



Klein Weekday Ministries

5920 FM 2920 • Spring, TX 77388
www.kleinumc.org

Contact: Alli Dodge, Director
281-353-0494
alli@kleinumc.org

Parent Handbook 2024-2025

Klein Weekday Ministries for Children is an early childhood program designed to provide children an opportunity to grow spiritually, socially, emotionally, physically, and intellectually. It is our goal to provide a creative and stimulating environment that is loving and safe, and that encourages a positive attitude towards learning, promotes confidence and self-esteem, and motivates children to achieve their greatest potential. This is achieved by providing an enriching, hands-on and multisensory curriculum that places importance on the child's readiness to learn new things within the context of a nurturing classroom with loving teachers. Additionally, all children have the opportunity to attend Motor & Music, S.T.E.A.M. and chapel once each week.

Klein Weekday Ministries for Children is licensed by the Texas Department of Family and Protective Services. As a licensed facility, we operate using the Minimum Standards for child care operations as our basic guide. We are required to meet or exceed these standards. To review a copy of the Minimum Standards, please see Texas Health and Human Services website at hhs.texas.gov. If you need assistance in locating the document, Klein Weekday's administrative staff will be happy to assist you. Furthermore, a copy of our most recent inspection report is displayed on the bulletin board outside the administrative offices. For further information please contact:

Texas Department of Family and Protective Services
2017 N Frazier, Suite C-1
Conroe, TX 77301
936-756-1551

Table of Contents

Programs Offered by KWMC.....	3
Open Door Policy.....	3
Fees and Tuition.....	3
Eligibility and Admission.....	4
Supporting Inclusive Services to Children with Special Care Needs.....	5
Required Registration Documents.....	5
Health Records and Immunizations.....	6
Allergy Information.....	6
Medications.....	6
Vision, Speech and Hearing Screenings.....	7
Potty Training Requirements.....	8
Classes and Age Grouping.....	8
Morning Arrival.....	8
Morning Carline Drop-Off.....	9
Afternoon Dismissal and Late Fees.....	10
Parking Lot Safety.....	10
Child Custody/Dismissal Issues.....	11
Illness.....	11
Medical Emergencies.....	12
Inclement Weather and Emergency Closings.....	12
Safety/Emergency Preparedness.....	12
Resources for Recognizing and Reporting Abuse and Neglect.....	14
Security.....	16
Consumer Product Safety (Recalls).....	16
Clothing.....	17
Backpacks, Emails and Classroom Cubbies.....	17
Snacks and Lunches.....	17
Physical Activity.....	18
Weather.....	19
Screen Time in School.....	19
Birthdays, Class Holiday Parties and Special Events.....	19
Parent Communication.....	19
Assessments and Conferences.....	20
Problem Resolution.....	20
Parent Code of Conduct.....	21
Parent's Rights.....	21
Discipline and Guidance.....	22
Field Trips/Transportation.....	23
Animals on Campus.....	23
Acknowledgement of Handbook Online.....	25

Programs Offered by KWMC

Klein Weekday Ministries for Children offers programs for children from 24 months of age through Bridge and Kindergarten. Monday through Thursday, each class begins at 9:00 a.m. and ends at 1:00 p.m. September through May.

KWMC offers a “*Stay & Play*” time on Tuesday and Wednesday from 1:00 p.m. until 2:30 p.m. This program is offered for children who are in our three and four-year-old classes and is included in Bridge and Kindergarten. As with the regular school program, “*Stay and Play*” requires an advance registration payment and is not a “drop-in” style of daycare.

KWMC follows the Klein ISD school calendar closely, but not exactly. At this time, KWMC’s school year begins in August and ends in May, with many of the same Klein ISD holidays.

Open Door Policy

Parents are welcome at KWMC at any time. No appointment is necessary. Should a parent visit between the hours of 9:15 and 12:45 parents will need to enter and exit through the West playground breezeway door. If at any point a parent wishes to discuss any questions or concerns about policies and procedures at KWMC, parents need to schedule an appointment with the director.

Fees and Tuition

Fees and tuition are set yearly by the KWMC Board. Registration fees are required at the time of registration and registration fees are non-refundable, unless a class is not formed due to low enrollment. Payment of this fee is required before a place in a classroom will be held for a child.

Tuition is a yearly fee divided into equal monthly payments. The monthly payment amount will stay the same regardless of the number of days of attendance for the month. For example, the tuition for October is the same as in December when there are numerous holidays for Christmas. A current schedule of tuition and registration fees is available on the website: <https://www.kleinumc.org/klein-weekday-1>

1. **Tuition is due on the 1st of the month**. It will be considered late on the 5th of the month. A \$25.00 late fee will be added to your child’s account if tuition has not been paid by the 5th of the month. If you anticipate that your payment will be late, contact the school’s director or assistant director to discuss.
2. Returned checks will be assessed the \$35 bank service fee plus the \$35.00 late fee. All bank fees for declined electronic charges will be assessed at \$4.00 per occurrence.

We are encouraging all families to make their payments via direct checking/savings account (as the cost is much less for the school to absorb). If possible, we appreciate your cooperation and help with this so we can put more money back into our program. Contact josette@kleinumc.org for the link to make the change.

