



First Baptist Church Prosper

Operational/Parent Policies

2023-2024

601 S. Church St.
Prosper, TX 75078

firstfriendspreschool.org

972-347-2481 Ext: 105 {phone}
844-747-7285 {fax}

Our Program

First Friends Preschool is a weekday ministry of FBC Prosper, providing a quality early education learning/preschool program for children ages 2 years through 5 years old.

The desire of First Friends Preschool program is to provide a loving and nurturing environment for children to learn and grow. We are committed to providing a well-rounded Christian and academic curriculum that will help develop the child in every aspect of his/her life. We want all children to be eager participants in the activities that will enhance cognitive, social, physical, emotional, and spiritual growth. Learning takes place as young children touch, manipulate and experiment with things and interact with people.

We use two different curriculums within our program. The first is Frog Street, which promotes "hands on" learning experiences and emphasizes development as a whole. Your child will be taught through learning centers including language development, art, blocks, books, listening, home living, music, nature, writing, and puzzles. Daily emphasis of hands-on learning activities appropriate for each age group will be implemented.

In addition to Frog Street, classrooms have an educator created Scope & Sequence that each grade level follows. While attending our preschool, your child will be preparing for conventional Kindergarten both socially and academically. We will work with the children, parents, and teachers to provide a quality Christ-centered preschool experience on which the children can build their future academic success.

All classrooms will have a scheduled circle time, learning times, center time, snack time, lunch time, rest time, indoor/outdoor activity time, and music/movement class. In addition to the above, all students will attend chapel weekly.

Our teachers eagerly work with each child and parent to make the preschool experience positive for all. All teachers have experience working with children and love ministering to their needs.

If a change is made to our Parent Policies, parents will be notified through email and a written notification will be sent home with each child. The updated Parent Policies will be available to view on our website: www.firstfriendspreschool.org

Programs offered for the 2023-2024 School Year:

2's - T/Th & T/W/Th

3's - M/W, T/Th, T/W/Th & M/T/W/Th

4's (Pre-K) - T/W/Th & M/T/W/Th

Transitional Kindergarten (TK) - M/T/W/Th

Admission & Enrollment

First Friends accepts children who are 2 to 5 years old by the first day of school. This year, that date is September 6, 2023. We will accept children into our 2-year-old program if they turn 2 by October 1. However, they may not attend our school until they turn 2 but are still required to pay tuition to hold their spot. Children are placed in classes based upon their age as of September 1st. **Children 3 and up must be potty trained.*** Children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted as our capabilities allow. Immediately following the registration time period, all children registered can access our web site at www.firstfriendspreschool.org to download the enrollment packet. Registration for the following school year takes place in January for current students and their siblings followed by FBC Prosper members. In late January/early February, registration opens to new students. When classes are full, then applicants are placed on a waiting list.

A student must be enrolled a minimum of six weeks to attend First Friends Preschool. We do not provide short time child care. In addition, First Friends does not accept new students after spring break for the current school year.

First Friends does accept students throughout the school year, as long as space permits. We do not, however, guarantee space to be available. If a parent would like to "hold" a spot, all tuition must be paid in full up to the child's start date. For example: A parent would like to guarantee that there will be a spot for their child in January and it is November. The parent can pay November and December tuition even though the child is not attending to guarantee availability for January.

Calendar

First Friends is open from 9:00 am to 2:00 pm, Monday through Thursday. Children are not accepted before 8:55am. Prior to 8:55am, our staff is attending meetings, preparing their rooms, gathering supplies, and participating in prayer time. We also offer before care (8am-8:55am) and after care (2pm-3pm) for an additional fee. Doors will open for pickup at 1:50pm. We ask that if you need to pick up your child early, please do so before your child's scheduled class rest time. This may differ from class to class, so please check with your child's teacher. This prevents distractions/waking up other children during rest time.

The academic school year for First Friends is September 6, 2023 through May 9, 2024, excluding school holidays and inclement weather days. Our program will follow the Prosper Independent School District calendar for holiday and inclement weather. During inclement weather, we will update our Facebook page, as well as send a school wide email if possible.

