

# **FIRST METHODIST PRESCHOOL**

## **Philosophy and Goal**

We strive to provide optimum care for each child in a group setting while recognizing individuality. Staff provides your child with a nurturing Christian environment where the children learn, develop and grow. We believe that children are natural explorers and they learn best by doing. Children are active participants in the learning process using their minds, bodies, and feelings as teachers guide children balanced with directives.

## **Mission Statement**

- Emphasis on Christian Education
- Each child to grow in understanding and love for themselves, their families and others in the world
- Each child grow in awareness that God loves them and Jesus is a special friend
- Each child grow in the ability to think, solve problems and develop language skills
- Each child enjoy creative expression in music, art and play

## **Curriculum**

Your child will be taught a developmentally appropriate curriculum based on the individual child's abilities, interests and learning style. We are familiar and have Texas School Ready preschool within the center. Each teacher at all ages are responsible for lesson plans and to assure that each child is considered as they grow and develop. Lesson planning will cover domains such a social emotional development, cognitive skills, physical activity and language and communication development.

So children do not feel overwhelmed we embed learning into play as much as possible. Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions.

First Methodist Preschool is licensed for children ages 4 weeks to 14 years. We accept children for care without regard to race, color, creed or national origin of the child or the child's parents.

First Methodist Preschool  
Revised October 2016

First Methodist is in the process of becoming a Texas Rising Star center. A Texas Rising Star (TRS) provider is a child care provider that has an agreement to serve Texas Workforce Commission (TWC)-subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing (CCL) Standards. It is a voluntary, quality-based child care rating system of child care providers. TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria to include:

- Staff training
- Positive caregiver/child interactions
- Play Based Interactions and Guidance
- Support for Child Self-Regulation
- Lesson planning and Curriculum

We are committed to quality and hope to be assessed in the earlier part of 2017. To learn more about Texas Rising Star you may go to the website at [texasrisingstar.org](http://texasrisingstar.org).

### **CCS Eligibility**

Child care services (CCS) are provided to clients referred to the program by a number of community agencies. The family's eligibility for child care services is determined by the respective agency making the referral. We will refer the parent/caregiver to the respective agency if questions arise regarding their child care services.

### **ENROLLMENT PROCESS**

Our enrollment process requires parents to complete a number of forms and furnish information on their child and themselves. This information helps assure the safety of your child and include:

- An admission form with information about the child's physician, emergency contacts, special needs and other information
- A health statement for all children
- A current immunization record.

We will maintain confidentiality of this information. Please give us updated information whenever there is a change. Every parent must sign a statement acknowledging receipt of a copy of this parent handbook. We review the policies annually and update families as necessary with changes.

Each parent must also sign acknowledging a receipt of "A Parent's Guide to Day Care" published by Texas Department of Protective and Regulatory Services.

## **SCHEDULES**

### **Hours of Operation**

Our hours of operation are 7:15 am to 5:30 pm daily year round (holidays are listed).

**Calendar and Holiday Schedules.** The following holidays will be observed:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving: Thursday and Friday
- There will be Christmas holidays which will be announced each year in advance.

If any of the above closures fall on Saturday or Sunday, the school will be closed on the appropriate Monday or Friday in line with other community businesses. You will be notified well in advance of any other holidays which we observe.

### **Daily Schedules**

Daily schedules and activity plans will be posted. The schedules provide opportunities for activities by utilizing the following learning stations: art, music, library, manipulative, housekeeping, science, blocks and indoor-outdoor play. Enrichment opportunities include children's chapel, field trips and puppetry.

### **Outside/Physical Activity**

First Methodist Preschool will provide daily opportunities for outdoor play for all ages. There will be indoor and outdoor active play opportunities both morning and afternoon. Children who are too ill to go outside should not attend. All children will go outside if weather permits. Even if we can be outside for only a few minutes, there is still an advantage for the children in the physical releases and stimulation of interest from being outside. Children will have a chance to exercise their growing muscles, especially the large ones. Such opportunities for physical exercise can be best provided during outdoor play. When weather does not permit outside time the teachers are creative in creating interests in the classrooms such as through Follow the Leader, Simon Says, and moving furniture to create an obstacle course.