3. Make checks payable to KWMC or Klein Weekday Ministries for Children.
4. Tuition payments should be dropped off in the locked tuition box located in the hallway outside of the administrative offices. You may also choose to mail in your payment to: Klein Weekday Ministries for Children, 5920 FM 2920, Spring, TX 77388. Please mail your payment in advance to ensure it will arrive before it is considered late. KWMC is not able to make allowances for payments received late due to the mail.
5. Teachers and teacher assistants may not accept your tuition payments. Please do not put your tuition check in your child's backpack.
6. A one-month advance written notice is required when withdrawing your child from school and tuition is paid during this time. No credits or reimbursements will be given.

Please remember that **registration fees are only refunded if a class is not formed due to low enrollment.** No credit is given for regularly scheduled school holidays and/or vacation periods.

7. Tuition fees will not be modified for absences due to short-term illnesses, vacations, etc.
8. If tuition is more than one-month delinquent, your child will be expelled from the program unless prior arrangements have been made with and approved by the KWMC Board.
9. *Stay & Play* tuition is charged and due with school tuition. The *Stay & Play* monthly tuition (\$40.00 per month for 1 day, \$80.00 per month for 2 days) will be added to the classroom tuition charge.

Registration Fees are non-refundable and non-transferable unless a class is not formed due to low enrollment.

Families with more than one child in the program will receive a multi-child tuition discount. The discounts are as follows: 10% off 2 children, and 15% off 3 or more children. **This discount does not apply to registration fees, nor can it be combined with any other discount.*

Eligibility and Admission

Educational child care at Klein Weekday Ministries for Children shall be granted to any child in the church or community without regard to race, gender, color, creed, religion, national origin, or ancestry. Children who are physically, emotionally, or otherwise challenged to the degree that they cannot benefit from the KWMC program shall not be accepted. Registration is accepted on a first-come, first paid basis.

Registration/enrollment priority will be given in the following order:

1. Current students and their siblings
2. Children of church members
3. The general public

Children are accepted on the condition that all paperwork and immunization information is submitted to KWMC at the time of registration. Immunizations must be current to attend classes. If immunizations are not up-to-date, a letter from the child's physician stating the immunization plan for that child must be submitted to KWMC. No immunization waivers will be accepted. All fees must be paid to be admitted.

Admission is based upon the availability of space and enrollment is for the entire school year. Notification of withdrawal must be made in writing. (Please refer to the "Fees and Tuition" section of the handbook for refund information.)

Should a child be withdrawn during the school year for a short time, tuition must be kept current, and the child's intent to return to KWMC should be submitted in writing to retain the child's place in his/her classroom. If not, re-registration will be to return to school. This will be subject to space availability.

Supporting Inclusive Services to Children with Special Care Needs

Klein Weekday Ministries for Children will make appropriate accommodations, within our ability, for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

Required Registration Documents

At the time of registration, your child must have the following forms (with all required information completed) on file in our office:

1. Registration Application
2. Enrollment Form
3. Health Statement Form – new to Klein Weekday students only
4. Current Immunizations
5. Emergency Contact Form
6. Hold Harmless Forms

All of these forms, except the Health Form, Current Immunizations, and Hold Harmless Form are built into the online registration system.

Please note the Parent Handbook, which is KWMC's operational guidelines, is available on our website, <https://www.kleinumc.org/klein-weekday-1>. The Parent Handbook is updated annually before registration. If there are any changes after registration, an email will be sent home informing you of the change. Furthermore, each classroom teacher will solicit your initials on a sheet verifying you are aware of the changes.

No child may be admitted into the program without the above forms which are required by law, KWMC, and/or KUMC.

Health Records Including Immunizations

A certificate of good health that is signed and dated by a physician is required to admit a child into the KWMC program. KWMC requires each child to be vaccinated and does not accept immunization waivers. A current immunization record from each child's doctor must be on file in our offices. Please see our immunization document for current immunization requirements. At this time TB tests are not required for children in our area however, we are governed by county regulations and are subject to change depending upon county requirements. It is of vital concern to the State of Texas Department of Protective and Regulatory Services that your child's medical records be kept up-to-date. When your child receives booster shots or has a change in medical status, it must be communicated to the school via an updated shot record from the doctor. This may be hand delivered, mailed, e-mailed, or scanned to our offices. Children who are not current on their immunizations may be excluded from attending the school by the State of Texas. All employees follow the Klein Weekday employee immunization policy.

Allergy Information

KWMC keeps a list of the children who have allergies to specific foods (peanuts, etc.), who are allergic to bee/wasp stings or who have other medical concerns such as asthma, ear tubes, etc. This list will be posted in every classroom and in the administrative office. An Allergy Emergency Plan will be kept for each child with allergies. Parents must keep us updated regarding their child's allergies, reactions to exposure to those allergies, and appropriate remedies. KWMC staff will work hard to minimize the risk of exposure to something that may cause an allergic reaction in a child. However, we cannot guarantee that a child will not come into contact with an allergen.

Medication

The school office must be notified concerning the usage of long-term daily medications. It is the parent's responsibility to keep their child's medical information current. We prefer the parent give any prescribed medication to the child either before or after school. However, if medication during program hours is necessary, the medicine must be brought to the Assistant Director's office. A medication request form must be completed by the parent and accompany the medication each day it is to be administered. No medication will be given without the written permission of the parent. A record of administered medication is kept in the Assistant Director's office. No type of medicine or vitamin should be placed in the child's backpack, tote, or lunch box. All medication will be kept in the Assistant Director's office.

