

Meadows Preschool a ministry of Willow Meadows Baptist Church

4300 W. Belfort, Hou., Tx. 77035

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Operational Policies 2024-2025

Meadows Preschool Mission Statement

Meadows Preschool offers young children the opportunity to feel love and a sense of self-worth while engaging in activities that nurture the development of the whole child. Caring teachers, who live by Christian attitudes and behaviors engage children in experiences of active learning, helping to bridge the gap between concrete experience and new concepts.

Drop-off and Pick-up Schedule

Drop-off 7:55-8:30 or 8:55-9:14 *We ask that all adults are off campus by 9:15*

Pick-up 1:45-1:59 or 3:30-3:59 *Late pick up fees, 1.00 per minute & begins with 2:01 & 4:01*

Drop-off and Pick-up will happen inside Meadows Preschool. The child and adult will come inside, the child will wash hands and then the adult will walk the child to class and sign-in. At the end of the day, adults will come inside, go to the class, and sign-out their child.

Children may be released only to adults listed on the enrollment card with name, phone, address, and driver's license number. Children will not be released to adults not on the enrollment card or adults listed without a driver's license number.

To prevent another parent or guardian from visiting or removing the child; Meadows Preschool must have a court order stating such.

Times and Days of Operation

Class 9:00-2:00, with options for Early Birds 8:00 and/or Kids Club 2:00-4:00, Monday-Friday Meadows Preschool will close for most HISD holidays, in-service days, continuing education days, religious holidays, and all weather or emergency closings. A Yearly Calendar will be published after HISD has published a 2024-2025 calendar.

Parents/guardians are welcome to enter Meadows Preschool and their child's class without advance notice, during hours of operation.

Enrollment and Information Sharing

Enrollment in Meadows Preschool is open to children, 6 months by August 2024 (born before March 2024) through PreKndg. A child is fully enrolled when a completed enrollment card, enrollment fee, Certificate of Health, and immunization record are in the preschool office.

A completed enrollment card and enrollment fee will hold your child's place at Meadows Ps.

Information Sharing: A Newsletter will be emailed, by Pastor Cyndi, the last week of each month for the following month. Class emails will be sent by teachers, each Friday. Yearly calendars are available at the Parent Support Center. Recalls can be found on the Parent Support Center. To contact Pastor Cyndi: 713.255.7025 or cwehmeyer@wmbc.org.

Financial Obligations: Upon enrollment with completed card and enrollment fee, tuition is due and expected for the session of August 2024-May 2025. The August 2024 tuition will be a non-refundable payment for May 2025. The August tuition is due on August 1, 2024.

Tuition is due in the first week of each month. Tuition is paid in nine equal payments. *The first will be due by August 1, 2024.* Tuition paid after the first week will need to have a 15.00 late pay fee added. The August 2024 payment is a non-refundable payment for May 2025.

Late Pick-up fees are 1.00, per minute beginning at 2:01 or 4:01. This fee is due at the time of pick-up or the following day and may be paid by cash or check.

Health and Safety

All children must have a *current* immunization record or legal document stating an exemption and a Certificate of Health on file. The **Certificate of Health** and **immunization record/legal document** should be updated **with each birthday**.

Restroom use, during the hours of 9:20-4:00, the Ladies and Men's room on the main hall are off limits to adults. There are two family restrooms that may be used.

Children enrolled in Bumble Bees or Leap Frogs must be completely toilet independent.

A parent will be called to handle accidents.

When a child is ill, they may *not* attend preschool. Parents are asked to *call the preschool office and let Pastor Cyndi know* of the absence and the reason. 713.255.7025

Exclusion due to illness:

- 1. Fever-** child will need to be fever free for 24 hrs., w/o medication, before returning.
- 2. Diarrhea-** child will need to be off campus for 24 hrs. after the last loose stool.
- 3. Vomiting-** child will need to be off campus for 24 hrs. after the last vomiting episode.
- 4. A child with **thick, cloudy, or continuous mucus from the nose, undiagnosed wheezing, wet or barking cough, head lice, pink eye,** or other infectious symptoms with or without fever will need to be off campus until the symptoms are clear.**
- 5. A child with **CoVid symptoms** should remain off campus until a CoVid test is taken.**
- 6. A child **with CoVid** should quarantine. Then, waiting until day 5, and when the child has been fever free for 24 hrs., without medication, a test can be taken. If the test is negative, they may return. Test results will need to be emailed to Pastor Cyndi.**

Medications cannot be dispensed by any employee of Meadows Preschool. Meadows Preschool Teachers are trained in the use of an Epi pen and can administer.

Immunization record/legal document must always be up to date. The **Certificate of Health** should be updated at each birthday when the immunizations are updated. TB tests are not required by the Health Department. Teaching staff are not required to receive some vaccine preventable disease immunizations. Ex. Flu shots

Allergies: children with allergies that require an Epi Pen will need a signed, physician's emergency plan on file with the EpiPen.

Hearing and Vision testing will be required for *all children four years and older*. This can happen at birthday check-ups and the results added to the Certificate of Health.

Breast Feeding Moms may provide breast milk for babies in care or use the Mom's Place to feed their babies. There is a refrigerator in the Turtles Class for daily milk storage.

Safe Sleep for babies will be practiced. Babies will be placed on their backs with nothing added to the crib. Babies need a sleep sack or footie pajamas. Pacifiers must be attachment free.

