



UPUMC
Weekday School
2011/2012 Parent Handbook

MISSION STATEMENT

The Weekday School Mission

The purpose of the Weekday School of University Park United Methodist Church is to build a strong, Christian foundation of love and learning in every child through nurturing and challenging them appropriately in all developmental areas.

The UPUMC Weekday School adheres to the philosophy that children are naturally curious about their environment(s) and active participants in the learning process. Our learning environments offer a place where this natural curiosity can develop into a practical, on-going knowledge base for the child. The UPUMC Weekday School also adheres to developmentally appropriate practices. It is our belief that within the context of developmentally appropriate practice, the child's educational growth is maximized.

Our educational philosophy also extends to the parents and families that we serve. The UPUMC Weekday School believes that parents are the child's first teacher. As such, our program works to establish open communication about the individual, developmental needs of the children we serve. We work together as parents and teachers to meet each child where they are and help them grow. Parents are invited to talk with teachers and administrators at any time.

The Weekday School Core Values

We believe in and are committed to:

- Sharing spiritual life lessons
- Offering developmentally appropriate curriculum
- Providing a caring, safe, nurturing environment designed for children
- Advocating for and supporting children and families of the school
- Fostering the sense of community developed throughout our history

The Weekday School Vision

We seek to create enthusiastic children who experience and exemplify God's love. These children will gain leadership skills and sharing spirits through a cultivated zest for learning, allowing them to become the most of who God created them to be.

Our Board and Administrative leadership is clear, strategic, relevant and sustainable, empowered by a strong relationship between our church and school, modeling Christ and glorifying God. We make sound decisions aligned with our mission and strategies to ensure we regularly achieve well-defined goals.

Our Weekday School program uses teaching methods that engage children creatively and experientially in hands-on exploration of developmentally appropriate concepts. Children are provided opportunities to learn through interaction with peers and teachers in a variety of settings. Our curriculum is developed and taught by experienced, dedicated teachers.

The Weekday School environment is planned to inspire creativity with bright, happy spaces for curious children to learn and play. It is a safe school with activities and tools that stimulate the whole child and respect God's creation.

Admissions

The admission process includes:

- A tour of the school
- Parent Handbook
- Completion of online registration or waitlist card

Once accepted, you will receive a registration packet that includes:

- An *Admission Information* form (including **Immunization record** and **signed statement of health by health care professional**)
- An *emergency card*
- A *tuition payment schedule*

Completed registration packets and first payment are due at the time of registration. Failure to do so may result losing the enrolled spot. A child must obtain a report on their current physical examination within 30 days of admission. Papers are included in the registration packet and must be filled out, signed by your doctor, and returned to the UPUMC Weekday School within 30 days. No child will be enrolled without an immunization statement. Currently enrolled children with health statements already on file must update their file annually at the time of their well-child visit.

The school does not discriminate and admits children of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities available to children at the school. Waitlist and registration for the fall occur in January. The school year runs September through May. Registration dates and times for other programs offered by UPUMC Weekday School vary and are listed on the school calendar.

Registration

Classes are provided for children who are six months through six years. These groups include:

Infant (6 – 14 months by September 1st)

Tuesday – 9:00-2:00

Thursday – 9:00-2:00

Friday – 9:00-2:00

Toddler I (15-22 months by September 1st)

Monday/Wednesday – Monday 9:00-12:00/Wednesday 9:00-2:00

Tuesday/Thursday – 9:00-2:00 both days

Friday – 9:00-2:00

Toddler II (23-30 months by September 1st)

Monday/Wednesday – Monday 9:00-12:00/Wednesday 9:00-2:00

Tuesday/Thursday – 9:00-2:00 both days

Friday – 9:00-2:00

Toddler 2.5 (2 years by or on March 1st)

Monday/Wednesday/Friday – Monday 9:00-12:00/Wednesday & Friday 9:00-2:00

Tuesday/Thursday – 9:00-2:00

3 year olds (3 years by September 1st)

Monday/Wednesday/Friday – Monday 9:00-12:00/Wednesday & Friday 9:00-2:00
Tuesday/Thursday – 9:00-2:00

4 year olds (4 years by September 1st)

Monday/Wednesday/Friday – Monday 9:00-12:00/Wednesday & Friday 9:00-2:00
Monday through Friday – Monday 9:00-12:00/Tuesday through Friday 9:00-2:00

Kindergarten

Monday through Friday – Monday 9:00-12:00/Tuesday through Friday 9:00-2:00

The Weekday School is a ministry of the University Park United Methodist Church (UPUMC). Therefore, members of UPUMC are allowed certain priority for enrollment in the Weekday School and other Weekday School sponsored events. One or both parents of the enrolling student must be a current member of UPUMC for at least six consecutive months prior to the date registration occurs in order to qualify for this priority.