Medication to be administered at school must be:

1. In the original container.
2. Labeled with the child's full name.
3. Labeled with the date (if prescription medicine).
4. Labeled with the prescription number.
5. Labeled with directions for the correct dosage to be administered.

6. If prescription medication, it must be labeled with the name of the prescribing physician.

Parents with children requiring a daily dosage of medication will need to follow the same procedure as above except that medication may be kept on-site for the school year. Additionally, the parent will need to fill out a medication request form including the date the medication was brought to KWMC and the times KWMC employees are to administer the medication. Medication will be administered only to the child for whom it is intended and in amounts according to the label directions or as amended by the physician. Medication will not be administered after its expiration date. Should the medication be discontinued at any time during the school year, the parent must notify the office and pick up the remaining medication. Long-term medication will be returned to parents at the end of the school year.

Children suffering from severe food allergies or allergic reactions to ant bites or stings may have medication kept on-site at all times for us to administer in the event of a medical emergency. The parents will be asked to obtain a letter from their child's physician outlining specific signs and symptoms that we are to observe in the child, as well as the step-by-step procedure we are to follow in the event of an allergic reaction (Here in referred to Allergy Emergency Plan). The Director may also request that the parent meet with pertinent staff members concerning the child's special needs. If the child requires an Epi-Pen to be on-site at all times, we will ask the parent to give a brief demonstration as to its usage, and a completed medication request form must accompany the on-site medication. Klein Weekday does not keep an Epi-Pen prescribed to our center. An Epi-Pen will only be administered to the prescribed child. The medication and medication request forms are to be brought to the Assistant Director's office.

Children suffering from asthma or reactive airway disease and requiring breathing treatments may have treatments done during school hours. The parent must complete a medication request form indicating the operating procedure for the treatment. The parent will need to bring the breathing machine and medication request form to the Assistant Director's office and give a demonstration as to the proper procedure for preparation and administration of the treatment. The breathing machine will be returned to the parent at the end of each school day. Alternatively, parents are welcome to come to the school and administer the medication themselves. KWMC will not dispense or apply insect repellent or sunscreen. All parents are advised to apply these items before school.

In the event of a communicable disease outbreak, the Health Department will be contacted and their advice will be followed.

Klein Weekday is willing and able to administer injections only for emergency purposes and not as a regiment of daily treatment for an ongoing medical condition.

Vision, Speech, and Hearing Screenings

The Special Senses and Communications Disorders Act of 1983 requires all children ages four to six to have hearing and vision screenings done annually by a trained licensed examiner. Klein Weekday Ministries for Children requires documentation of a vision and hearing screening upon registration when entering our Four's program. In

the event there is a need for a speech pathologist, Klein Weekday can give recommendations. If the child is referred for further evaluation, a copy of the follow-up procedure with a diagnosis as to treatment or non-treatment must be provided to us. This will become a part of the child's permanent record.

Potty Training Requirements

All children enrolling in our 3's, 4's, Bridge, and Kindergarten programs must be fully independent in the restroom. All classes use the large restroom regularly and have access to classroom restrooms at all times. All children should have a full set of clothes in their backpack/classroom labeled with their name, in the event there is an accident. If the child shows signs of not being fully potty trained, they will not be able to stay in the classroom. A family may hold a spot with paid tuition while working on potty training.

Children in our 2's program do not have to be potty trained. The children must wear a diaper or pull-up during potty training. A child may wear regular underwear when the child is fully potty trained and independent in the restroom. Our teachers will support the training and encourage the children at all times.

Fully independent:

Able to express their need to go to the restroom

Able to pull up/down their clothing

Able to wipe/clean themselves

Able to flush

Able to wash hands

Classes and Age Grouping

Classes are based upon the age of the children as of September 1st. There is limited flexibility in groupings. Children with special needs may be moved from one group to another to meet these needs. Placement decisions are based upon input from previous teachers, parents, and the administration's assessment of the child's developmental level. Specific teacher requests by parents are not permissible.

Morning Arrival

Parents wishing to escort their children to the classroom should park their vehicles in the designated parking places in the west side parking lot. Please do not block the open area by the covered patio door. The far north entrance (behind the CLC) into the school is for carline drop-off only and is not to be used as a walk-in entrance in the morning.

Children attending school in the preschool wing (ages 3 through Kindergarten) may be eligible for morning drop-off in the carline (please refer to the "Morning Drop-Off" section below). In this case, your child will be escorted to the classroom by a school staff member.

Each child must be personally accompanied to his/her assigned classroom by a parent or adult caregiver. Please do not bring your child to the classroom before 9:00 a.m. This time is solely for the teachers to prepare their classrooms and for the staff to

attend their daily Morning Prayer meeting. Children should not be left in a classroom before the teacher returns from the morning meeting and is ready to greet them. **If a child arrives before 9:00 a.m., the parent must remain in the hallway with the child until the teacher returns to the room and is ready to admit children into the classroom.**

The State of Texas mandates that each child be signed in and signed out daily. The teachers will sign your child in each morning. During this time, your child will be greeted by the teacher and given a quick “health check”. The teacher will sign your child out as you pick them up from the classroom. There is no afternoon carline.