** If a child in our 3's or PreK/TK classes has repeated accidents, parents will be asked to come up and change their child before they will be allowed back in the classroom. We do not have the state required equipment to change repeated accidents in these classrooms.*

First Friends does not make up inclement weather days. **If Prosper ISD is delayed or closed, First Friends will be closed that day.**

Fees & Payments

A non-refundable registration fee is required to register your child at First Friends Preschool. This registration fee is cut in half for new registrations January through March.

Registration Fee

2 days	\$280.00
3 days	\$350.00
4 days	\$410.00/\$430.00

Tuition Schedule

2 days a week tuition	\$280/month
3 days a week tuition	\$350/month
4 days a week tuition	\$410/month
4 days a week tuition TK	\$430/month

Please note that there is not a 4-day a week class for 2-year-olds.

A payment box is provided at the front desk of the Children’s Building to drop off your tuition. You may also pay monthly tuition through the link provided in your monthly statement. **if possible, we prefer payment by check to reduce online payment charges.** Tuition is due Sept - May, on the 1st of each month. Payments received after the 5th are considered late and will be assessed a \$25 late payment fee. If your tuition is going to be late, please notify the director. Tuition is still due for snow days, ice days, or any other unexpected school closings.

There is a 10% discount (tuition only) on a second child enrolled in our program. Members of First Baptist Prosper receive a 10% discount on their child(ren). This does not apply if it is a grandchild, niece/nephew, etc. Also, if any family is in need of financial assistance, please reach out to the Director as funds are available.

Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illness, holidays, vacations etc... The Director must approve any exceptions.

If a student's account is a month or more past due, the student may not return to school until their account is current. Similarly, as spring approaches, students’ accounts must be paid in full in order to participate in end of the year activities, including, but not limited to, Pre-K/TK graduation & our end of the year carnival. Once again, please let the director know if there are financial concerns that First Friends should be made aware.

Late Pick-Up Fee

Children who are not picked up by 2:10 p.m. will be escorted to the extended care room (Room 7 of the Children's Building). A fee of \$10.00 will be assessed for late pickups & will be paid directly to the party providing extended care. Once a child is placed in the extended care program, the \$10 must be paid and the child must be picked up no later than 3:00pm. Even if you arrive at 2:15pm, \$10 payment is still due. If pick up is after 3:00pm the extended care provider may charge an additional late fee of \$10. This applies even if your child's ride is late & that ride could be you or your appointed pick-up. Please be considerate of your child's teacher's time (many have to pick up their own children) & be on time for pick up.

Attendance

Sign in/Sign out Procedure: When dropping off your child in the mornings, you must sign in your child, note the date and time of arrival, and include your initials. When picking up your child in the afternoon, you must note the time of departure and include your initials.

Notification of Absence: Please call the school at 972-347-2481 Ext 105 by 9:00 a.m. if your child is going to be absent, or email us at firstfriends@fbcprosper.org.

Arrival & Departure

Arrival: We do not accept children prior to 8:55am for First Friends. This enables our staff to prepare for your child's arrival.

Children's Building: Children will be walked to their child's classroom and signed in by their parent. Please make drop off quick and exit the building expediently. This makes things easier on your child. It is harder on the child when parents linger, stay and chat, etc...

Portable Building: Pre-K/TK students will be signed in at the bottom of the ramp and will then walk independently to their classroom. No child should walk themselves to their room unless they are enrolled in Pre-K/TK and walk up the ramp with teacher and admin supervision.

Departure: Picking your child up on time should be a priority. Children will be released only to parents or persons who have been listed on the enrollment forms and have proper identification. Persons other than the parent picking up a child must come to the office, provide their driver's license, which we will copy, and then they will be given a red pickup card to check the child out from his or her classroom. The red card will inform the teacher that you have been cleared by the front office to pick up the child. Please inform the director or teacher in writing if someone else will be picking up your child.