### **Screen Time**

Any media equipment is not permitted for use for children under 24 months. Any age appropriate media is used sparingly and in accordance to the relationship with the lesson planning only. No child will be exposed to media independently via the internet or for more than 30 minutes per day while in care.

### **Drop off and Pick Up Procedures**

**When children are dropped off at the center families are required to sign the child into our care and again to sign them out at pick up.** Children are only released to those authorized by parents on enrollment form. Those that pick up are required to be 18 years or older with I.D. Any time there is a need to ask for photo ID to verify identity of an individual picking up a child; FMP is required to keep a copy of the id on file. In order for your child to benefit from the entire program, your child should be here before morning large group time. It is important that your child have a routine to make the most of the learning time in the center. This regularity will assist them in their endeavor toward kindergarten as they are here during learning sessions. On occasion late arrival or early departure happens but regular of either can also disrupt the learning efficacy for others in the class. Please be consistent. Parents should promptly pick up children. If you are going to be late picking up your child, then you need to call the center to make other arrangements. Late fees will still be assessed.

We ask parents to refrain from using their cell phone during arrival and drop off. This time is best dedicated to your child where conversation with staff can occur as necessary as well as the child feeling their importance as your attention is on their departure or their pick up.

### **Updating Contact Information**

Families that need to update their contact information may do so by phone, email or dropping off a note in the tuition box. Please do not leave this information with staff or on an office desk.

## **TUITION POLICIES**

### **SUPPLY FEE**

A supply fee will be charged in January, June and September. The fee due each time is \$25.00 per child. (If a child registers at Preschool between Supply fee due dates, they will pay a pro-rated fee based on the dates registered. See Director for a schedule of these fees.) Refunds are managed on a case by case basis but are not guaranteed.

### **MONTHLY TUITION**

**During the Mexia ISD Public School Year, only full time children will be registered at First Methodist Preschool. Arrangements may be made for part time enrollment during the summer based on space availability.**

Tuitions are paid in advance. Parents may pay monthly OR bi-monthly as long as tuitions are paid in advance. The monthly fees are as follows:

- Infants to 36 months 540.00
- 3 years to 5 years 475.00
- After School (K – 4<sup>th</sup>) \$10.00 per school day
- K-4<sup>th</sup> full day 475.00

**ABSENCES**

There is no provision for absent time such as vacation time or illness credit for any child enrolled. The monthly tuition is charged regardless of the number of days in the months. If your child is going to be absent we do request that the center is notified as soon as possible.

**TUITION LATE CHARGE**

There will be a late charges of \$35.00 added to accounts not paid on time. There will be a 5 day grace period. Accounts that are 5 days past due will have an added \$35.00 charge. Accounts that are habitually paid late are subject to additional action.

**LATE CHARGES FOR AFTER 5:30 PICK UP**

Children should be picked up promptly by 5:30 pm. There will be a late charge of \$2.00 per minute the parent is late. Repeated tardiness may result in a request to withdraw the child. Children will only be released to an authorized person 18 years old or older with I.D.

**SUMMER TUITION POLICIES**

**Children who wish to withdraw for the summer will be required to pay \$100.00 per month to hold their position at Preschool. This \$100.00 fee will entitle that child to attend Preschool four times during that month. These dates to attend must be arranged in advance and are at the discretion of the director according to availability and staffing. We will try to accommodate parents for the dates they request in advance.**

**OTHER PART TIME CHILDREN IN THE SUMMER MONTHS**

**Only during Summer Months (when there is no public school) First Methodist Preschool will accept part time children (LESS THAN 5 DAYS PER WEEK) at a rate of \$26.00 per day. This rate is regardless of the age of the child or the number of hours during the day.**

**All Part Time drop in days must be arranged in advance and will be at the discretion of the director depending upon schedules, staffing, and ratios.**

**WITHDRAWAL**

The center requires a two week written notice of any family withdrawing from the center. Whether the child attends during the last two weeks or not the tuition fees are due for the remaining term where a spot will be reserved.