Timely arrival – the classes begin with activities at the beginning of the day. If a child is late, it is very difficult for him/her to transition into the class with the rest of the children. This often sets the tone for a very difficult day for both the child and the teacher. **Please have your child in class by 9:10 to ease this transition for your child. All doors will be locked at 9:15.**

The teachers are not able to discuss problems with you while they are responsible for children still in their classroom. Please call the office for an appointment, and your child’s teacher will return the call and schedule a conference with you.

If your child is going to be absent, please notify the office at 281-353-0494. A child will be dropped from the program if absent for three weeks and we are unable to contact the parents.

Morning Carline Drop-Off

Morning carline drop-off is available for all registered children.

To participate in the morning drop-off carline, enter the church parking lot at the most eastern driveway (east of the CLC building) and drive behind the CLC to the double back doors of the building. When it is your turn to drop off your child, put your car in “park” and leave it in “park” until you are signaled to drive away. All children should be belted in their car seats until a staff person arrives to help. Children will be escorted to the designated walking area and then to the porch where a staff member will escort a group of children into the building and to their classrooms. We try to unload 8 - 10 cars simultaneously. If your child does not want to get out of the car by the time all of the other children have been unloaded from their vehicles, please drive around to the parking lot on the west side of the building and escort your child to the classroom. Please do not hold up the carline for the other vehicles behind you.

Morning carline drop-off is available from 8:55 a.m. until 9:15 a.m. If you arrive after 9:15 a.m., please park your vehicle and accompany the child to the classroom, via the RING doorbell at the west playground breezeway door.

To comply with state laws and for the safety of the children and staff, when unloading the children, it is expected that parents refrain from talking on cell phones while in the carline. We also request that pets are not in the car. Three violations of these expectations will result in the privilege of the carline being taken away. **All children should be belted in their car seats until a staff person arrives to help.**

Afternoon Dismissal & Late Fees

School ends at 1:00 p.m. Monday through Thursday. Children should be picked up promptly after each school day. Parents will arrive at the designated door/hallway to pick up their child. The teacher will sign the child out when the child has left their care. If your child is not picked up on time from the classroom, they will be picked up from the office and **a late fee of \$10.00 will be charged to your account after 1:10 p.m. and \$1.00 for each additional minute late.**

Children participating in the Stay & Play program will be escorted by staff to their Stay & Play classroom. For these children, dismissal time is promptly at 2:30 p.m. If your child is not picked up on time from Stay & Play, they will be picked up from the office and **a late fee of \$10.00 will be charged to your account after 2:35 p.m. and \$1.00 for each additional minute late.**

If your child is picked up late 4 or more times, a meeting will be set up to discuss and Klein Weekday reserves the right to withdraw the child from the preschool program.

In the event you need to pick up your child early from school, please report to the ring doorbell and a staff member will let you into the building. If the pick-up person is unknown to the teacher, she/he will ask to see the red dismissal pass from office staff to ensure the safety and proper dismissal of the children to authorized adults. All school doors are locked at 9:15 a.m. To gain entrance, you will need to enter via the West playground (large playground) door and ring the doorbell for assistance/entrance. School admin will be the ONLY staff to open the door. Teachers will not open the door. To locate, enter the westernmost parking lot entrance, and proceed to the large playground.

A parent may authorize another person to pick up his/her child by either:

- Listing the authorized person on the child's Emergency Contact Form.
- Calling to authorize the emergency release of the child.

KWMC will not release a child to an unauthorized person, even if the person is known to the child. We will ask for photo identification such as a Texas Driver's License to verify identification. No child may be picked up by anyone under the age of eighteen (18).

Parking Lot Safety

- Children should never be allowed to run freely in the parking lot. Please hold your child's hand at all times in the parking lot.
- Do not leave your engine running in the parking lot.
- Drive slowly through the parking lot.
- Make sure your child is properly restrained in their car seat before leaving your parking space. It is unlawful to transport a child without a safety belt or restraint.

Do not leave any child unattended in a car.
This is against the law and will be reported to the proper authorities.

If you need assistance getting into the building, please call the school office.

Do not leave personal articles (purses, etc.) in your car while entering the building. The school and church are not responsible for items stolen or damaged in your car.

Child Custody/Dismissal Issues

We are legally unable to refuse visitation or the privilege of picking up a child by a parent unless we have a Certificate of Custody from the legal parent or guardian with physical custody. It is the parent's responsibility to furnish a current certified copy of the court divorce decree for your child's file. The decree must be specific as to who has legal custody, visitation rights, and care for the child (ren).

Illness

A child should not attend school when visibly ill. A sick child belongs at home where he/she is more comfortable. Children should not be brought to KWMC if they have experienced or are experiencing the following symptoms:

1. Fever within 24 hours of being brought to school (Fever is defined by KWMC as a temperature of 100.4 degrees or higher.) **Giving a fever-reducing medication to reduce temperature does not count.**
2. Two or more diarrhea stools in the previous 24 hours
3. Vomiting within the previous 24 hours
4. A heavy, constant nasal discharge
5. A constant cough or sore throat
6. Head lice
7. Contagious skin rash
8. Symptoms of any communicable disease
9. Sad, fussy, cranky, or generally not himself/herself

All children will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If you believe that your child is too ill to participate in any of these activities, please keep your child home. We do not have the staff or facility to separate one child from an activity while the remainder of the class participates. Teachers or staff of KWMC reserve the right to do a general health check upon arrival.