Registration will occur in the following order:

1. UPUMC members currently enrolled
2. Currently enrolled students and Weekday School staff children not currently enrolled
3. UPUMC members not currently enrolled
4. Non-enrolled siblings of currently enrolled students
5. Children of non-church members

The Director has discretion to consider all issues of registration priority on a case by case basis.

Age Placement

Children will be placed in classes according to their age, based on the age requirement of public schools in the State of Texas. Currently, this is September 1 of the current school year. Exceptions to this rule will be decided through joint conferences with parents, the child's classroom teacher, and the Director. Criteria for such a decision should include a developmental assessment at the parents' or guardians' expense, as well as classroom observation by the teacher and the Director. Care should be taken to make a thoughtful decision based on objective data along with developmental information such as social, emotional, and physical maturity. We encourage children to proceed in the usual order of succession unless unusual circumstances indicate otherwise. The decision for placement will be made with consideration of current developmental progress and should be reevaluated near the end of each school year.

Class Placement

Class placement is determined carefully and prayerfully by the Weekday School Director and a committee of teachers. Determining factors include learning style needs or social opportunities keeping a balance of boys and girls, recommendations from teachers,

Attendance

1. Timely arrival is important to the child and to the class. Please have your child in class by 9:10.
2. When children are brought to the school, they must be escorted by an adult to their classroom and left in the presence of the teacher.

3. Children should arrive no earlier than five minutes before the scheduled operating time which would be no earlier than 8:55 a. m. If a child arrives after 9:10, the parent should sign-in at the school office.
4. If a child needs to leave in the middle of the day, please sign-out in the school office.
5. Children should be picked up by the stated closing time or pay a late fee of \$1 per minute. Each family is given a grace period of 10 minutes before the late fee is enforced.
6. If your child is going to be absent, please call the office, (214) 361-4626, before the beginning of class.
7. On icy or snowy days, the Weekday School follows the same schedule as HPISD, with few exceptions. In the event of a delayed opening at HPISD, the Weekday School will NOT have school.
8. In the event of a school closing, you will be notified through the call chain. The chain will be activated by the classroom teacher to the room parent. They will make phone calls to the families in that class, informing each family of the closing.
9. Please call 214-361-4626 to hear a message concerning plans for the day or go to www.upumc.com by 7:30 am. Closings due to inclement weather will follow the decision made by Highland Park Independent School District, but is left to the discretion of the Director. If HPISD has delayed opening, WDS will open 30 minutes after HPISD. No refunds will be given if WDS is closed due to unavoidable circumstances such as bad weather or any other circumstances beyond our control. Should school need to be closed due to an early morning electrical outage, which would keep the school from opening, the staff will remain in the building until 9:30. Parents may wait in their cars until determination to close school is made at that time. Days missed due to closings will not be made up at a later date.

Release of Child

Children will be released only to parents or a person designated by the parent's written consent. A driver's license or ID will be checked for anyone picking up children other than a parent.

Curriculum

1. The UPUMC Weekday School uses a thematic approach as the basis of its curriculum. The thematic approach is a method of organizing learning materials and activities. The approach supports two key teaching components: 1) information and 2) skill opportunity. Information is comprised of the details about the theme that the teacher shares with the children. A skill opportunity is any activity provided to the children that helps them reach specific developmental goals.

The Kindergarten program incorporates a multisensory, structured language approach within the context of the thematic learning. This Slingerland approach starts with the smallest unit of sight, sound, and feel – a single letter. Expanding upon that single unit, students are taught through an approach that strengthens inter-sensory associations and enables the strong channel of learning to reinforce the weak. It is thorough and integrated, providing a complete language learning experience.

2. Activities include music and movement, stories, block building, dramatic play, puzzle making, manipulatives, drama, water and sand play, language and literacy activities, science, math, and Bible themes/stories. Additionally, activities include a mid-morning snack, playground time, , small and large muscle activities, and field trips. Preschool and Kindergarten *Specials* include Spanish, Music, Physical Education, and Chapel.