## **ILLNESS POLICY**

The goal of First Methodist Preschool is to provide a safe and healthy environment for all children. In order to accomplish this we use the following guidelines from the Minimum Standards for Child Care Centers:

Children are not admitted to Preschool if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following:
  - (A) Armpit or forehead scanner temperature of 100 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;  
or
  - (B) Symptoms and signs of possible illness such as lethargy, abnormal breathing, uncontrolled diarrhea\*, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be ill.
4. The child has been diagnosed with a communicable disease and does not have medical documentation to indicate that he is no longer contagious.

First Methodist Preschool uses the guidelines on Communicable Diseases from the Texas Department of Health. These guidelines include the following criteria:

Incubation Period, Signs and Symptoms, Exclusion from Attendance, Readmission, Prevention, Treatment and Comments. Copies are available in the Preschool Office.

**FIRST METHODIST PRESCHOOL REQUIRES CHILDREN BE FREE OF FEVER AND SYMPTOMS FOR 24 HOURS BEFORE RETURNING TO SCHOOL. HOWEVER, IF THE CHILD HAS SEEN A DOCTOR AND HAS A SIGNED RELEASE WHICH SAYS HE IS NOT CONTAGIOUS, THEN HE MAY RETURN TO PRESCHOOL AFTER HIS SYMPTOMS SUBSIDE. HE WILL BE MONITORED AND SENT HOME AGAIN AS NEEDED.**

The Director and Office Personnel will use their own best judgment as to when to send children home and allow them to return. The above policies will be followed to the best of their ability. However, in many cases this is a judgment call and their decision is the final authority.

\* Definition of “uncontrolled diarrhea” will vary depending on the individual child, age of the child, and classroom situation. Decision will be made by Preschool office. First Methodist Preschool does not administer any oral medication. Parents are welcome to come to the school to administer medication to their own child at any time.

### **FAMILY/PARENT INVOLVEMENT**

Parent Involvement is extremely important in the center. By seeing this involvement children can build confidence through the parent awareness. We encourage you to learn about the development of children and how we apply it to our daily operations. As families become involved the collaboration and effort placed into your child is well rounded.

### **CONFERENCES AND NEWSLETTERS**

Scheduled conferences may be requested to discuss the child's progress at any time. Appointments should be made at the time when the parent and teacher are not responsible for the child.

### **QUIET PRIVATE SPACE AVAILABLE**

If a parent needs to see their own child for breastfeeding, Breathing Treatments, Medication or any other reason, there will be a private place in the office provided at any time needed.

### **FIELD TRIPS**

Your child needs your permission and approval to participate in any field trips. You will be notified in advance of any field trips. Younger children are never taken on field trips. Parents are always welcome to go along on field trips. We have several parties to celebrate holidays and we welcome parents to come to these parties.

### **BIRTHDAYS**

Children enjoy sharing their birthday with their friends. If you wish, send or bring cupcakes, cake, etc. only on your child's birthday. We will be happy to pass out party invitations here at Preschool AS LONG AS THE ENTIRE CLASS IS INVITED. We can't give invitations to a select few as this could make a child feel left out.

### **EVENTS**

We invite parents to all of our events throughout the year as they are posted.

### **SAFETY AND SUPERVISION**

All glass doors of our facility will remain locked throughout the day – except for the Kaufman St. main door at the peak arrival and departure time. Everyone bringing children into the Preschool need to use the Kaufman St. main entrance. If someone comes to the other entrances they will find them locked from 9:00 a.m. - 3:00 p.m. All doors are equipped with panic hardware which allows easy exit from the inside in case of emergency. Our emergency Preparedness Plan is posted by the front office.

### **COMMUNICATION**

Our center is open to visitation of facilities during operating hours to observe your child, the center's operating, and program activities. We ask that if this causes your child to be upset, that you observe from outside the room. As part of the safety for the children and staff, visitors must first check into the office. Visits to your child's classroom should be a reasonable length. (Visitors cannot stay for a lengthy visit unless they have clearance with background checks, orientation, and fingerprinting).

Prior to enrollment, parents are encouraged to have an intake visit to go over documentation, meet the staff, tour the center, and ask any questions needed.

Teaching staff is available daily at arrival and pick up to discuss your child's progress in brief segments as they are maintaining and entire classroom of children. Children under the age of 18 months receive a daily experience sheet. Communication that allows parents/guardians to assist in decision making of their child will also be managed through incident reports, phone calls, newsletters, email and notes sent home. If you require a conference with the director and or teacher please reach out to center email and or phone number.

