



2025-2026 Acknowledgments

Please initial next to each item.

OPERATIONAL POLICY ACKNOWLEDGEMENT

Please acknowledge, by signing this form, that you have received a copy of our operational policies in our handbook for the 2025-2026 school year.

☐ I acknowledge receipt of the 2025-2025 Parent Handbook

EMERGENCY PREPAREDNESS PLAN ACKNOWLEDGEMENT

Little Hands of Grace staff are trained annually on how to respond in various emergency situations. Our plans of response are listed in our Emergency Preparedness Plan document.

☐ I acknowledge receipt of the LHG Emergency Preparedness Plan document.

PHYSICAL ACTIVITY PLAN ACKNOWLEDGEMENT

Little Hands of Grace staff are required to incorporate physical activity into our days. Please read our "Activity Plan" included in the policy packet.

☐ I acknowledge receipt of the LHG Activity Plan

PROVIDER'S GUIDE TO PARENT RIGHTS ACKNOWLEDGEMENT

Little Hands of Grace staff are required to notify you of your rights as a parent. Please read this document "Provider's Guide to Parent Rights" in the policy packet.

☐ I acknowledge receipt of the "Provider's Guide to Parent Rights" document.

SUPPORTING INCLUSIVE SERVICES FOR CHILDREN WITH SPECIAL CARE NEEDS

Little Hands of Grace staff are required to provide procedures for supporting inclusive services to children with special care needs. Please read the "Supporting Inclusive Services" document in your registration packet.

☐ I acknowledge receipt of the "Supporting Inclusive Services" document.

Signature: _____ . Date: _____ .

Little Hands of Grace

Parent Handbook 2025-2026

A Ministry of Point of Grace Church



Welcome to Little Hands of Grace Preschool—where little hands have a BIG future! In early childhood children learn best by using all of their senses and play to experience the world around them. Our program is designed to promote cognitive, emotional, physical and social growth. We are excited and grateful that your family has chosen our school for your child's preschool years!

CURRICULUM

Little Hands of Grace Preschool uses a curriculum which incorporates developmentally appropriate activities into thematic, weekly units. Our preschoolers experience a wide range of activities designed to stretch their imaginations. Each classroom promotes individual and cooperative play, imagination and creativity, constructive ideas and self-expression. A wide range of centers such as literacy, music, math, science, blocks, manipulatives, dramatic play, art and sensory are offered on a rotating basis to enhance the weekly units. A children's weekly chapel, music and movement class, and science enrichment is offered. Additionally, academic assessments will be conducted at the beginning and the end of the year as a guide to track your child's progress. Optional parent conferences will be offered to discuss the results of the assessments.

2-Year Old Classroom (20 months old by September 1st of current year.)

Our 2-year old classroom is often a child's first time to experience a school setting where a regular schedule and routine is followed. Children are engaged through music and movement, age-appropriate toys and manipulatives and exposed to many hands-on learning experiences. Development of social skills is an important aspect at this age. Learning to share, take turns and have empathy and respect for others is modeled and taught.

3-Year Old Classroom (3 by September 1st of current year.)

Our 3-year old classroom offers whole group activities and enjoy circle times that include calendar, weather, shapes and the weekly theme through discussion and songs. Children use a variety of materials to promote fine motor skills as they learn to write, cut, color in the lines and trace. Our 3-year old students also enjoy interactive play during center time. Positive social skills are encouraged through interacting with their classmates.

Pre-K 4-Year Old Classroom (4 by September 1st of current year.)

Our 4-year old classrooms encourage children to grow in independence and responsibility as they prepare for Kindergarten. Skills vary at this age, therefore our teachers strive to meet these needs through whole group and small group activities. Areas of focus are concepts of print and fine motor skills, such as writing, cutting projects and gluing. As students are ready, sight words are introduced. Students will be in a literacy rich environment where they will be introduced to and guided in vocabulary development, phonetic and decoding skills, comprehension, making predictions, patterning and sequencing. Students are also engaged in a group settings for circle time, music and movement, and chapel. Each day students enjoy free choice centers in

which they learn to demonstrate positive social skills. This class is designed to prepare children with necessary skills needed for kindergarten.