3. Special activities on the calendar feature: Dad's Night, special parties, Christmas Family Chapel, Spring Open House, Spring Olympics, and End of School Picnics.
4. The Three Year Old, Four Year Old and Kindergarten programs attend chapel once a week. All students have Bible stories and themes built into their classroom curriculum.

Assessment

Assessment is the process of tracking the developmental progress of your child. At the UPUMC Weekday School, we use a variety of instruments and methods to gain insight into your child's social/emotional, cognitive, language and physical development. Our assessment process also addresses areas of self-help and classroom functioning.

The assessment instruments used at our school are both formal and informal in nature. Formal assessment tools are norm-referenced or standardized. In our Kindergarten classrooms, the formal assessment tools used are the Slingerland Pre-Reading Screening and the TPRI (Texas Primary Reading Inventory). These tools assess various reading readiness skills for each student and spotlight the strengths and weaknesses in the student's learning experiences.

Informal assessment tools are staff generated and paced for use in the classroom. Work samples, classroom observations, and developmental checklists (Infant/Toddler Programs) or progress reports (3/4 Year Old Programs & K Program) are the informal assessment tools used in our classrooms. These tools are aligned to our curriculum, which is based on the thematic approach, and completed two times each school year (fall and spring).

The program utilizes data collected through the assessment process in two ways. First the teachers incorporate it into the development of their lesson plan. Second, the program uses the assessment information to evaluate curriculum and education activities currently in use. The classroom teacher determines the interpretation of the assessment data. Assessments are on going and paced for use in the classroom learning environment.

Your child's confidentiality is maintained throughout the assessment process. Only a child's classroom teacher(s), the program director, the assistant director, you and your spouse have access to the child's assessment information. All assessment data are collected and maintained in the child's portfolio folder, which remains in the classroom. If there is a need for outside specialists to review the assessment data your permission must be obtained prior to sharing this information.

Water Activities

Parents will be notified in advance of all water play activities scheduled for a class that their child or children are enrolled. A consent form is included in the enrollment form. Please note: Precautions are taken to ensure that communal water play does not spread infectious disease. Children with sores on their hands or feet are not permitted to participate in water activities.

Weather and Outside Play:

As part of our daily activities, state standards require us to go outside daily. For children who are in good health and properly dressed, going outside provides an alternative learning environment for stimulating thoughts, ideas, and social interaction. If you do not

feel your child is well enough to participate in the classes' daily activities that includes outside time, please have your child stay at home. We ask that you send your child with appropriate outerwear, including protective shoes. In the event of inclement weather, excessively hot weather, or poor air quality the teachers, under the Director's guidance, will use their discretion on the amount of time outside and may choose to keep the children inside. It is helpful to send your child to school with sunscreen already applied. Staff may only apply sunscreen with your written consent.

Transportation/Field Trips

The UPUMC Weekday School does not offer transportation services except for limited field trips offered during the school year. Field trips are scheduled as part of the school's curriculum for the 4s and Kindergarten classes only. Parents will be notified at least 48 hours in advance of field trip locations, times, and dates. Field trip information will be visibly posted until children have returned from the excursion. To ensure the safety of all children, we comply with the following requirements:

1. Signed permission slips from a parent or guardian (included on enrollment form);
2. Emergency medical consent forms and emergency contact information for each class is carried at all times by each child's teacher;
3. A list of children's names in the class are carried by each teacher and checked frequently to account for all of the children during the excursion;
4. A fire extinguisher approved by the local or state fire marshal is carried in each car transporting children;
5. A first aid kit in each car transporting children;
6. Each child is given an individual name tag that lists the school's name and telephone number;
7. All drivers must have a copy of their driver's license and current insurance on file in the school office.
8. Each driver and teacher carries a cell phone to be used in case of an emergency and has a current driver's license; and
9. Each teacher is CPR/First Aid certified.

Safety Seat System Requirements

All children younger than or at least 5 years of age and less than 36 inches tall are required by law to be in a child safety seat system. ("Child safety seat system" includes car seats and booster seats, including high-back and backless boosters.)

Parents need to remember the law sets forth minimum safety standards. In fact, experts recommend that most children need to continue in booster seats until they reach around 4 feet, 9 inches.

