We do go outside during cool weather, so a coat is a necessity during the winter months.

Children often have trouble keeping track of multiple items, so please send a bag or backpack large enough to hold the following items:

- Change of clothes (including undergarments) in case of accidents (potty, illness, spill, etc.)
- Lunch box
- School folder
- Water bottle
- Diapers/Pull-ups
- Favorite blanket, etc. for naptime

Please do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring something (special toys may be lost or broken). It is easier for your child to take turns, which is the groundwork for learning to share, with the play tools we provide. The activities planned by your child's teacher support the overall theme of the day.



## **CLOTHING & TOILETING**

Please dress your child in comfortable clothing, remembering that children will experience messy activities at school. Girls should wear bloomers/shorts under their dresses. Closed toed shoes with backs or straps are highly recommended to prevent trips and falls.

**Children being potty trained:** A child learns to use the toilet when he/she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Children must wear pull-ups until they are accident free at school. Children will not be forced to use the toilet at any time.

## **REST/NAP TIME**

Minimum Standards for licensed child care centers requires children to have a rest/nap time. All students are required to bring a nap mat daily for their personal use. These mats will be sent home weekly and families are asked to laundry them on a regular basis.

## **OUTDOOR PLAYGROUND**

Each class will have a scheduled recess time daily. Students will go outside if weather permits, so please dress your child appropriately ensuring that a light coat or jacket is available as the weather turns colder. If the weather is not suitable for students to play outside, classes will have recess in the gym. For the safety of the children, closed toed shoes with backs or straps are highly recommended for the outdoor playground area.

## **SNACK**

Parents must provide a nutritional snack for their child each day. Please make sure your child's snack **DOES NOT** contain peanuts. Water should be sent with your child daily for snack time in a spill proof cup with their name on it. Please do not send milk or other drinks that may spoil without refrigeration.

If you forget to bring a snack, you may purchase snack pack from the school for \$1.00.

## **LUNCH**

Parents must provide a nutritional lunch for their child each day. All containers and lunch boxes should be labeled with your child's name. We cannot warm food, nor can we refrigerate food. Please do not send sodas or candy. We appreciate your cooperation in peeling fruit, and cutting food so your child is able to eat without assistance. Remember to also send a drink and utensils. Parents will be notified if your classroom has a child with any food allergies. These rooms will be identified with an allergy alert sign outside the door. Please make sure your child's lunch **DOES NOT** contain peanuts.

If you forget to bring a lunch, you may purchase a sack lunch from the school for \$4.00. This lunch consists of a juice box, cheese crackers, applesauce, and raisins.

## **INFANT CARE PROCEDURES**

### *Schedules*

Parents must fill out an Infant Care Instructions form for children who are not ready for table food. This form must be **updated every 30 days until the child is able to eat table food.**

### *Feeding*

- Infants six weeks through six months must be held while feeding.
- Infants six months and older who are unable to sit unassisted in a high chair or other seating equipment must be held while being fed.
- Bottles may not be propped up at any time. A teacher must hold the bottle.
- Bottles and training cups must be labeled with child's first name and initial of last name.
- Children are not allowed to walk around with or sleep with a bottle or training cup.

### *Sleeping*

- Each infant must have a supervised nap period that allows the infant to maintain his/her own pattern of sleeping and waking periods.
- Infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a health-care professional stating that a different sleeping position is allowed or will not harm the infant.

### *Swaddling/ Crib Blankets*

- Infants may not be swaddled and laid down to sleep or rest on any surface at any time.
- Blankets or comfort items are not allowed in the crib.

Because we are not allowed to cover a child while sleeping, parents are asked to dress child accordingly to the temperature indoors/outdoors. Your child will also need a few changes of clothing for accidents (potty, illness, spill, etc.)

Nursing Mothers: you have the right to breastfeed or provide breast milk for your child while in care. We will provide a private room for mothers that wish to come in and breast feed their child.

## **HEALTH & MEDICAL INFORMATION**

### *Immunizations*

A complete, accurate, and up-to-date immunization record along with a health statement (page 3 of Admission Packet) must be provided to Celina Christian Preschool. This must be on file in the office by the first day of school. If not, your child will not be able attend school.