ENROLLMENT

Admission into the preschool is based on a child's application date and student/teacher class ratios. Program placement is made according to the child's date of birth as of September 1. Siblings of currently enrolled students will have admission priority based on the date of application submission and as space is available. Prospective students will need to submit a complete application and will be placed as space becomes available.

Registration of currently enrolled students who wish to enroll in next year's school year program will begin the day after Martin Luther King Day and continue through Presidents Day. To secure their spot in the preschool program, currently enrolled students must submit their registration form and pay the annual registration fee and supply fee within the early registration time period. Once this early registration period closes, all spots will be filled with new prospective students.

Requirements for enrolling:

1. Completion of registration form
2. Payment of annual registration and supply fees
3. A copy of student's current immunization record
4. A health statement signed by the child's physician
5. A copy of the results of a Vision and Hearing Screening Test – For all children ages 4 and up.
6. Signed Discipline and Guidance Form
7. Signed Parent Handbook Signature Page

TUITION AND FEES

Monthly tuition is to be paid September-May. Tuition is due on the 1st of the month and will be considered late after the 5th of the month. A late fee of \$25.00 will be added to the family's account on the 6th of the month for each child's monthly tuition. After the 15th of the month additional \$25.00 will be added to the family's account for each child's monthly tuition. After the 30th of the month the child/children will not be able to attend the preschool program until all tuition and fees are paid in full. Outstanding balances over ninety days past due will be sent to collections.

Payments can be submitted by check, cash, credit card, or automatic withdrawal. Automatic withdrawals are done through the Tuition Express system and a form to sign up for this service can be obtained at the time of registration. Automatic withdrawals can be done by credit card (that includes a service fee) or ACH/Bank draft (no service

fee). Those families that sign up for automatic withdrawal will have their tuition processed on the 5th of each month.

Tuition is due regardless of the number of days attended to maintain enrollment. Tuition amounts are based on the total number of days offered for each program and averaged into a monthly rate, therefore the amount is not flexible. Refunds or reductions are not available for the time a child is absent or if the school is closed due to bad weather or holidays or unexpected closure due to illness that would close a classroom.

All tuition, registration fees, and supply fees are non-refundable.

Families that have more than one child enrolled will receive a \$15.00 discount for each additional child enrolled.

Fees that can be assessed to your account and are payable with the monthly tuition:

Late Pick Up (After 1:05 or 2:05) - \$20.00 (\$1 for each additional min. up to \$40)

Late Tuition (After the 5th of the month) - \$25.00

(After the 15th of the month) – An additional \$25.00

Returned Check or Credit Card Payment - \$35.00

Withdrawal- If for any reason that a child needs to be withdrawn from the program or a change is made to a child's schedule, a 30 day written notice needs to be submitted to the director. You are responsible for the tuition through the end of the 30 day period.

2025-2026 Tuition Schedule

Registration Fee - \$175.00

Supply Fee - \$175.00

Toddler 2s & PK3 9:00-1:00

2 Days – \$260.00

3 Days - \$340.00

5 Days - \$520.00

PK4 9:00-2:00 (Monday – Thursday) 9:00-1:00 (Fridays)

2 Days – \$310.00

3 Days - \$370.00

5 Days - \$540.00

Enrichment "Stay and Play" 1:00-2:00 (Monday- Thursday, 2s & 3s ONLY)

2 Days - \$90.00

3 Days - \$95.00

4 Days - \$100.00

HOURS OF OPERATION

At Little Hands of Grace, our school day begins at 9:00 am and concludes at 1:00 pm for the toddler 2s and PK3 classes. It ends at 2:00 for the PK4 classes Monday through Thursday and ends at 1:00 on Fridays. **WE DISMISS AT 1:00 PM ON FRIDAYS TO ALLOW TIME FOR STAFF DEVELOPMENT TRAININGS AND MEETINGS.**

The Enrichment program begins at 1:00 pm and ends at 2:00 pm, Monday through Thursday only and must be added to your child's schedule with options of 2, 3, 4 days. Our school year begins the Tuesday after Labor Day and concludes the Thursday before Memorial Day. During the school year, we will follow the Pflugerville ISD calendar for holidays, and school closures due to inclement weather unless otherwise notified. In cases where Pflugerville ISD delays the start of the school day past 9:00 am, please look for communication from your child's teacher and an email from the director or the LHG Facebook page for school starting time. Please refer to local media for inclement weather notifications.