- Once a child reaches five years old, they are not legally required to be in a child safety seat system.
- If a child is 36 inches or taller, again, they are not legally required to be in a child safety seat system.
- However, if a child is both less than five years old and less than 36 inches in height, they are legally required to be in a car seat or booster seat.

The law also requires that safety seats be used according to the manufacturer's instructions, including height and weight guidelines.

Birthdays and Holiday Parties:

Holiday parties are arranged by each individual class and organized by the room parent. Parents and family members can sign up for holiday party needs at the beginning of the year with the child's room parent during the Parent Coffee in August.

Classrooms celebrate each child's birthday. If you plan to celebrate your child's birthday with his/her class please plan ahead with your child's teacher. If you would like to bring in a special snack, we encourage you to plan a simple and nutritious snack to share with his/her classmates. Please notify your child's teacher ahead of time about any food allergies. **WE ASK YOU NOT TO BRING PARTY FAVORS, CANDY, BALLOONS, etc.** Birthday party invitations may NOT be distributed at school.

Meal Service Practices

The UPUMC Weekday School does not provide meals but does provide one snack for the classes. Our goal is to provide nutritious snacks and include at least one of the following, which can be included in the child's daily food needs:

1. One serving from the fruit or vegetable group;
2. One serving from the milk group;
3. One serving from the grain group; or
4. One serving from the meat or meat alternative group.

Children must bring lunch from home. No refrigeration is provided, so food should be sent that will not be damaged at room temperature or is kept cold with an ice pack. Food cannot be heated. For children with food allergies or special nutritional considerations, please call the school office for assistance. Texas licensing standards requires that child have water with their meals at school. Please send water rather than juice or milk.

Nursing Mothers

The WDS supports breastfeeding by complying with the following procedures:

- 1) WDS accepts, stores, and serves expressed breast milk for feedings.
- 2) WDS only accepts breast milk in ready-to-feed sanitary containers.
- 3) Breast milk is labeled with the infant's name and date and is stored in a refrigerator for no longer than 24 hours.
- 4) WDS will gently mix, not shake, the breast milk before feeding to preserve special infection-fighting and nutritional components in breast milk.
- 5) WDS staff will work to coordinate feedings with nursing mothers.
- 6) Nursing mothers may utilize the Bride's Room, located on the ground floor of the church for their nursing needs. When the new infant/toddler wing is open, a nursing room will be available in that hallway.

Health Policies and Immunization Requirements

Each child enrolled in the UPUMC Weekday School must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth to 17 years of age. All required immunizations for your child's

age must be completed by the date of admission. *The recommended childhood and Adolescent Immunization Schedule is found at www.dshs.state.tx.us/immunize.*

When to Keep Your Child At Home

Because UPUMC Weekday School is concerned about the well being of all children in our care, it is important that everyone take precautions to prevent the spread of contagious illnesses. Please DO NOT send your child to school if you feel that your child is too ill to play outside or to participate in normal activities. We do not have adequate staff for supervising children who are unable to play outside.

Certain symptoms in children may suggest a communicable disease. Children who have had the following symptoms within 24 hours should be kept home:

- FEVER — Oral temperature of 101 degrees or higher, within 24 hours
- RESPIRATORY SYMPTOMS — Difficult or rapid breathing or severe coughing...child makes high pitched croupy or whooping sound after they cough...child is unable to lie comfortably due to continuous cough.
- DIARRHEA — An increased number of abnormally loose stools in the previous 24 hours.
- VOMITING — Two or more episodes of vomiting within the previous 24 hours.
- EYE/NOSE DRAINAGE — Thick mucus or pus is draining from eyes or nose.
- PINKEYE — Child can return 24 hours after the treatment has begun and there is an absence of drainage.
- SORE THROAT — When fever or swollen glands in the neck are present, your child needs to remain home.
- STREP THROAT — Child can return 24 hours after treatment has begun.
- SKIN PROBLEMS — RASH — skin rashes, undiagnosed or contagious
INFECTED SORES — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages
PERSISTENT ITCHING or scratching of body or scalp.
- CHICKEN POX — Each sore must be crusted over and no fever present before child can return to class.
- APPEARANCE, Behavior, unusual color — Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken...yellow eyes or skin, gray or white stools, dark or tea colored urine. These symptoms can be found in hepatitis and should be evaluated by a physician.
- LICE — Child can attend after treatment and when all nits have been removed. Please bring your child to the school office for permission to return to class.
- RINGWORM, SCABIES — Child can attend once treatment has begun.