Sunscreen and/or insect spray should be applied to your child before they arrive at preschool.

For the safety of your child, we do not provide transportation, have a pool, or house animals.

Meadows Preschool teaching staff have a background check, FBI fingerprinting, are current in CPR & 1st aid, and achieve a minimum of 24+ hours training for each calendar year they are with us. To view these training records & training curriculum- see Pastor Cyndi.

All Meadows Preschool teachers are trained annually in the prevention of, and how to recognize and report **child abuse and neglect**. Information on child abuse and neglect can be found on the Parent Support Center. A posting is on the big bulletin board with contact information on reporting and gaining assistance with child abuse and neglect.

To report: Child Abuse Hotline 1-800-252-5400 or www.txabusehotline.org

Lunch: send a variety of healthy foods the child can self-feed, including a thermos of water. Please no juice, sugary or caffeinated drinks in the water thermos. NO glass containers.

Snack: a morning snack will be needed for Rabbits, Honey Bears, Bumble Bees & Leap Frogs

Afternoon snack: all preschoolers enrolled in Kids Club will need a snack labeled KC & name.

Turtles may bring baby food, milk bottles & sippy cups as appropriate, labeled w/ name
Please, **NO glass containers**

Gang Free Zones, House Bill 2086, states: an area of 1000 feet around any preschool or school is a gang free zone and allows for greater prosecution of gang activity.

Tennies & socks are the safest footwear for Big Body play on the playground and in the gym.

Our **playground** is open to persons with a background check on file and may not be used by others while a Meadows Preschool class is outside. Our **Gym** and **playground** are for use during preschool hours for Meadows Preschoolers, for Big Body play and social development. *We ask that parents and guardians not remain in that area after picking up their child.*

In following the Minimum Standards, all classes will spend time outside, each day when the temperature is between 50 and 100, it is not an ozone action day, and it is rain free. On days we cannot go outside, Big Body Play will take place in our full-sized gymnasium.

Policies, Procedures

To discuss policies, procedures, concerns, or great ideas with Pastor Cyndi, please call the preschool office, during office hours. 713.255.7025 or email cwehmeyer@wmbc.org

To contact the childcare licensing office call 713.940.5286 / 1330 E. 40th St., Houston, Tx. 77022

To review publicly accessible records for Mead. Ps., go to the childcare licensing website.

To review written records concerning your child at Meadows Ps. - Contact Pastor Cyndi.

To review the facilities policies & procedures handbook – contact Pastor Cyndi

To see inspection reports and get information about how to access Meadows Ps. Online compliance history – contact Pastor Cyndi

Meadows Ps. will be transparent in its policies and procedures and open to parent inquiries.

To speak at length with your child’s teacher please, make an appointment to speak during rest time. During drop-off and pick-up time, teachers are actively involved with the class. This is not a good time for a conversation. *Teachers may not give out their personal cell phone number or receive text messages during preschool hours.*

Class emails will go out weekly to help keep you informed, and **Newsletters** will be emailed the last week of each month.

What NOT to Bring

1. Medications of any kind, Rx or OTC
2. **Toys stay home**, *not in the backpack or classroom cubbie.*
3. Sick children
4. Anything glass
5. Cloth rest mats and full-size blankets

What to Bring : all labeled, diaper bags, backpacks, lunch boxes, not labeled, will be labeled at ps.

1. Lunch of finger foods children can self-feed
2. Water thermos or sippy cup of water
3. Viny rest mat & towel
4. Change of clothing in a zip baggie

5. Children in diapers; diapers & a box of wipes
6. Children in pull-ups; pull ups & a box of wipes
7. A backpack large enough to transport art, papers, lunch box, etc.

Birthday Policies

1. Set a date with your child's teacher – giving a minimum of one weeks notice. The one week notice allows for the information to be shared in the weekly email, on Friday.
2. To meet health code, items must be store bought and in the original packaging.
3. Suggestions: 2 bite cupcakes, ice cream cups, sm. muffins, mini ice cream sandwiches, goldfish crackers, pretzel sticks, strawberries and squirt cream.

Parents will be asked to sign a statement on the enrollment card, to show this Operational Policy document was received. Take some time to read over this document. Operational Policies are given at the time of enrollment and copies are posted on-line and kept on the Parent Support Center.

These policies will be updated as needed.

Meadows Preschool Safety Guidelines Overview 2024-2025

1. Sick children will need to stay off campus.
2. Adults or siblings experiencing any signs of illness must wear a mask inside.
3. All classes are sprayed with a *hospital grade germicide* at the end of each day.
4. Baby bed sheets are washed in hot water after each use and beds sprayed.
5. All manipulatives, toys, books, equipment will be sprayed each day.
6. Parents need to be able to pick up children within 20 minutes after being called for a child that has begun showing symptoms of illness.
7. Anytime a child will be absent, notify Pastor Cyndi, 713.255.7025.
8. ALWAYS notify Pastor Cyndi as soon as CoVid is discovered in the household.
9. Toys from home, need to stay at home – *and not in the backpack.*
10. Cloth sleeping mats cannot be fully sterilized and therefore cannot be used.
11. Children may be released only to adults listed on the enrollment card along with TDL #, Address, and phone.

Meadows Preschool a ministry of Willow Meadows Baptist Church, faithfully serving families for 61+ years.