ARRIVAL AND DEPARTURE

Children should arrive and depart each day through the East (back) entrance to the church. Arrival time is at 9:00 am. Children must be signed in by an adult each day and must be left in the care of a staff member. If you arrive after 9:15 please ring the doorbell outside of the entrance and a director or staff member will take the child into the classroom.

Dismissal time is 1:00pm for the Toddler 2s and PK 3 classes or 2:00pm for PK4 classes and Enrichment class. Children will be escorted by a staff member to the car pick up line at the sidewalk entrance and placed inside their vehicle. Parents will then pull into a parking spot to buckle their child safely into their car seat. Children will only be released to a person whose name appears on the child's authorization form, or whose name has been given prior approval by the parent or guardian. A pick up sign will be provided at the beginning of the school year with your child's name and class. This sign should be displayed on the dashboard or passenger window so a staff member can radio for your child to be dismissed and brought out to your vehicle. Please notify the Director immediately if there are any changes. Children will not be released to a minor even if it is a sibling. For safety reasons, persons unknown to Little Hands of Grace staff will be required to present identification. When a child is picked up for the day, the child is then to be supervised by the adult who is picking him/her up. Once your child

has been placed in your vehicle they are considered signed out for the day and they are your responsibility- due to the fact we are licensed by the state- it is a requirement children must stay with an adult at all times when not in the care of Little Hands of Grace.

Please be considerate of our teachers by picking up your child on time. We realize emergencies arise when you least expect them. If such an emergency should occur, please contact the Director immediately by calling 512-720-8026.

Persons delivering and picking up children are advised that it is unlawful to leave young children unattended in a motor vehicle. Please use caution in our parking lot as many little ones will be entering & exiting their cars during drop off & pick up times. Likewise- keep your child near you as they walk in & out of the building.

PARKING AND BUILDING ACCESS

Please park in the East (back) parking lot of the church and enter only through the back door of the church. This door is the preschool entrance.

For the security of the children the school door will lock at 9:15. If you arrive after 9:15 please ring the doorbell by the school door. The Director will come let you in as soon as possible.

Parents are welcome to visit the preschool at any time to observe their child, the preschool's operation, and program activities. We ask that parents check in with the office before entering the classrooms.

CLOTHING

All children should come to school comfortably dressed in washable play clothes and closed toed shoes. Please dress your child according to the weather as we go outside to play every day. Children will not go outside in the case of inclement weather and temperatures below 40 degrees or above 100 degrees. Please mark your child's clothing and outerwear so that they do not get lost or misplaced. Please do not dress your child in tight fitting clothing, clothing with belts, or allow your child to wear valuable jewelry to school.

Each child is required to have at least one change of clothes in their backpack every day. The preschool does not have extra clothes for the children in case of an accident. We encourage the 2s and 3s classroom to have 3 changes of clothes due to potty training. Children in the 2s class should bring enough diapers and wipes for each day. Any special items such as powder or diaper ointment needs to come from home.

Please send your child with a backpack or tote bag each day. We have found over the years that a larger backpack with space for their change of clothes, lunchbox, & folder is really helpful for getting in & out of the building each day- this helps prevent losing certain items. **This bag should be labeled clearly** with the child's name

POTTY TRAINING

2s Class- Potty training is not required in this class but is encouraged when the child is developmentally ready. A plan of action must be discussed with the teacher before potty training begins at school. There will be times when the plan will deviate from what is happening at home (pullups instead of underwear) due to the school environment being vastly different from the home environment. Communication between teacher and parent will be key to these situations.

3s Class- Children should be actively potty training when they enter this class. Only pull ups with Velcro sides are allowed in this class, **NO DIAPERS**. All children should be completely potty trained by October 31st of the school year and should come to school in underwear. Please send enough pull-ups or underwear for each day. Any child enrolled after October 31st must be completely potty trained.

4s- All children should be completely potty trained to enter these classes. Accidents can happen, so please send a change of clothing. If the student needs assistance, a parent will be called to come help his or her child.