If a child becomes ill at the school, we will remove the child to a quiet, supervised area in the office. Staff will seek to notify the parents first. If they are unavailable, we will contact whoever is indicated on the parent contact list. When you are called and told your child is ill, we require you to make arrangements to pick them up immediately. If you know this is a problem, please make sure your next two emergency contacts will be available to pick up your child.

Let the school office know within 24 hours if your child has a communicable or childhood disease such as measles, chicken pox, mumps, strep throat, scarlet fever, head lice, scabies, impetigo, pinkeye, or ringworm so we can alert the other parents to be on the lookout for possible symptoms in their children. Parents or guardians will be notified immediately if their child has been exposed to an infectious or communicable disease and of what symptoms to be aware. The school reserves the right to determine when a child, who has been ill, can return to school. *Confidentiality is important to us. At no time will the health, behavior, or progress of a child be discussed with any person other than the child's parents or guardians.*

Treatment and Medications

The UPUMC Weekday School secures the assistance of local health professionals on a consultant basis to develop our policies and procedures. School office staff and teachers have passed current CPR and standard first aid courses and will administer to cuts, scratches, bruises, etc. with first aid kit materials and supplies.

Medicine administered to children at the Weekday School requires the following:

- Parents/guardians must give written permission for staff to administer prescription or over the counter medication;
- Medication must be labeled with the child's first and last names,
- Medication must include the following information: 1) the date that either the prescription was filled or the recommendation was obtained from the child's health care provider to begin the medication, 2) the expiration date of the medication or the period of use of the medication, 3) the manufacturer's instructions or the original prescription label that details the name and strength of the medication;
- Medication is kept in the UPUMC WDS Office in a locked closet.

Please note, sunscreen, sun block and insect repellent are not administered by our teachers and staff. Please administer these items, if needed, prior to sending your child to school.

Emergency Care for your Child

If your child should become seriously injured you will be notified immediately. By signing the emergency information form you have granted permission for the staff to take whatever steps may be necessary to obtain emergency medical and dental care if warranted.

If the UPUMC Weekday School cannot contact a parent/guardian, we will do any or all of the following. Expenses incurred will be borne by the child's family:

- 911 will be called.
- Give the child first aid or CPR if needed.

- The child will be accompanied by a UPUMC WDS staff to an emergency room at Presbyterian Hospital, located at 8200 Walnut Hill Lane, Dallas, Texas 75231 (214)345-6789

If the emergency is such that a child's life is determined to be in danger, 911 will be contacted first before attempting to contact a parent/guardian.

Food Allergy Recommendations and Guidelines

1. The WDS will provide snacks that are "safe" for classes that have children with known food allergies.
2. Children with Epinephrine injectors and/or Benadryl are required to have an *Emergency Health Care Plan* on file in the WDS office. Medicine is stored in a zip lock bag with specific instructions in WDS office.
3. WDS protects children with food allergies from contact with the problem food to the best of its ability. However, WDS is not a peanut free school. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the classroom so it is a visual reminder to all those who interact with the child during the program day.
4. Parents of all severe food allergy children are also encouraged to write a letter to the other parents with children in their child's class concerning their child's allergy. This letter will be kept in the student's file in the office.

Hearing/Vision Screening

The Special Senses and Communications Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for first-time enrollees who are four years of age or older. All children enrolled in programs who are four years of age by September 1st of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.

A licensed or certified screener or health professional is required to conduct all hearing/vision screenings. Additional information may be accessed on the Internet at: www.tdh.state.tx.us/vhs.

The UPUMC Weekday School schedules speech and language screenings at the beginning of each school year and files a copy of each individual screening, along with a signed and dated statement from each child's parent verifying their child's name, address, and telephone number.

Rest Periods

For infants and toddlers, a quiet rest time is scheduled daily between the hours of 12:30 - 2 p.m. Although children are not required to sleep, everyone is required to lie down and rest quietly. A child may read or play at various quiet activities offered. If you would prefer for your child to nap at home, please pick him/her up by 12:05. If a child is

continually having problems during the rest time, a parent or guardian may be contacted for further discussion and possible solutions.