Should a child become ill at school, the parent or authorized person designated on the registration card will be contacted to pick up the child. Until the parent arrives to pick up the child, he/she will be removed from the classroom. Although we know it is sometimes difficult, we request that the parent or pre-authorized person pick up the child within 30 minutes to minimize the possibility of spreading the illness. KWMC does not have a clinic or nursing station to house ill children.

Parents will be notified by a note from the school if their child has been exposed to a contagious illness. Our teachers make every effort to help the children observe good

health habits such as washing hands, using tissues for cleaning the nose, wearing jackets when needed, etc. This attention to daily health practices will help keep down the incidents of communicable diseases. Weekday staff clean and sanitize the toys and manipulatives daily; furthermore, any soiled clothing or bedding is laundered before being used. This attention to daily health practices will help keep down the incidents of communicable diseases.

If your child contracts a communicable disease parents must notify us immediately. The Texas State Health Department requires that we maintain this information on file and, in some instances, report certain diseases to them directly. Additionally, there are some communicable diseases that, should your child contract, you will need to obtain a written physician's statement before the child returns to school.

Should a child receive an injury while at school, the teacher will immediately advise the administrative staff. Minor injuries (scrapes, bruises, etc.) will be treated with first aid. The parent will be notified with a phone call and/or at dismissal at the end of that school day along with an incident report.

Medical Emergencies

If an injury requires the immediate attention of a physician, KWMC will contact emergency medical services, give the child first-aid treatment or CPR when needed, contact the physician identified in the child's record, and contact the child's parent.

Inclement Weather and Emergency Closings

In case of inclement weather, emergency closing, or force majeure, KWMC will follow the decision of the Klein Independent School District. If Klein I.S.D. schools close, KWMC will also close. Should radio or television reports declare roads unsafe or impassable, schools will be closed. Days missed due to inclement weather, emergency closings, or force majeure will not be made up due to calendar and scheduling constraints. Tuition will not be refunded for days missed due to inclement weather, emergency closings, or force majeure. If conditions at Klein United Methodist Church force the closure of the school, the classroom teacher and/or administrative staff will notify parents.

If severe weather or emergency conditions prohibit parents from picking up their child, we reserve the right to release your child to an authorized person listed on your child's Emergency Contact Form(s). In the event we are unable to reach you by phone, we will post a notice on the Director's office door indicating who picked up the child and the time of pick-up. The school will also make every effort possible to leave this information on your home, work, and cell phone voicemails, as well as with those listed as emergency contacts on school records.

Safety/ Emergency Preparedness

Texas law requires KWMC to notify parents that we are a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang-related activity is subject to increased penalties under Texas law. The specific locations include childcare centers. The gang-free zone is within 1000 feet of the child care

center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

In the unusual event that the church needs to be evacuated, emergency authorities will be contacted immediately. Furthermore, TDFPS will be contacted via cell phones. KWMC staff will walk the children to the Main Building carrying their attendance notebooks, which include parent and emergency contact information for each child, authorization for emergency care for each child, and an attendance sheet. If needed, the children will assemble in the Main Building until either transported via private vehicles to our secondary evacuation site or parents pick up the children from the Main Building. When assembled in the Main Building, teachers will use class rosters to account for the children and also contact parents using cell phones. While awaiting parents' arrival, all staff members will provide the following: guidance, supervision & comfort as well as basic needs of food and water. The Main Building is stocked with bottled water, snacks, and diapers for any emergency. If the children need to be transported to our secondary evacuation site KWMC will transport the children via private vehicles or follow emergency personnel's advice. Parents will be notified by Remind, ProCare Text, Facebook update, and an email if the evacuation site has a computer with internet access, and/or by phone using private cell phones.

In the event of a human-caused event (i.e., an intruder with a weapon, an explosion, or a chemical spill), the appropriate emergency response will be determined. For example, if there is an intruder, the children, and staff will shelter in place. The staff will escort the children to the closest room, lock the door, and wait for further directions. In the event of a chemical spill, the children will be removed from the area and the appropriate measures will be implemented to clean the spill safely. In the event of an explosion, the children will be evacuated as described earlier.

The Methodist Church has adopted a Safe Sanctuary Policy effective December 2005 for the protection of children, staff, volunteers, and the church. All staff and substitutes are required to attend this annual training and submit/renew a background check. All volunteers are asked to attend the Safe Sanctuary training.

As a licensed early childhood facility, Texas law requires us to post the following announcement in our administrative offices:

“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.” www.txabusehotline.org 1-800-252-5400

Klein Weekday staff must complete one hour of annual training per year in the 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.

Resources for Recognizing and Reporting Abuse and Neglect

There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse

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

Suspect Physical Abuse When You See:

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

Neglect

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

Suspect Neglect When You See:

- Obvious malnourishment
- Consistent concern for lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

Sexual Abuse

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

Suspect Sexual Abuse When You See:

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

Emotional Abuse

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

Suspect Emotional Abuse When You See:

- Over compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss.