We encourage all parents to work with their child's teacher to help the potty training process so that there is consistency at home and at school.

DISCIPLINE

Our primary disciplinary action is redirection. We work with positive language to help children learn to make positive choices and learn through various classroom situations. Children are taught what is expected of them, and good choices are reinforced and encouraged. As much as possible, children are guided to assure their appropriate participation in every activity. If a child persists in inappropriate behavior after reminders and redirection, the child may receive a brief, supervised separation either near or away from the group. The Director may be called into the classroom as a last resort. At this point, a parent may be called to discuss the next appropriate action. The staff will monitor behavior and inform parents of significant difficulties or changes in behavior patterns. A discipline and guidance policy is attached & must be signed each year by the child's parents & turned into the Director to keep in your child's folder.

If a child displays physical harm or other aggressive behavior, the following procedure will be followed:

- 1st incident—child will be given a warning and put in supervised separation at an age appropriate amount of time (not to exceed 5 minutes).
- 2nd incident—child will be put in supervised separation with the Director.
- 3rd incident—parent will be called to pick up their child from the school.

Parents will be notified after each incident by the teacher or director at pick up time. A child who displays excessive or on-going aggressive behavior may be subject to dismissal from the program. Each child's safety is our #1 priority.

BITING

LHG staff will personally communicate with parents concerning the issue. Biting issues, as well as aggressive behavior, will need support from home to help end the situation. If the situation does not improve, a parent conference will be scheduled with the director and a plan of action will be formed. If biting or aggressive behavior continues, a child may be subject to dismissal from the program. All decisions will be made on an individual basis.

Policy for the biter-

- First time a child bites- child will firmly be told 'no biting' along with a conversation on making a better choice, and the child will be separated from the other children but still stay in the room. The sit out times will be based upon the age of the child. Parents will be notified verbally at pick up and via an Incident form.
- The second time and thereafter when a child bites the child will be told 'no biting' and will be separated from the other children outside of the room with another caregiver (teacher, aide or Director). The sit out time will be based on the child's age. Parents will be called and the incident will be documented on an Incident form.
- If a child has bitten 2 times in one day, the parents will be notified to pick up the child from preschool.

Policy for bitten child-

- Love the child, hold them, hug them and calm them.
- The bite will be washed with soap and water and ice will be applied if needed. Parents will be notified verbally and via an Incident form the day the bite occurs.

When a biting situation occurs, parents of both the biter and the child bitten will be notified in writing but the identity of each child will be kept confidential for the sake of the child. This can be an emotional time for both children and parents, so all measures are taken by the school to diffuse ill feelings.

SUSPENSION AND EXPULSION

Little Hands of Grace reserves the right to dismiss any student who is extremely disruptive in class or refuses to follow program policies, rules or requires special attention that our program is not capable of providing. There are situations in which the director may suspend or dismiss a child from care. We will do everything we can to prevent a child from suspension or dismissal from our program. There are several approaches that the director may try before a suspension or dismissal would occur. These approaches include classroom observations by directors and teachers, classroom modifications, and/or special accommodations. When these strategies are unsuccessful, then we will schedule a conference with the parents. Lastly, when there is little or no improvement in the child's behavior and safety incidents are not reduced, we must take into consideration the safety and wellbeing of the other children in the school and a child may be dismissed. If suspension or expulsion occurs all fees and tuition are non-refundable.

HEALTH

Children enrolled in Little Hands of Grace must have on file evidence of an annual physical examination and current immunization record signed by your doctor. A health form ("Physician Health Statement") signed by your doctor and immunization records also signed by your doctor must be submitted to Little Hands of Grace before the child may attend class.

A child who exhibits the following may NOT come to school:

- A temperature of 100 degrees or higher within the past 24 hours
- Vomiting or diarrhea (even because of medicine) within the past 24 hours
- Discharge from the eyes
- Nasal discharge that is not clear
- Spots, bumps or rash of unknown origin

Children becoming ill after arrival at school will be placed in an area away from the other children and the child's parent will be called immediately to pick up the child. If you are not available, the person listed on your emergency contact information form will be notified. Please make sure that your contact information is kept up to date.