Children's Building: Parents will enter the building to sign out their child.

Portable Building: Parents will enter the building to sign out their child.

A child may not be picked up during rest time, unless there is an emergency. If your child must be picked up during rest time, please communicate with your child's teacher so she can make an alternative plan for your child during rest time. Ideally, if they need to be picked up early, please do so before rest time so that other students are not disturbed.

Entering the building: Please use the double glass doors in the breeze way to enter the children's building. Please do not attempt to access the building from the back-double glass doors. Our doors are kept locked for the safety and security of the children. As always, we are an "open preschool" which means that at any time during the day, you may come in for a visit without having to schedule a time to do so. You are always welcome to observe your child, the program's activities, building, premises, and equipment at any time during our hours of operation. Please check in at the front office even when visiting a classroom located in the portables. Portable teachers are not allowed to open the door. You must be let in by an administrator.

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

Behavior Management

Discipline will be loving, consistent, and based on the individual development and understanding of each child's needs. Children need to learn to interact with one another on a consistent basis. Learning to take turns and cooperate is an ongoing process and, consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc...). Although we will not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings).

To minimize inappropriate behavior, we use age-appropriate lesson plans that provide a variety of hands-on activities and positive guidance. First Friends uses the following rules of conduct for each classroom:

- Any behavior considered inappropriate will first be redirected in a positive manner.
- If behavior continues and could become harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be used. A "time-out" will be used if the child continues behavior and chooses to ignore the teacher's directions. Time outs are limited to one minute per the child's age (i.e. a 3-year-old will be in time out for three minutes).
- If a time out within the classroom is not effective, the child will be sent to the director and removed from the classroom until orderly behavior can be observed. Parent(s) will be contacted if the child is removed from the classroom repeatedly.

- A parent conference will be requested for continual and/or repeated behavioral concerns. Both the director and teacher will be present at the conference and as a team, an action plan will be made for the child.
- For more extreme behavioral concerns, that put other children in the classroom safety at risk, First Friends has the right to suspend a child for a time period. During the suspension period, tuition is still owed and paid.

We will always try to work as a team with parents to make a child successful in the classroom. Corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on our campus. Please refer to page 16 for a complete discipline & guidance policy.

We reserve the right to dismiss a child, upon two weeks' notice, for serious behavior problems and/or aggressive behavior. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program. However, First Friends reserves the right to dismiss any child.

Biting Policy

Parents of both the child who was bit and the parents of the child that was bitten will be notified. Biting is quite common among young children. It happens for different reasons with different children and under different circumstances. The first step in learning to control it is to look at why it may be happening.

- 1st offense - note sent home and parents called
- 2nd offense – note sent home, parents called, resources given
- 3rd offense - 1-week suspension
- 4th offense - 2-week suspension
- If there has been 3+ months between any offense, we will go back to Offense 1

Withdrawal & Dismissal

Following a two-week written notice, parents may withdraw their child from our program at no penalty. Written notification must be furnished to the Director two weeks prior to the date of withdrawal. If a two-week notice cannot be given, a half-month's tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable. First Friends will not accept student withdrawals after April 15, 2024. Any withdrawals submitted after April 15, 2024 will be subject to payment for the full month of May.

First Friends reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Unfortunately, not all children thrive in group care. A student will be considered dismissed after four weeks of consecutive absences, if there is no communication with Director and/or teacher concerning the absences. Tuition will still be due and owed up to the date the Director sets as the official withdrawal date. Written

or verbal communication will be given before dismissal is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Health & Medical Information

A complete, accurate, and up-to-date Immunization Record along with a Health Statement from your health care professional must be provided to First Friends. The Health Statement should state that your child has been examined within the past year and is able to participate in a school program. This must be on file in our office. If not, your child cannot attend First Friends. No exceptions will be made to this rule. Immunizations records must be kept current. If your child is unable to receive an immunization, a written statement from the child's physician must be on file. For TB testing requirements please see the First Friends Director. If a parent chooses to exempt their child from immunizations, they must complete the Exempt Immunization for Reasons of Conscience. This form must be mailed to the state, and we must have the original certificate the state mails back for your child's file.