Report Abuse to DFPS

- **By phone: 1-800-252-5400**
- **Online: [Texas Abuse Hotline](#)*External Link***

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

We cannot accept email reports of suspected abuse or neglect, including the submission of attachments or media files, such as photos, video files, or audio clips.

Anonymous Reports of Child Abuse and Neglect

Effective **September 1, 2023**, DFPS cannot accept anonymous reports of abuse and neglect involving children and their families. Professional and non-professional reporters must provide a personal first and last name **and** home or business phone

number to meet new reporting requirements. The law requires both a full name and phone number for the report to be accepted by DFPS. Reporting requirements are not met by providing a business, agency, or organizational name. Anonymous reports of child abuse and neglect may be made to local and state law enforcement agencies. **Reporters' names are confidential by law.**

Reports of Abuse and Neglect Involving Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Condition (ICF/IID)

Effective **March 1, 2024**, reports of abuse, neglect, and exploitation of clients in an Intermediate Care Facility for Individuals with an Intellectual Disability or Related Condition (ICF/IID) , including State Supported Living Centers (SSLCs), will transition from DFPS to Health and Human Services (HHS) Complaint and Incident Intake (CII). These concerns will not be investigated by DFPS.

You may make a report to HHS Complaint and Incident Intake (CII):

- Online: [Texas Unified Licensure Information Portal \(TULIP\)External Link](#)
- By phone: 1-800-458-9858

Security

Klein Weekday & KUMC's Policy Regarding Open Carry & Weapons: Texas State Licensing and our Methodist Conference strictly forbid anyone other than uniformed law enforcement individuals from carrying weapons of any kind on school or church property at any time.

For the safety of the children, the outside doors will be locked approximately 15 minutes after the beginning of the school day. After this time, everyone entering and exiting the school will use the West playground door located near on the west side of our school building near the large playground. All of the school doors will be unlocked approximately 15 minutes before the end of the school day.

Everyone visiting the school is required to sign in and out on the visitor's roster in the administrative offices. A parent/volunteer nametag will be required while on the school property. Children will be released only to parents, legal guardians, and emergency contacts indicated in writing in the student's school file. When dismissal arrangements are changed and vary from those indicated on school records, parents are responsible for notifying the school office in writing for each separate occasion to assure student safety. A certified copy of a court order affecting any person's right to a child must be provided to the Klein Weekday Ministries office.

Consumer Product Safety (Recalls)

Consumer product safety (recalls) are reviewed to make sure products are not in Klein Weekday classrooms. Parents can access the current list of consumer product safety recalls by the link attached to the Klein Weekday website:

<https://www.kleinumc.org/klein-weekday-1>

Clothing

A good day at Klein Weekday is often a messy day! Play is our work, and the children should be dressed in casual, loose, comfortable clothing that is appropriate for playing outside, sitting on the floor, painting, and other activities. Closed-toed shoes (such as tennis shoes) are a necessity for safety and comfort. They protect children from mashed toes and are more comfortable on the playgrounds which have mulch and sand surfaces. No boots, please.

Each child should have an extra change of clothes (including socks and underwear) kept at school. Although smocks are worn while painting or participating in messy activities, they are often not enough to protect clothing from getting wet or dirty.

All clothing should be labeled with the child's full name to help us return them if misplaced. Younger children who have blankets, etc. should have these items marked with their names.

Children in diapers should have at least 4 disposable diapers brought to school each day.

Occasionally, your child may return home in borrowed clothing from our school and with his/her soiled items in a plastic bag. Please launder the borrowed clothing and return it to the school for another child to use. Please check the school office for lost and found items.

Backpacks, Emails, and Classroom Cubbies

Parents need to check their child's backpack and parent's email daily. This is the school's primary communication system with parents for newsletters, calendars, events, conferences, etc. Teachers will check backpacks each day for notes from home. However, **do not use backpacks to bring tuition payments to the school. Tuition payments should be deposited in the tuition box located in the hallway outside of the administrative offices.**

Classroom cubbies are not intended to be used by parents as a means of communication for birthday parties, etc. Teachers are not allowed to distribute information to parents. Please mail invitations to classmates instead of distributing them at school.

Snacks and Lunches

A mid-morning snack, supplied by the parents, is served each day. Parents are asked to send their child's snack marked with the word snack (S) so the teachers know this was the parent's intention. This snack is meant to be a small "hold-over" until lunchtime. Water should be sent in a sports bottle for use at snack time, lunchtime, and motor and on the playground. Please note that Klein Weekday is a "water only" preschool. Other beverages are not permissible.

Lunch should be brought to school with your child each day. Lunch should consist of finger foods (sandwiches, fruit, vegetables) that your child enjoys eating. Please do not send candy, sodas, or canned beverages. Do not send foods that will need heating, as

a microwave oven is not available in the classrooms. All snacks and lunches should be easy to serve, and all containers should be easy for your child to open.

If enrolled in stay and play, parents must send a snack labeled Stay & Play (S&P) to help ensure the snack is not eaten before the designated time.

In some classes, the children have the opportunity to cook or prepare special foods as a part of the week's theme or curriculum. For this reason, the school and classroom teacher must be informed of any food allergies your child might have.

Klein Weekday does not prepare food therefore we are not responsible for meeting nutritional value.

Physical Activity:

Klein Weekday Ministries for Children strongly believes in, and supports the need for physical activity. All age level programs will be given the opportunity to participate in a minimum of 30 minutes of moderate to vigorous active play outdoors each day (weather permitting). Children will have ample opportunity to do activities such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days."