### **CHALLENGING BEHAVIOR & DISCIPLINE**

Children attending First Methodist Preschool will not be subject to harsh and/or cruel punishment, including spankings. Children will not be humiliated or subjected to abusive or profane language. No punishment is associated with food, napping, or toilet training.

Discipline and guidance will be consistent and based upon an understanding of the individual child's needs, and used to help teach the child acceptable behavior. Staff shall seek to redirect aggressive behavior and or assist in finding a replacement behavior for all mishaps. Please see the attached Discipline policy as assigned by the state of Texas to review and sign.

The center will inform parents regularly of any challenging behavior using phone, emails, notes, and incident reports when behaviors are repeated with consistency and causing delay in the productivity of the classroom. If such a time is necessary the center will schedule a conference with family members to collaborate on what is in the best interest of the child as well as the center and other children. The conference may include an action plan that family and center develop in collaboration in writing as well as potential termination of care. Once a conference and planning have occurred parents/guardians are kept up to date of progress weekly, at a minimum, until the issues have resolved.

### **INCLEMENT WEATHER**

First Methodist Preschool will always be open even when Mexia ISD closes for inclement weather. We will only close if there is a dangerous weather situation that makes it unsafe for our staff to travel. Radio and TV stations will have this information.

## **HEALTH & NUTRITION**

### **WEEKLY MENUS**

The children will be furnished a well-balanced lunch each day. Meals and snacks are structured to provide children with a variety of foods with different colors and textures to include whole grain, fresh fruits and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans established by the USDA. Please see the attached sample menus for an example. Breakfast will be provided in the morning and a snack in the afternoon. Weekly menus will be posted at the school. In accordance with Minimum Standards First Methodist Preschool will serve well balanced meals and snacks that provide the food children need to grow, think, fight infection, and fuel their bodies. We will ensure a supply of drinking water is always available. We will not serve beverages with added sugars. We will serve 1 % milk following the recommendation from the American Academy of Pediatrics for children age 2 and up. Whole milk is served to under 2.

We serve 100% fruit juice at morning snack to children over 12 months of age. (Following the recommendation of American Academy of Pediatrics). Children under the age of 12 months will not be served juice unless it is prepared in bottles and brought by individual parents for their child.

Each class has a designated breakfast, lunch, and afternoon snack schedule. If your child is arriving too late to participate in the scheduled breakfast or lunch time, please serve your child before arriving. Please do not send food or candy with your child unless you are providing snack for the entire class.

Mothers of Infants enrolled will be provided with a comfortable appropriate place to breastfeed if desired. We have attached breastfeeding education and resource to this handbook and please feel free to reach out to the director for more local information regarding this topic if you seek more information. We want to help.

### **PROGRAM PRACTICES**

- a) Liquids and food hotter than 110 degrees F are kept out of reach of children.
- b) All staff are educated on food allergies and they take precautions to ensure children are protected.
- c) Our kitchen prepares all snacks and lunches and it is inspected by local health officials. Our kitchen staff have food handler certificates on file.
- d) Healthy snacks, as described, are available for school aged children as children arrive.
- e) A physician letter is required for any child needing to bring food from home. If food is brought from home it will be kept in refrigeration as needed.

### **FOOD ALLERGIES**

Food allergies should be indicated on the Admission Application. These will be posted and called to the attention of the teacher and lunchroom staff. Special diets that vary from the posted menus must be documented with written approval from a physician or dietician. Please see the attached article on Common Food Allergies.

### **IMMUNIZATION REQUIREMENTS**

For the protection of your child as well as the other children in care, your child must have all vaccinations required by the Texas Department of Health. You must provide an immunization record upon enrollment and provide updates to that record whenever your child receives more immunizations. For more information about immunizations, please visit the health department's website at [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize). Staff Members are encouraged but not required to receive available vaccines annually.

### **VISION AND HEARING SCREENINGS**

State law requires vision and hearing screenings for 4 year old children. As a convenience to our parents, we offer these screenings every spring. We make arrangements for qualified professionals to perform these screenings and you will be notified if the screenings indicate a need for further testing.