All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child. A copy of our Injury/Illness Report form is available from the office, and a parent's signature is required on this form.

The state of Texas requires that all 4 and 5 years old have a hearing and vision screening results on file. We have contracted with Metroplex Educational Consultants to provide this service. They will be at First Friends in October. The cost is approximately \$20 for both services. You may choose to have your child's physician perform this service for you, but we must receive a copy of the results for our files. Actual results are required, "pass/fail" is not acceptable.

Children with special needs will have services provided to them as our facility and ability allows.

Medical Emergency Procedure:

If a child becomes injured while in the care of First Friends, the following steps will be taken:

- Immediate and appropriate first aid will be given to the child
- The child will be brought to the Director or other Administrator for further evaluation
- The Director/Administrator will determine if further treatment is necessary & if a parent or EMS call is needed.
- If further medical attention is needed, parent and/or EMS will be called.
- If child is taken to a physician/hospital, due to an injury that happened at First Friends, First Friends will self-report the incident to DFPS.
- An accident and illness report will be filled out and signed by the Director and guardian for any injury that happens during the First Friends school day and placed in the student's file.

Staff Immunization Requirements:

Immunizations are not just for students. Keeping up-to-date on vaccinations helps protect not only the teacher but the children as well from vaccine-preventable diseases, such as the flu, whooping cough (pertussis) and varicella (chicken pox). Pertussis is worse for children, but varicella is worse for adults.

Staff is encouraged to protect themselves from these disease by receiving the appropriate vaccines. The risk of contracting varicella and pertussis due to working at First Friends Preschool is low. First Friends does not require staff to have these vaccines. A yearly flu vaccine is recommended but not required for all staff.

Medication

No medicine will be administered to your child unless a "Medication Form" is completed. This form may be obtained from the Director. All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. The medication may not be expired. Instructions about storage must be clear. Please bring your own dropper or dosage cup. Prescription medications will be the only medication given. Tylenol can only be given after immunizations. If your child is sick, they must remain home. Your child's teacher may not administer medication, including teething tablets & vitamins.

Medicine may not be kept in your child's bag, lunch box, etc. For safety reasons, the medicine must be turned into the First Friends office. You are responsible for bringing it to us and picking it up every day. No medications are to be included in juice cups, bottles, etc.

Illness

Your child's health is of major importance to us. For the protection of your child, as well as others, children must not be brought to First Friends if they are ill. **Please keep your child home if any of the following symptoms/conditions exist or have existed in the past 24 hours:**

- . Fever of 100 degrees or more and accompanied by behavior changes or other signs or symptoms of illness
- . Vomiting or diarrhea
- . Any symptoms of usual childhood disease
- . Common cold, with **excessive cough or nasal discharge (cloudy, yellow, or green)**
 - Children ages 4 and older should be able to blow & wipe their own nose
- . Viruses, even those that do not require antibiotics (they are still contagious)
- . Sore throat
- . Croup
- . Any unexplained rashes
- . Any skin infections (boils, ringworm, impetigo, etc...)
- . Suspected mononucleosis
- . Pink eye or matted eyes

If your child has been diagnosed with the flu, please keep them home a minimum of **one school week**. Please refer to <http://www.cdc.gov/flu/school/> about the flu. Not spreading germs is the best way to keep all students at First Friends healthy.

If your child or anyone in your household is diagnosed with Covid-19, the director must be notified immediately. Directions will then be given by the Health Department as to how long the child must stay home, but it will be for a minimum of one school week. These directives are constantly changing and will be handled on a case-by-case basis.

If your child has diarrhea while at First Friends we will notify you by phone. If the child continues to have more than one loose stool, then we will call you again and ask for you to come and pick them up. They will not be able to attend the following school day.