All children will participate each day in:

- A minimum of 30 minutes of moderate to vigorous physical activity outdoors (weather permitting).
- Two or more structured or teacher-led activities or games that promote movement throughout the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active outdoor play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure. Examples of appropriate footwear/clothing include: gym shoes or a sturdy shoe equivalent, and clothing appropriate and consistent with the weather, such as shorts and a t-shirt for warm weather or a lightweight, breathable jacket and pants for cooler weather. Examples of inappropriate footwear/clothing include: footwear that can come off easily while running or that provide insufficient support for climbing, and clothing that can catch on playground equipment, such as those with drawstrings, loops, ruffles, etc.

Weather

Children will play and participate in outside activities when temperatures are above 30 degrees and at or below 100 degrees. Children may go outside for play or activities with light rain, but will not be outside during thunder/lightning within a 10-mile radius of Klein Weekday.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time.

Screen Time in School

Children in our program can engage in screen time for age-appropriate clips, activities related to their topic, or lesson plans along with music for dancing and games.

Screen time cannot exceed 1 hour and will not be used during mealtime.

Birthdays, Class Holiday Parties, and Special Events

Birthdays are always a special time, and we celebrate birthdays (and “un-birthdays” for summer birthdays) during snack time. Families may send a birthday treat to share with the class during snack time. Please check with your teacher for allergies.

We cannot distribute party invitations or gifts to classmates at school. These invitations should be mailed or phoned to students. Refer to your class directory for telephone numbers and addresses of classmates. State guidelines prohibit balloons for children in our Twos’ rooms because they are a choking hazard.

Classroom holiday parties involve parents and students. Parents are encouraged to volunteer. The teacher will let you know when a volunteer opportunity becomes available and provide a sign-up sheet. Please note that while younger siblings are also invited to attend classroom parties with their parents, it is the parent’s responsibility to keep the children with them at all times. State licensing prohibits unattended children in a childcare setting. Regarding our special events such as water & snow days, we will adhere to all minimum standards as well as manufacturing requirements and suggestions.

Parent Communication

Throughout the school year, you will receive many notes from your child’s teacher and from the school office via email and through our backpack system. ***Please read them!*** It is very upsetting for a child to miss a special activity or not be prepared for a special event because the school email or backpack was not checked daily and notes were not read.

Communication between the parent, teacher, and Director is extremely important. Your child’s teacher is interested in knowing any facts related to your child’s well-being, and all information is confidential. Please inform the teacher of such matters as the birth of a new baby, stress, and strain at home or school, health issues, or any event that could affect your child in the classroom.

There are several events during the year where parents are invited to participate with their children. These are important ways in which your family can become a part of the school's curriculum. Please check your calendar for these events and emails regarding volunteer times and needs.

Assessments and Conferences

Assessments are conducted on an ongoing basis for each child throughout the school year. These assessments are used as a tool to help the teacher plan for each child's individual needs and for the parent to see the developmental growth of their child.

A parent-teacher conference may be called at any time, by either party, to discuss a child's development, behavior, or other concerns. Please call the school to set up a conference time outside of class hours. Teachers cannot discuss your child's progress at the classroom door during arrival or dismissal. Conference appointments with the Director may be scheduled by contacting the school office.

Problem Resolution

It is to be expected that anytime people interact closely together there will be occasional conflict, misunderstandings, concerns, or difficulties. Our staff knows that it is a parent's job to want what is best for them and to advocate for and protect their child. Each member of our KWMC staff strives to offer your family the very best early childhood services and experiences possible. If you have a concern about your child or teacher, the following is the procedure you should follow:

1. Schedule a conference with the teacher so that the concern can be discussed and resolved.
2. If, after the conference, the parent(s) feel the situation is still unresolved, they should reach out to the Klein Weekday Director. The Director will schedule a conference with both the teacher and the parent(s) in a timely fashion.
3. After the second conference, the parent(s) may wish to submit their concern to the Klein Weekday Ministries School Board. Once a problem is taken to the Klein Weekday Board for resolution, the decision of the Board is final and is expected to be observed by all parties involved.

Please do not allow concerns to "build up". Any parent who openly demonstrates to children or other parents a lack of support for the staff or policies of Klein Weekday Ministries for Children is undermining the school's positive goals and thereby hindering its effectiveness. Such a lack of good faith will call into question a family's continued enrollment in our program. The Klein Weekday Ministries for Children Board reserves the right to resolve any situations of this nature.

Please remember:

1. Teachers truly want to please parents.
2. Talk to your child's teacher directly about your concerns.
3. Teachers will not "take it out on your child" after you have made a complaint. Each staff member has only the best intentions at heart for your child, regardless of any interaction a parent has had with the teacher.

4. With minor issues, please allow staff to make errors. However, if it becomes a pattern, it is time to bring it to their attention.
5. Please do not allow concerns to “build up”. It is very disheartening to the staff to find out later that parents have had a concern and never expressed it to anyone who could help. Speaking with other parents and rallying them up to understand your concerns is the same as gossip.
6. Please remember that our staff is not allowed to discuss issues concerning you or your child with other parents.
7. All concerns and suggestions are appreciated and seriously considered by the staff.