Personal Belongings and Dress

Each child should have a complete change of clothing to keep in the cubby or locker in case of accidents. Items should include shirt, pants, socks, underwear and disposable diapers when needed. Each season presents its own challenge for parents and teachers regarding clothing. We encourage you to label removable clothing (sweaters, coats, mittens etc.) as well as lunch boxes, school bags, diaper bags, and especially those items which can easily be misplaced or forgotten.

Children should be dressed to play when coming to school. Dress your child in clothing that is durable and comfortable. Since we go outside whenever possible, dress children accordingly. Select shoes that give support and allow freedom of movement. Sandals and flip flops are not recommended for school. Only sneakers may be worn on the gym floor.

On days when inclement weather keeps us indoors, the children will play in indoor locations such as the gymnasium or Fellowship Hall.

Children will participate in "messy" activities, such as painting. Although we do take precautions to prevent clothes from getting damaged, accidents do happen. We recommend clothing that will not present a problem to you or your child. The UPUMC Weekday School is not responsible for stained or ruined clothing.

Our classrooms and playgrounds are equipped with adequate, age-appropriate toys. Please do not allow your child to bring personal toys or possessions to school. We cannot accept responsibility for lost or broken personal items. The only exception to the rule is in the case of comfort toys, such as, bears or blankets. Please be sure these are clearly marked with your child's name.

Blankets

For children in our infant/toddler classes, please provide a blanket and one special "lovey" item from home for rest time if your child needs one. The UPUMC Weekday School does not provide these items.

Other Required Items

The UPUMC Weekday School does **not** provide the following items: formula, disposable diapers, and diaper rash ointments. If your child needs any of these items, please bring them from home labeled with your child's name.

Fees

Note: Payment schedules may be picked up from the school office.

1. Tuition and fees will be based on the age of the child and the number of days enrolled.
2. Additional fees for late payments, late pick-ups, and returned checks will be charged. A child's placement may be jeopardized, if payment is not received by the specified deadline.

3. If a child is not picked-up by closing time, a late fee of \$1 per minute will be charged. Each family is given a grace period of 10 minutes before the late fee is enforced.
4. Make all checks payable to: UPUMC Weekday School, 4024 Caruth Blvd. Dallas, Texas 75225.
5. UPUMC Weekday School's Refund Policy:
Applications for a tuition refund must be in writing and postmarked by March 31. It will be reviewed by the Director and the Finance Committee before being submitted to the WDS Board for final approval. The registration and supply fee will not be refunded. If we can meet capacity for that age group by the first day of school a fee of 30% will be deducted from the total tuition paid and the balance will be refunded. A "best effort" will be made to fill the age group. There will be no refund of tuition if the age group is not filled. Should you choose to withdraw your child from the school after March 31 for any reason or your request is not post marked by the above mentioned date, you will not be eligible for a refund. Should a student be asked to leave by the director, a refund will be pro-rated based on how long the child attended. There are no refunds for Summer Fun and enrichment classes. Fees: \$50 late fee if payment in full is not received by August 1st. An additional \$100 late fee and possible loss of your child's placement will apply if full payment is not received by August 10th. \$30 charge for all returned checks.

Scholarship

Scholarship funds are available. Please contact our business administrator for the application if you want to be considered. Fill out the tuition assistance form. Tuition assistance does not impact admissions decisions. Tuition assistance does not impact admissions decisions. The deadline for requests is April 1.

Parent Notifications

The main method for communicating with parents is via email. Please make sure the school has your correct information. Occasionally, memos will be sent home in your child's book bag or back pack. All families will be notified in writing of any changes made to the UPUMC Weekday School operational policies and admissions agreement. At least one copy of the updated operational policies must be signed and dated for each family, returned to the school and kept in your child's student record. UPUMC Weekday School's Licensing inspection report as well as any other required postings are located in the WDS office.

Parent Participation

There are many opportunities for parents to participate at the UPUMC Weekday School. We have a very active Parents' Association that we encourage you to join and special opportunities in your child's class that you can explore further with your child's teacher. You may contact our Parents' Association President, Gina Collins, at collinsgina@comcast.net.

The purpose of the Parents' Association is to give every family enrolled an opportunity to get involved with developing a sense of community among educators, children, and their parents. The Parent Association's Committee Chair list is located for your convenience in the school directory.