If a child becomes ill while in the care of First Friends and develops a fever 100 or greater or any other symptoms while at school, you will be notified to pick up your child immediately. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. **After an illness, children must be free of fever and other symptoms for 24 hours, and/or have been on medication for a 24-hour period before returning to our program.**

Please notify the Director if your child is ill with a communicable disease (i.e. chicken pox, lice, pink eye etc.). First Friends reserves the right to request a written permission slip from the child's physician before your child can return to our program.

Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help First Friends have a healthy environment for all the children and staff.

Nutrition

Parents must provide a CLEAN bottle of water filled with water only (no juices, flavored drinks, etc...) and a nutritional snack and lunch for each school day. Snacks provided from the home help keep First Friends tuition costs low. Parents must provide a nutritional lunch and drink to be served at lunchtime. Please pack your child's snack and lunch in different containers and label them accordingly.

First Friends is not responsible for the nutritional value of food provided or for meeting your child's daily food need. According to state guidelines, a child's lunch should include something from each of the four basic food groups. All lunches must be ready to eat. Please keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hotdogs, pineapple chunks, and hard candy. Please do not send sodas and candy as they may cause problems with other children. Also, sugar and caffeine may cause undue hyperactivity.

State guidelines also require that students have access to water throughout the day. Please send a water bottle or sippy cup of water with your child each day. Their water will be served and offered at each snack and lunch time and will be kept available for them throughout their school day.

Toddlers who are not on table foods must complete an "Infant Care Instruction Sheet" each month as required by the State of Texas.

Before snack/lunch time, each class says a prayer. We are proud to instill in the children a love for God and a strong faith in all He has blessed us with.

Breastfeeding moms will be provided a comfortable place to nurse in our Mother's Room with a pillow for support, a stepstool for ease and water for hydration. Moms have the right to breastfeed their child at First Friends and/or provide the caregiver with breast milk to feed their child throughout the day.

Personal Belongings

Please dress your child in comfortable clothes, remembering that children will experience messy activities at school. **Open toed shoes are not allowed on the playground.** We will be calling for you to bring other shoes if they wear open toed ones. All children need to bring a complete change of clothing, including shirt, pants, socks, and underclothes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Please make sure these items are clearly labeled and brought EVERY day. If a child soils their clothing, they will be changed & the soiled clothing will be sent home for washing. We do go outside during cool weather, so a coat is a necessity during the winter months.

2's and 3's are required to bring a nap mat for rest time every day. Younger children need to bring a diaper bag/backpack stocked with disposable diapers, wipes, an extra change of clothing, pacifiers (if needed) needed for the day. We have nap mats available for our PreK & TK classes if any child feels the need to take a nap during their scheduled rest time.

For those children who are wearing diapers or pull ups, a supply of these should be provided for daily needs of the child. This supply should be labeled with the child's name and will remain in the classroom for use as needed. Diaper rash ointment and lotion if needed, must be sent labeled with the child's name. If sunscreen is needed on certain days of the year, you must send the sunscreen labeled with the child's name and give us written permission to re-apply at school.

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

Please make sure the bag or backpack that your child brings his/her things, to and from school, is large enough to hold everything, including a standard size folder. The bag should be able to easily close/zip with all contents safely stored inside.

Outdoor Playground

Please keep in mind that we play on the outdoor playground regularly during both warm and cold months. Children in extended care (over the normal 5 hours) will be afforded a 2nd recess, weather permitting. Please dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. For safety reasons, **open toed sandals are not allowed on the playground.** Children will be kept inside when the temperature is below 32 degrees. If your child needs to be kept in on red ozone days, please notify the Director. On days where outdoor play is prohibited, large rooms in the church building will be used (when available).

Outdoor activities, fresh air and release of energy are important to a child's overall health. Recess provides children the space to develop motor coordination and self-confidence. Large muscle coordination is related to the development of small muscles and eye-hand coordination, which are all prerequisites for reading and writing. Outside play also is a social time for students to strengthen their friendships through unstructured play. Our recess is an unrestricted, unstructured time where kids can run, use hula-hoops, kick balls, and use the playground equipment. During Music & Movement, children will also have an opportunity to use their large muscle group.