### **TRANSPORTATION**

We will not transport school age children from McBay Elementary School. After School children ride the Mexia ISD bus to the Preschool. The bus will only be used for scheduled Field Trips. Staff and children must wear seat belts when they are in the bus. The bus is equipped with fire extinguishers and first aid kits. The staff carries cell phones so the center can be contacted in case of any situation. The staff also carried a notebook with emergency numbers and other important information for each child.

### **PERSONAL BELONGINGS & CLOTHING**

Clothing should be comfortable, washable, and suitable for the daily activities. A complete change of clothing for each child needs to be kept at school. Parents should notice weather conditions in deciding on appropriate wraps for the child to wear each day. On cold days, mittens and head coverings are important. All children will be expected to engage in the outdoor portion of the schedule.

Clothing should be marked (to avoid loss) with the child's name. All children should come to school with shoes on. **Children under 3 should not wear flip flops or sandals without a back strap. Young children cannot keep these shoes on their feet and they pose a danger to falls and injuries.**

### **SHOW AND TELL DAY**

First Methodist Preschool furnishes a variety of toys for your child. We would appreciate you not allowing your child to bring their own personal toys because they may be lost and damaged. Show and Tell Day will be held each Friday. On that day children may bring a toy, book, etc. to school. We are not responsible if these are lost or damaged.

### **NAPTINE BELONGINGS**

Children can bring a labeled cover (small blanket, sheet, etc.) and/or a small pillow to be used at naptimes. First Methodist Preschool will provide cots and/or mats.

## **SPECIAL ACTIVITIES**

### **HOLIDAY PARTIES AND PROGRAMS**

Special activities will be available to children enrolled at First Methodist Preschool at various times throughout the year. Details will be distributed to each available activity.

Annual events include:

- Valentine's Party
- Easter egg Hunt
- Annual Spring Open House
- Halloween Party
- Christmas Party

Parents are invited, welcome, and urged to attend all special activities.

### **COMPLAINT PROCEDURES**

Parents are encouraged to voice concerns, comments, complaints, etc. so that these can be handled as soon as possible. Preschool staff feels that by hearing from parents we have opportunities to make changes and improvements to benefit all children enrolled. By hearing parent's concerns, we have opportunity to investigate and communicate so that the best interests of the children are always served.

We ask that concerns be brought to the Director for handling since staff members are normally responsible for children, and are not at liberty to discuss particular items while children are present. The Director will talk to the staff members involved and follow up with concerned parents. Conferences may be arranged at any time.

### **ADMINISTRATION AND COMMUNICATION**

The parents may review a copy of the minimum standards and the center's most recent licensing inspection report located in the office. The parent may contact the local Licensing office at (800)772-2269, the PRS child abuse hotline at (800)352-5400 and the PRS website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

The Preschool is regulated by the Department of Family and Protective Services. You can find out more about the regulation of child care facilities by visiting their website at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

You may contact the local Licensing office by calling 254-526-9011.

You may report the suspected abuse or neglect of children by calling the child abuse hotline at 1—800-252.5400.

Parent/Guardian Education Signature Page

Tour of the facility

Introduction to teaching staff

Parent visit with the classroom teacher

Overview of parent handbook

Policy for arrival & late arrival

Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable

An explanation of Texas Rising Star Quality Certification is provided.

Encourage parents to inform the center/provider of any elements related to their CCS enrollment that the provider may be of assistance.

An overview of family support resources and activities in the community\*

Child development and developmental milestones provided.

Expectations of the family:

Parents are informed of the significance of consistent arrival time:

-before educational portion of school readiness program begins

-impact of disrupting learning of other children

-importance of consistent routines in preparing children for the transition to kindergarten.

Statement about limiting technology use on site to improve communication between staff, children, and families (e.g., refrain from cell phone use). In order to facilitate better communication between the parent(s) and teacher and the parent and child it is best if parents are not distracted by use of electronic devices while at the center/home.

Statement reflecting the role and influence of families.

The components of the Family Orientation have been performed, I have read the parent handbook and I have been given the opportunity to ask questions.

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

## **What Are Major Food Allergens?**

While more than 160 foods can cause allergic reactions in people with food allergies, the law identifies the eight most common allergenic foods. These foods account for 90 percent of food allergic reactions, and are the food sources from which many other ingredients are derived.