Families in Need

If you know of a situation in which a family is in need or would like to share a joy, such as a new baby, please contact the Parents' Association Sunshine Committee Chair listed in your school directory each year and the Weekday School Director at (214) 361-4626. We would like to communicate our love and concern. Thank you!

Hours of Operation

Parents are free to visit or observe the school any time during school operating hours without prior approval. All visitors must sign in at the office. School hours are 9 a.m. - 2 p.m., Tuesday-Friday and 9 a.m. - noon each Monday. School Office hours are 8 a.m. - 3 p.m., Monday-Friday. If there is any way we can be of assistance to you, please call or come by.

Parent Conferences

Communication is an important part of life of the Weekday School. If you need to talk with your child's teacher, please arrange for a mutually convenient time to talk by phone or in person. The Director and Assistant Director are always available to assist. Scheduled conferences between parents and teachers of children enrolled in the 3s, 4s and Kindergarten classes occur twice (fall & spring) during the school year. You may refer to the school calendar for specific dates.

School Bags

New students will receive a school bag at the beginning of the year. Notes, newsletters, and artwork are sent home in your child's school bag. This is a very important method of communicating and teaching your child to be responsible by bringing the school bag to school each day.

Animals on the Premises

No animals are to be on the premises without prior arrangement with the classroom teacher and the Director. (This means you may not bring your dog into the playground or building without prior arrangements.) Sometimes animals will be on the premises. We need to know if your child is allergic to animals. Each child's registration packet requires a parent or guardian's signature for this purpose. Any time an animal is on premise this information will be posted.

Biting

Biting another person is not abnormal for a young child. As a child grows older and more verbal, the behavior usually stops. It is not the fault of the parent, but it is nevertheless unacceptable behavior in a classroom setting. In our school, we are working to help children learn to communicate in constructive ways. Biting other people will not be tolerated. When a child bites the first time, we will talk with him/her about it, use redirection, and inform the parents or guardians of the situation. The second time, the parent or guardian will be asked to come and pick up their child at the time of the incident. Hopefully, having to leave school or the group will be a good deterrent to eliminate the behavior. If biting continues to be a problem, then a plan will be made between the parent or guardian and the Director.

Toilet Training

Being toilet trained is an important stage in a child's developmental process. Children enrolled in our 3 year old program are required to be potty trained. Accidents do happen

and we believe it is important to work with you through the process of positive toilet training. We ask that you send a change of clothes to school with your child, marked with their name, so that we can handle accidents. To ensure this is a positive experience it is the policy of the school that when a child has an accident, they will be changed by the caregiver. After three accidents we will reevaluate the child's placement and work on a plan with the Director for how to go forward.

Discipline and Guidance

- Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) 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 at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out 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.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance 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; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Challenging Behaviors

For children with challenging behaviors, the teachers/staff implement the following:

1. Identify events, activities, interactions, and/or other environmental factors that predict the challenging behavior.
2. Track these behaviors through observations and anecdotal records.
3. By using the above techniques, the teachers formulate ideas that may contribute to the child's challenging behavior.
4. With this information, teachers and parents work as a team to implement an individualized plan that supports the child's inclusion in classroom activities and overall success.
5. If needed, outside resources may be called upon to assist. Parents would be asked to find this resource.

Dismissal

If the Weekday School programs cannot adequately meet the needs of the child, or if stated policies are abused, the child may be dismissed from the program. The Weekday School Director has sole discretion to dismiss any child from the Weekday School program.

Solicitation through the Weekday School

Solicitation through the Weekday School requires prior approval by the Weekday School Board. Written requests for consideration should be given to the Weekday School Director who will share the request and the next Board of Directors' meeting.

Questions and/or Concerns

If you have questions or concerns, please call the Weekday School Director and discuss your situation. Communication through listening and talking is extremely important. We are taking this journey together and want to collaborate with you.

If your questions or concerns are not satisfactorily resolved after meeting with the Director, please feel free to contact the Weekday School Board Chair for a scheduled appointment.

Texas Child Care Licensing Contact Information

Parents may contact the local Child Care Licensing office located at: 8700 Stemmons, Suite 104, Dallas, Texas 75247, by calling (214) 951-7902. The Child Care Licensing website is: http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care

To report abuse, neglect, or exploitation please call the Texas Department of Family and Protective Services, 24 hours a day, 7 days a week, toll-free hotline at 1-800-252-5400 or file an on-line report at the TDFPS website, <https://www.txabusehotline.org>.