Toilet Training

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Please bring a supply of underwear, clearly labeled with your child's name, as well as a change of clothing, socks, and shoes. Children will not be forced to use the toilet at any time. **For children going into our three's and four's classes, students must be fully potty trained in order to attend the program. Potty trained includes pulling pants up and down, as well as independent wiping. Unfortunately, due to the inability to have the correct items needed to change diapers/PullUps, exceptions cannot be made.**

Birthday & Celebrations

Children love celebrating their birthdays. We want them to feel special here as well. **If you are planning to bring a special snack for your child's birthday, please inform the teacher a minimum of two school days prior so she can make arrangements for snack time and contact families with allergy or dietary restrictions. Also, please be sure treats are store bought & not homemade so that ingredients are listed.** Teachers can also make you aware of any allergies of the students in her care.

Birthday parties are fun, unless you are the only child not invited. Invitations may be passed out at First Friends only if all students in the class are invited. Otherwise, please mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, and phone numbers. If you do not wish this information to be disclosed, please inform us in writing.

First Friends will have class parties to observe Thanksgiving, Christmas, Valentine's, and Easter. Parents will be asked to "sign up" to bring party favors, snack items, etc. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask that no Santa or Easter Bunny party items be brought to school.

Parent Involvement

Involved parents help our children see the importance of learning. All parents can help in some way. Please ask your child's teacher how you can be involved in their class. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give suggestions and feedback at any time and parents are encouraged to visit.

If at any time, you feel the need to discuss any questions or concerns about our program, please feel free to make an appointment with the Director. Parents may review a copy of the minimum standards, the most recent Licensing inspection report, or contact the local state licensing authority, The Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (800) 252-5400. The Texas Department of Protective and Regulatory Services website can be accessed at www.tdprs.state.tx.us/childcare or by phone at 800-582-6036.

Parent Code of Conduct

Due to the nature of working so closely as parents and educators, we recognize there can be a natural conflict of opinions from time to time. As a school, it is our genuine aim to work for the good of the school and communicate as effectively as possible to work through any & all issues. We do our very best to honor you & your families by not sharing sensitive information or speaking any ill will about you, your child, or your family, & we ask the same of you. While attending our program, we ask that you refrain from slanderous talk or gossip within the community, whether that be talking in the parking lot, social media, or even in bread isle at Kroger.

We encourage parents in our program to accept invitation from teachers to their private classroom Facebook pages that are used strictly for classroom pictures, updates, newsletters, reminders, etc... Not all classes will have one, but we will be using an app for regular

communication from teacher to parent. To help protect the integrity of our program, please know that slanderous comments on social media are prohibited and could be grounds for dismissal.

We prefer not to get involved in custody battles. If we are brought into these battles & feel the safety of our students is compromised then this will be grounds for immediate dismissal.

Liability Insurance

First Friends maintains the liability insurance coverage required by Child Care Regulation in accordance with Texas Health & Human Services.

Abuse

The State of Texas is a mandatory reporting state with regards to abuse. All personnel working with children are required by law to report all suspected cases of child abuse or neglect. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Our staff has completed annual training to recognize the warning signs of abuse. If you have concerns, please notify the Director immediately or contact the Texas Department of Protective and Regulatory Services at www.tdprs.state.tx.us/childcare, at 550 E. 15th St, Plano, TX 75074 or by phone at 800-252-5400, or the Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (800) 252-5400.