*The eight foods identified by the law are:*

1. **Milk** (whey)
2. **Eggs**
3. **Fish** (e.g., bass, flounder, cod)
4. **Crustacean shellfish** (e.g. crab, lobster, shrimp)
5. **Tree nuts** (e.g., almonds, walnuts, pecans)
6. **Peanuts**
7. **Wheat**
8. **Soybeans** (lecithin)

These eight foods, and any ingredient that contains protein derived from one or more of them, are designated as “major food allergens” by FALCPA.

## **Know the Symptoms**

Symptoms of food allergies typically appear from within a few minutes to two hours after a person has eaten the food to which he or she is allergic.

*Allergic reactions can include:*

- Hives
- Flushed skin or rash
- Tingling or itchy sensation in the mouth
- Face, tongue, or lip swelling
- Vomiting and/or diarrhea
- Abdominal cramps
- Coughing or wheezing
- Dizziness and/or lightheadedness
- Swelling of the throat and vocal cords
- Difficulty breathing
- Loss of consciousness

### ***About Other Allergens***

Persons may still be allergic to — and have serious reactions to — foods *other* than the eight foods identified by the law. So, always be sure to read the food label's ingredient list carefully to avoid the food allergens in question.

### Reference

<http://www.fda.gov/Food/ResourcesForYou/Consumers/ucm079311.htm>

## **Women, Infants and Children (WIC)**

### **Breastfeeding Promotion and Support in WIC**

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Last Published: 04/22/2016

Research has shown that there is no better food than breast milk for a baby's first year of life. Breastfeeding provides many health, nutritional, economical and emotional benefits to mother and baby. Since a major goal of the WIC Program is to improve the nutritional status of infants, WIC mothers are encouraged to breastfeed their infants. WIC has historically promoted breastfeeding to all pregnant women as the optimal infant feeding choice, unless medically contraindicated.

- WIC mothers choosing to breastfeed are provided information through counseling and breastfeeding educational materials.
- Breastfeeding mothers receive follow-up support through peer counselors.
- Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers.
- Mothers who exclusively breastfeed their infants receive an enhanced food package.
- Breastfeeding mothers can receive breast pumps, breast shells or nursing supplements to help support the initiation and continuation of breastfeeding.

Local WIC Office  
403 N. Bailey St.  
Mexia, TX 76667  
254-562-0923

#### Reference

<http://www.fns.usda.gov/wic/breastfeeding-promotion-and-support-wic>

**DISCIPLINE AND GUIDANCE POLICY**  
**First Methodist Preschool**

\*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

**My signature verifies I have read and received a copy of this discipline and guidance policy.**

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Signature

Date

Check one please:

\_\_\_\_\_Parent

\_\_\_\_\_Employee/ Caregiver

SAMPLE MENU

First Methodist Preschool – Menu

Day: Date:	Monday 10/24/16	Tuesday 10/25/16	Wednesday 10/26/16	Thursday 10/27/16	Friday 10/28/16
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**Breakfast**

Whole Grain:	Cereal	Cinnamon	Pancakes	Pop Tarts	Cereal
Fruit/Veggie:	Apple Juice	Toast	Apple Slices		Apple Juice
Milk:	Milk	Milk	Milk	Milk	Milk

**Lunch**

Entrée:	<b>Hamburger Patties</b>	<b>Corn Dogs</b>	<b>Chicken Crisпитos</b>	<b>Beanie Weiner's</b>	<b>Bologna Sandwich</b>
Protein:	Hamburger Patties	Franks	Chicken	Franks	Bologna
Veggie:	Green Beans	Mashed Potatoes	Ranch Style Beans	Pork 'n Beans	Carrot Sticks
Fruit		Apple Sauce		Peach Slices	
Whole Grain	Sliced Bread	Corn Bread	Tortilla	Corn Bread	Bread
Milk	Milk	Milk	Milk/Cheese	Milk	Milk Jello

**Afternoon Snack**

Milk, Veggie, Fruit, Whole Grain, or Protein	Pretzels Crystal Light	Teddy Grahams Crystal Light	Bologna Saltine Crackers Crystal Light	Vanilla Wafers Crystal Light	Cookies Milk
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