Parent Code of Conduct

Cursing/Swearing – Parents and visitors must understand young children are present in our building. Some adult language is not appropriate for young children. Klein Weekday prohibits offensive words on our premises, this includes but is not limited to, swearing or cursing.

Threats and Confrontations – From time to time, parents may have questions about their child’s care and education. Klein Weekday promotes open communication and discussion. We expect parents to handle disagreements in a calm and respectful manner. Threatening staff, children, or other parents will not be tolerated. Klein Weekday has the right to terminate care in the event of disruptive behavior from any parent, guardian or visitor. In order to maintain safety, all threats will be taken seriously and will be reported to the appropriate authorities.

Violation of Confidentiality Policy – Klein Weekday takes the responsibility of maintaining the confidentiality of all persons associated with our school very seriously. Parents need to be aware of the confidentiality of all children, families and employees. Any parent who shares any information considered to be confidential will be considered in violation of this policy and will be dismissed from the program.

Safety Practices – Klein Weekday has policies and procedures in place to maintain a safe environment for all children, staff and parents. Safety practices must be followed by all individuals on our premises. Violation of our safety policies will lead to immediate dismissal from our program. We ask that parents be mindful of safety practices at all times. This includes, but it not limited to, allowing children to enter or exit the building unsupervised, allowing children to run in the hallways, and opening the secured doors for individuals.

Parent’s Rights

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice.
- File a complaint against the childcare center.
- Review the childcare center’s publicly accessible records.
- Review the childcare center’s written records concerning their child.
- Receive inspection reports and information about how to access the childcare center’s online compliance history.

- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the childcare center's local Child Care Regulation office.
- Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center.
- Obtain a copy of the childcare center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

Discipline and Guidance

As children grow in an age-appropriate environment, the teachers will set reasonable limits and/or will stop and redirect unacceptable behavior without humiliation or physical punishment. Good behavior will be recognized and encouraged. By setting clear, consistent, and reasonable limits, we give children the security of knowing exactly what is expected. Rarely does separating a child from the class become necessary. This will happen only when that child has lost control of his/her physical actions, voice, and/or language to the extent that he/she must be removed from the group to regain control and safeguard the secure feelings of the other children.

Good communication between the school and the parents is the key to effective discipline. Our role is to support your family by conferencing for a variety of reasons. Sometimes we need to inform the parents about the feelings a child expresses. Often we need to ask questions about a child's behavior at home to be realistic about his/her behavior at school

As mandated by the Texas Department of Family and Protective Services, the 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. 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;
9. Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.
10. Taking away outside time as a form of discipline

Although every effort will be made to avoid termination, Klein Weekday Ministries reserves the right to dismiss any child who is frequently:

1. disruptive to the learning process
2. destructive
3. causing deliberate bodily injury
4. using abusive language
5. referred to the Director repeatedly without obvious positive results
6. in need of individual assistance or care which cannot be provided in our school setting

Field Trips/Transportation

Field trips to destinations off of the Klein United Methodist church property may be taken as part of the curriculum for children in Transition and Kindergarten Children. However, the school generally focuses on “in-house” field trips where community helpers, parents, or others may be invited to come to the school to share their talents or experiences with our students.

When a class does participate in an off-campus field trip, the following conditions will apply:

1. Individual permission forms signed by a parent/guardian will be required for each child wishing to attend.
2. Children who do not return the required permission slip and fees, if any, by the required date will not be allowed to participate in the class on the field trip.
3. Parents will provide or arrange transportation for their child to and from the field trip destination.
4. KWMC teachers will meet the parents and children at the field trip destination.
5. There will be no class, child care, school activities, or supervision for those children who do not participate in their class on the field trip.
6. Some field trips do not allow for students’ siblings (of any age) to attend the class.
7. Due to staffing and space requirements, the church nursery will not be available for students or siblings who do not attend the field trips.
8. Students must wear their KWMC tee shirts on field trips to help parents and teachers keep track of the children. Parents who attend the field trips are also asked to wear similarly colored shirts, if possible.
9. 48 hours before each field trip, a notice will be posted with a list of all students participating in the field trip, where they are going when they are leaving, and the expected time of return. The notice will be posted in the hallway by the school offices.

Animals on Campus

Animals are always a source of joy for children as well as a wonderful study of behavior and environment. Parents will be notified in advance if any type of animal is going to be a part of the classroom setting. If parents would like to bring an animal or pet to school, notify the teacher in advance so proper notice can go home with all of the children in that classroom.

The Texas Health and Safety Code, Chapter 826 requires that certification of current vaccinations must be given to the school before bringing an animal to the school. The school is also required to have a “statement of health” from a veterinarian for dogs, cats, ferrets, and other animals except for small rodents such as guinea pigs and hamsters. While on the school campus, the children may not have contact with chickens, ducks, reptiles (snakes, iguanas, turtles, lizards), and amphibians (frogs, toads).

Acknowledgment of Parent Handbook 2024-2025 School Year

This handbook was required and acknowledged with online registration.

I acknowledge that I have read the Parent Handbook for the 2024-2025 school year and I can reference a copy from the Klein Weekday Ministries Preschool website located at <https://www.kleinumc.org/klein-weekday-1> or request a printed copy from the school office at any time.

*** This addendum is signed/acknowledged
during online registration***