Common Indicators of Possible Child Abuse

Early Care and Education
Training and Consulting
www.earlycareandeducation.com
Email: ecm@earlycareandeducation.com

Child

- Bruises or wounds in various stages of healing
- Injuries on two or more planes(sides) of the body
- Injuries reported to be caused by falling but which do not include hands, knees, or forehead
- Oval, immersion (in hot liquid), doughnut-shaped, or imprint (hot iron or cigarette) burns
- Reluctance to leave school, comes in early, stays late
- Inappropriate dress for the weather
- Discomfort when sitting
- Sophisticated sexual knowledge or play
- Radical behavior changes or regressive behavior
- Child withdraws or watches adults
- Child seems to expect abuse
- Revealing discussion, stories, or drawings
- Sudden changes in school performance
- Has not received help for physical or medical problems brought to parents attention

Adult

- Unrealistic expectations for child
- Reliance on child to meet (adult) social or emotional needs
- Lack of basic childrearing knowledge and skills
- Substance abuse
- Shows little concern for the child
- Denies the existence, or blames the child, for problems in school
- Asks the teacher to use harsh discipline when child misbehaves at school
- Sees the child as entirely bad, worthless or a burden
- Child and the parent rarely make eye contact with each other

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*You don't stop playing because you grow old,
you grow old because you stop playing.*

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged 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 receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.



Ministry

If our pastoral staff and/or any other ministers of our church can help you or your family, please call the church office at 972-347-2481. We are located at 601 S. Church Street, Prosper, TX 75078.

Scott Kay – Senior Pastor (scott@fbcprosper.org)

Amanda Kongthong – Children’s Director (amanda@fbcprosper.org)

Katie Burgess - First Friends Director (katie@fbcprosper.org)

Office Administrator – Heather Dumas (office@fbcprosper.org)

Discipline & Guidance Policy for First Friends

* 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 whole group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

- (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 of time for the child's age.

Emergency Preparedness Plan

Teachers bring:

1. Life Line Book
2. Parent contact phone numbers
3. Cell phone
4. Flash light
5. Emergency kit – band aides & gloves
6. Whistle

If the Emergency involves the entire church, then teachers will relocate children to the covered basketball court of Rucker and/or the gym at Rucker (once permission has been obtained). If Rucker evacuates, then we will follow and stay with Rucker students. Once our students are relocated and safe, your child's teacher will text, call, and/or email with details on how to reconnect with your child.

Emergency Procedures:

Fire

In case of a fire at FBC Prosper, teachers will evacuate the children to the designated place on their evacuation routes posted on the classroom doors. Children will evacuate to the far end of the parking lot as far back as they can go. Teachers should close the classroom door and bring their Life Line with any pertinent information (including class roster with names and phone numbers).

Children will be educated in the proper procedures for a fire drill. They will be taught to listen for the designated sound for a fire drill. There will be practice fire drills each month.

Each classroom will be equipped with an "emergency kit" including a flashlight, band-aids, gloves, etc. so that minor problems can be handled.

Tornado

In the event of a tornado or tornado warning, teachers will move the children away from glass window and doors. Children will line the hallways or bathrooms in a sitting position with their arms covering their heads. No child will be near a glass or exterior door. Teachers will close classroom doors and will monitor their children during this drill. If time and weather permits, and it is safe enough, we will evacuate the building and bring the entire First Friends staff and children to the main church building. Teachers will be sure to bring their Lifeline book and flashlight.

The children will be educated in the procedures for the tornado drill. They will be taught to listen out for this drill. There will be several opportunities to practice this drill during the school year.