Immunization records must be kept current. If your child is unable to receive an immunization, a written statement from the child's physician must be on file. If your child does not receive immunizations then you will need to file an Exempt Immunization For Reasons of Conscience Certificate. **Please see page 16 for an Immunization Schedule.**

The Department of Family and Protective Services requires that each 4 year old have a hearing and vision screening. We will provide this service for a minimal fee. You may choose to have your child's physician perform this service for you, but we must receive a copy of the actual screening results, not just the words "pass or fail".

Staff are not required to have vaccinations but are encouraged to discuss their risk factors with their private health care provider.

### *Illness*

Your child's health is important to us. For the protection of your child, as well as others, a child should not be brought to Celina Christian Preschool if they are ill. Please keep your child home if any of the following symptoms/conditions exist or have existed in the past 24 hours:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Colds, infectious runny noses, excessive coughing
- Sore throat
- Croup
- Unexplained rashes or skin infections (impetigo, ringworm, etc.)
- Pink eye or matted eyes

If your child becomes ill while in our care, you will be notified to pick up your child immediately. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. **After an illness, children must be free of fever and other symptoms for 24 hours or have been on medication for 24 hour period before returning to our program.**

Please notify the office if a health-care professional has diagnosed a child with a communicable disease, there must be medical documentation to indicate that the child is no longer contagious prior to return. Please let your judgment err on the side of caution, as we

know you would like other parents to be as considerate of your child. We hope these precautions will help Celina Christian Preschool have a healthy environment for all children.

### *Allergies*

If your child has a food allergy that has been diagnosed by a health-care professional, you must have a food allergy emergency plan in your child's file at the school. The food allergy emergency plan must be prepared by your child's health care provider and signed and dated by both the health care provider and the parent. Please contact office for additional required paperwork.

### *Medication*

Christian Preschool staff, except in life threatening situations, will administer NO medications. Parents must complete a authorization to dispense medication form. Please see Director for needed forms or for more information if needed.

### *Sunscreen/Insect Repellent*

Children may require sunscreen or insect repellent for outdoor activities. Parents will need to be responsible for applying these items before your child comes to school. Staff will not be permitted to apply these items for you. Children do not spend more than 30 minutes outside with the exception of special event days.

### *Health Check*

Staff are to visually assess children for any potential signs of illness and injury as they arrive at school. Should there be suspected illness, child's temperature will be checked and should there be an injury, parents will be asked the cause or source of the injury.

## **EMERGENCY SITUATIONS**

Parents will be notified of any emergency situation as soon as possible, keeping children's safety a priority. All emergency numbers and information must be kept current by the parent. Staff will have an evacuation binder with all parent contact information, medical release forms, and student rosters.

**In all emergency situations**, children under 24 months of age or who have limited mobility will be evacuated in wagons, evacuation cribs, or carried by staff. The Director and/or the Administrator will be responsible for contacting licensing and proper authorities. Staff will evacuate children and will take with them their sign in/out clipboard and emergency bag to ensure all children are accounted for. Director, Administrator and Staff will use cell phones to contact parents. Staff will continue care for the children and provide calm/quiet activities until children have been released to authorized person. Staff will verify those picking up children using our regular operating procedures (picture ID and sign in/out sheets).

### *Fire*

In case of a fire, the building will be evacuated. Each classroom has emergency lighting and evacuation map. We will conduct fire drills monthly.

### *Severe Weather*

In case of severe weather, students are moved into a secure area of the building. Evacuation maps are located in each classroom. Severe weather drills (duck and cover) are performed once every three months. Children are instructed to face wall and cover their heads with their arms.

### *Emergency Evacuation*

In the event of an emergency requiring evacuation of our building, we will relocate to Lifeway Church located at 701 East Pecan, Celina, TX 75009. The phone number there is (972) 382-8111. First responsibility of staff is to move children to a designated safe area. Children will be transported in church bus and vehicles of staff. Head count will be taken before leaving the building and upon arrival at Lifeway.

### *Natural Disaster*

In case of a natural disaster, students will be moved into a secure area of the building. Should we have to evacuate the building and be relocated, our emergency relocation site is Lifeway Church, 701 East Pecan, Celina, TX 75009, (972) 382-8111. Children will be transported in church bus and vehicles of staff. Head count will be taken before leaving the building and upon arrival at Lifeway.

### *Lock-Down*

Children are moved to a safe area in the room determined by the teacher. Windows are covered with a curtain if time allows. Children are kept quiet and out of sight. Doors will remain closed until lock-down has been lifted. Lock down drills are performed once every three months.

### *Accident/Illness*

For minor accidents, staff will administer basic first aid. Accident reports will be completed by teachers for all injuries no matter how minor, even if no marks are present since bruises or other complications may appear later. One copy of the accident report will go home and the other will be placed in the student's file. If your child is taken to the doctor or hospital by parents due to an accident at school, you must inform the Director. Celina Christian Preschool must report the incident to the Texas Department of Protective and Regulatory Services.

For more serious injuries, the director will evaluate the degree of injury and notify parents if necessary. Should the situation be deemed critical, the child's parents will be notified immediately after attending to the welfare of the child and calling 911 if appropriate.

**Parent/Guardian are required to complete the Emergency Medical Authorization form located in the Admission Packet.**

Please see Evacuation map on page 19 for specific locations.

## **PREVENTION OF CHILD ABUSE AND NEGLECT**

The State of Texas is a mandatory reporting state with regards to abuse. All personnel working with children are required by law to report all suspected cases of child abuse or neglect. At Celina Christian Preschool, our goal is to provide a safe, nurturing environment for children, and our staff have been trained to recognize the warning signs of abuse. CCP is required to offer one hour of annual training to staff in prevention techniques for and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect. If you have concerns, please contact Health and Human Services Hotline 1-800-252-5400. For a list of physical and behavioral indicators of child abuse, please refer to page 17. You can also find additional information related to child abuse prevention, community organizations and what to do if your child is a victim, go to the Health and Human Services website and search "Child Abuse and Neglect" or you may also contact Hope's Door New Beginnings Center 24 hour hotline at 972-276-0057 for assistance or training.

## **CELEBRATIONS**

### *Birthdays*

If you are planning to bring a special snack for your child's birthday, please inform the teacher a minimum of one week prior so she can make arrangements for snack time. Teachers can also make you aware of any allergies of students in her care. Treats should be commercially purchased and not homemade due to allergies as we cannot verify the ingredients or the preparation facility. Invitations may be passed out at school **only if all** students in the class are invited.

### *Classroom Parties*

Each class will have a class party to observe Thanksgiving, Christmas, Valentine's, and Easter. Parents will be asked to "sign up" to bring items to help celebrate. Treats should be commercially purchased and not homemade due to allergies as we cannot verify the ingredients or the preparation facility. All families are welcome to our class parties. If you are bring other children with you please ensure they are with you at all times and respectful of our building and classroom rules.

## **FIELD TRIPS**

Celina Christian Preschool does not offer offsite activities or field trips.