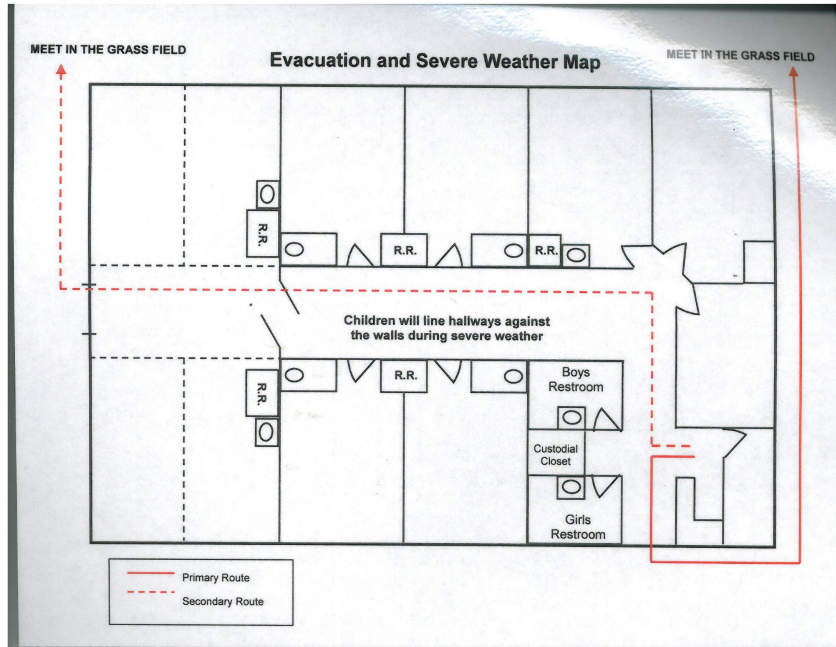
Lockdown

First Friends has a lockdown drill that we practice as an entire class multiple times a year. Due to the sensitivity of this emergency procedure, we do not share the specifics of this drill publicly.

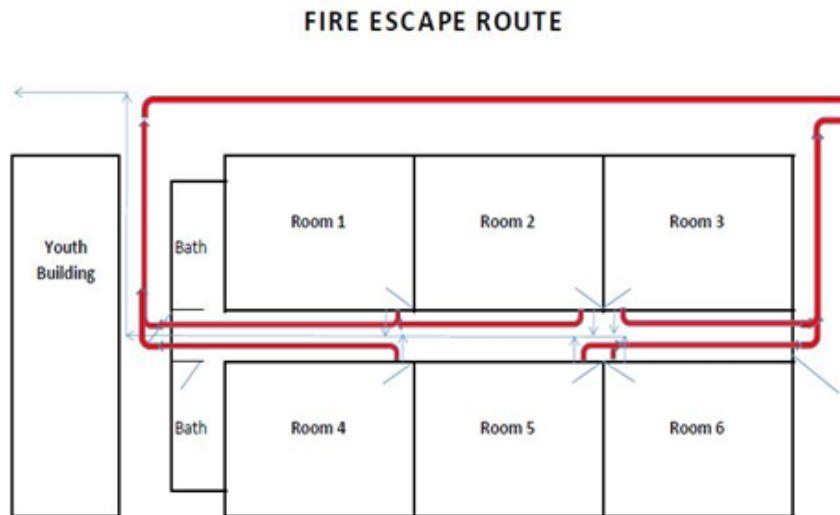
Power Outage

In the event that there is a power outage on campus, we will contact parents. According to state standards, we are unable to operate without electricity. We will email or text parents and then post updates on our website.

Children's Building Evacuation Map:



Portable Evacuation Map:



1. All building exit, proceed North, then East to the bleachers at Eagle Landings Park
1. All building exit, proceed North then head to the West side of the parking lot

Parent Policy & Abuse Handout Sheet



_____ (Initial) I have reviewed a copy of the Parent Policies, as well as the Common Indicators of Possible Abuse Form for the 2023/24 school year. These forms can be found on our website: www.firsfriendspreschool.org.

_____ (Initial) I represent that I am the person who has the right to consent to medical and dental treatment on behalf of my child. I authorize First Friends Preschool to consent to medical and dental treatment if I or other parent/nonparent caregiver cannot immediately be contacted by telephone.

_____ (Initial) I understand that First Friends, as a ministry of First Baptist Church Prosper, carries the required liability insurance mandated by Child Care Regulation.

_____ (Initial) I understand that children in the 3's and 4's class MUST be potty trained.

_____ (Initial) I have read the Providers Guide to Parents' Rights.

_____ (Initial) I understand that these policies might be updated throughout the school year, but I will be notified via email if any policy changes.

Students Name (printed): _____

Parents Name (printed): _____

_____ Date _____

Parents Signature