## **DISCIPLINE**

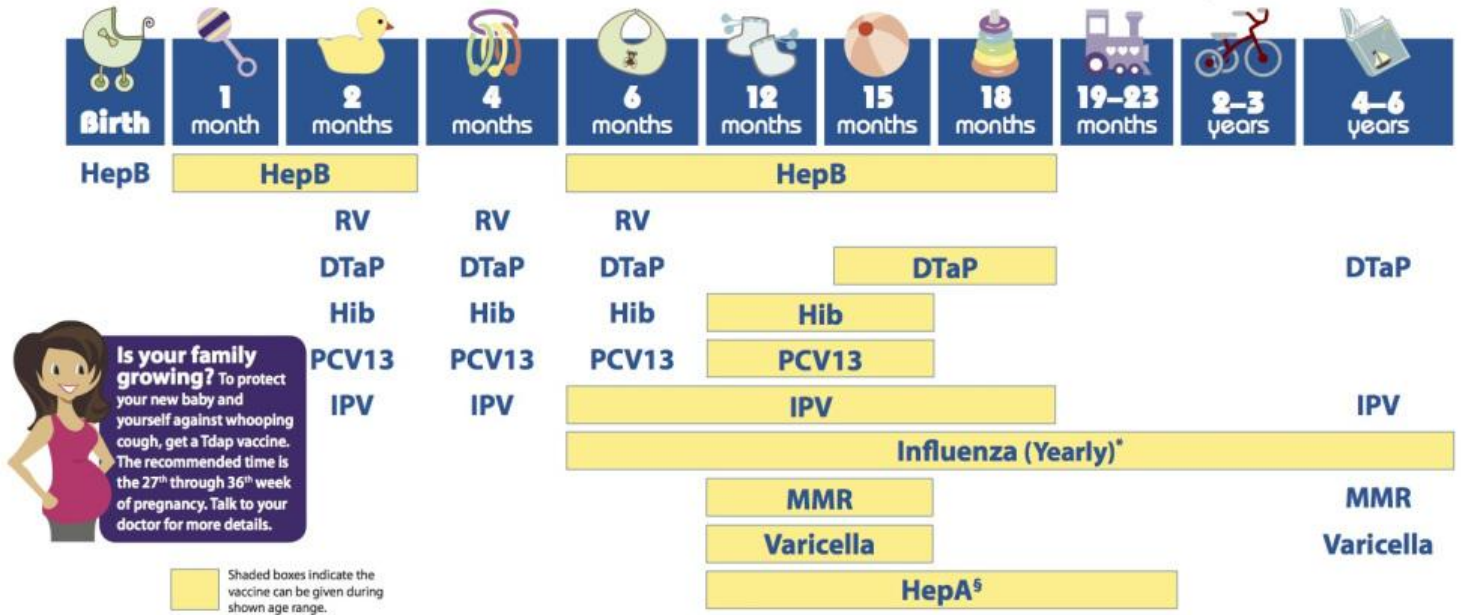
We believe that discipline and guidance should be loving, consistent, and based on understanding individual needs and development. Young children need the experience of interacting with other children on consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings). Any behavior considered inappropriate will first be redirected in a positive manner. If that fails and the behavior continues, further disciplinary actions will be warranted. A "time-out" will be used if a child continues with the repeated inappropriate behavior and chooses to ignore the teacher's directions. A time-out will last, in minutes, no longer than the child's age (i.e. a 3-year old will be in time-out for three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Due to the fact that we are a licensed program, corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on the premises. **Please refer to page 18 for a complete discipline and guidance policy.** Celina Christian Preschool reserves the right to dismiss a child for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

## **ANIMALS**

Parents must be notified in writing 24 hours prior to any animal visiting the classroom. Parents may prohibit child from having contact with any animal. All animals must have documentation of up-to-date vaccinations as required by Texas Health & Safety Code. A statement of health from a veterinarian is required for all other animals (guinea pigs, mice, hamsters). Prohibited from CCP: chickens, ducks, reptiles, amphibians- per state guidelines.

**If at any time you have a question or concern about CCP's Parent Hand book, please feel free to stop by the office or make an appointment with the Director.**

## 2018 Recommended Immunizations for Children from Birth Through 6 Years Old



**Is your family growing?** To protect your new baby and yourself against whooping cough, get a Tdap vaccine. The recommended time is the 27<sup>th</sup> through 36<sup>th</sup> week of pregnancy. Talk to your doctor for more details.

**NOTE:**  
If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

**FOOTNOTES:**

- \* Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.
- <sup>5</sup> Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.

*If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.*

SEE BACK PAGE FOR MORE INFORMATION ON VACCINE-PREVENTABLE DISEASES AND THE VACCINES THAT PREVENT THEM.

For more information, call toll free  
**1-800-CDC-INFO** (1-800-232-4636)  
or visit  
[www.cdc.gov/vaccines/parents](http://www.cdc.gov/vaccines/parents)



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



American Academy of Pediatrics  
DEDICATED TO THE HEALTH OF ALL CHILDREN<sup>®</sup>



## PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE

PHYSICAL INDICATORS		BEHAVIORAL INDICATORS
<b>PHYSICAL ABUSE</b>	<p>Unexplained Bruises &amp; Welts:</p> <ul style="list-style-type: none"> <li>-on face, lips, mouth</li> <li>-on torso, back, buttocks, thighs</li> <li>-in various stages of healing</li> <li>-reflecting shape of article used to inflict injury (extension cord, belt buckle, etc.)</li> <li>-on several different surface areas</li> <li>-regularly appear after absence, weekend or vacation</li> </ul> <p>Unexplained Burns:</p> <ul style="list-style-type: none"> <li>-cigar, cigarette burns, especially on soles, palms, back, or buttocks</li> <li>-immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia)</li> <li>-patterned like electric burner, iron, etc.</li> <li>-rope burns on arms, legs, neck, or torso</li> </ul> <p>Unexplained Lacerations or Abrasions:</p> <ul style="list-style-type: none"> <li>-to mouth, lips, gums, eyes-to external genitalia</li> </ul>	<ul style="list-style-type: none"> <li>-Wary of adult contacts</li> <li>-Apprehensive when other children cry</li> <li>-Behavioral extremes:                             <ul style="list-style-type: none"> <li>-aggressiveness or withdraw</li> </ul> </li> <li>-Frightened of parents</li> <li>-Afraid to go home</li> <li>-Reports injury by parents</li> </ul>
<b>PHYSICAL NEGLECT</b>	<ul style="list-style-type: none"> <li>-Consistent hunger, poor hygiene, inappropriate dress</li> <li>-Consistent lack of supervision, especially in dangerous activities</li> <li>-Unattended physical problems or medical problems</li> <li>-Abandonment</li> </ul>	<ul style="list-style-type: none"> <li>-Begging, stealing food</li> <li>-Extended stays at school (early arrival and late departure)</li> <li>-Constant fatigue, listlessness or falling asleep in class</li> <li>-Alcohol or drug abuse</li> <li>-Delinquency (e.g. thefts)</li> <li>-States there is no caretaker</li> </ul>
<b>SEXUAL ABUSE</b>	<ul style="list-style-type: none"> <li>-Difficulty in walking/sitting</li> <li>-Torn, shredded or bloody underclothing</li> <li>-Bruises or bleeding in external genitalia, vaginal or anal areas</li> <li>-Venereal Diseases, especially in pre-teens</li> <li>-Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>-Unwilling to change for gym or participate in physical ed. class</li> <li>-Withdrawal, fantasy or infantile behavior</li> <li>-Bizarre, sophisticated, or unusual sexual behavior or knowledge</li> <li>-Poor peer relationships</li> <li>-Delinquency or runaway</li> <li>-Reports sexual assault by caretaker</li> </ul>
<b>EMOTIONAL MALTREATMENT</b>	<ul style="list-style-type: none"> <li>-Speech disorders</li> <li>-Lags in physical development</li> <li>-Failure to thrive</li> </ul>	<ul style="list-style-type: none"> <li>-Habit disorders (sucking, biting, rocking, etc)</li> <li>-Conduct disorders (antisocial, destructive, etc.)</li> <li>-Neurotic traits (sleep disorder, inhibition of play)</li> <li>-Psychoneurotic reactions (hysteria, obsession, compulsion, phobias)</li> <li>-Behavioral extremes: compliant, passive, aggressive, demanding</li> <li>-Overly adaptive behavior: inappropriately adult or infant</li> <li>-Developmental lags (mental, emotional)</li> <li>-Attempted suicide</li> </ul>

## Discipline and Guidance Policy

Discipline must 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.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the whole 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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, and toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for child's age.

Continual violent or disruptive behavior will result in immediate removal from the program for the day. Continuation of physical violence to children, teachers or property, or continual classroom disruptions may be considered grounds for permanent dismissal from the program. The director has the right to determine if a student may remain in the program at any given time. Students that places the program, classroom, teachers, or facility in an unsafe situation may be removed immediately from the program.

# First Floor New Building



In the event of an evacuation, we will relocate to  
 Lifeway Church located at:  
 701 East Pecan Street  
 Celina, Tx 75009  
 972-382-8111

## Parent Handbook Agreement

I hereby acknowledge that I have read the Parent Handbook on-line at [celinapreschool.org](http://celinapreschool.org) and I am responsible for being familiar with its contents. By signing, I agree with the policies and procedures therein.

Name(s) of Student(s): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_