After an illness, a child should be symptom free for 24 hours before returning to preschool. In accordance with state regulations, the preschool office must be notified when a child has had any communicable disease such as mumps, measles, chicken

pox, or pink eye. Parents will be notified if there is such an illness in the school. For the protection of all children, a doctor's statement may be required following an illness.

In the case of LICE: If your child should become infected, please notify the teacher or Director as soon as possible so that the classroom can be treated and other parents notified. The child will remain anonymous in these notifications. If nits or lice are found on your child, you will be notified for immediate pick-up. He/she may return to school following proper treatment.

Allergies – Parents must notify the Preschool Director of any allergies that a child may have. An allergy emergency plan and medication authorization form must be filled out by the parent and signed by the doctor if the allergy is food or insect related. The action plan will be posted in the classroom and in the classroom binder. Any medication indicated on the form by the doctor will be required to remain at school. All medicines, including Epi-Pens and Benadryl, will be kept in the preschool office in a box labeled with the child's name on it.

Little Hands of Grace will NOT dispense medicine to any child at any time, with the exception of a severe allergic reaction that requires the use of an EpiPen or Benadryl.

Little Hands of Grace will NOT apply sunscreen or insect repellent

All Little Hands of Grace employees are trained in first aid and CPR. In the event of a medical emergency, the staff will call 911 to report the emergency and request aid. The staff will then notify the parent or emergency contact, and a member of the staff will ride with the child to the designated emergency room if emergency services arrive before the parent.

A copy of the illness and exclusion criteria from the Minimum Standard Rules for the State of Texas from the Department of Protective and Regulatory Services is available should you need it.

EMPLOYEE VACCINATION POLICY

The Department of Family and Protective Services recommends "Each employee receives vaccines for the vaccine-preventable diseases". (42.04305) Little Hands of Grace recommends a flu and Covid shot for all healthy, able employees.

Tuberculin Requirements: The Travis County and Cities Health Department does not require TB testing for licensed preschools at this time

SAFETY

Parents should report any unsafe conditions or concerns to the Director. If the condition is under our control, we will attempt to correct the situation as quickly as possible.

Little Hands of Grace has emergency procedures in place in the event of fire, tornado, etc. All staff members are trained in these procedures to ensure your child's safety. Practice drills will be staged throughout the year. Much care is taken to keep the drills simple & not scary for the children. Evacuation routes are posted in each room.

-Off site Relocation

In the event that we are required to evacuate the property, Directors, teachers and aides will escort all classes out the back doors, through the back parking lot and down Murchison Ridge Trail to the pavilion at **Falcon Pointe Gardens** park. The park is located at Murchison Ridge Trail and Tranquility Lane in the Falcon Pointe neighborhood.

COURT ORDERED PARENTAL MATTERS

Little Hands of Grace prefers NOT to get involved with custody disputes. Little Hands of Grace will follow a court order as written. If the family has a court order on file, please provide us with the most recent copy.

LUNCHES AND SNACKS

Teachers and children will have lunch together at a designated time each day. Please send your child with a lunch from home that he/she can easily eat without assistance. Lunches can also include a drink or the child can use their water bottle. Please do not send foods that need to be refrigerated or heated. Lunch boxes and individual containers, including sippy cups, must be labeled with your child's name.

We also ask that you provide your child with a snack and water in a spill proof container. **ALL CHILDREN MUST HAVE A SPILL PROOF WATER BOTTLE WITH THEM EVERYDAY.** We encourage dry snacks that are nutritious in nature. Please label both items with your child's name.

Little Hands of Grace is a **NUT-FREE** school. Please **DO NOT** send peanut butter or other tree nuts (walnuts, pecans, cashews, etc) with your child. **We do have a SEVERE nut allergy at our school** – please be very mindful of this when packing snacks & lunches.

According to the *Texas State Minimum Standards for Child-Care Centers*, research has shown that 90% of choking deaths occur in children younger than four years of age. Examples of foods that present a risk of choking include, but are not limited to:

- Hot dogs sliced into rounds
- Whole grapes

- Hard candy
- String cheese
- Raw peas
- Dried fruit
- Pretzels
- Chips
- Popcorn
- Marshmallows
- Chunks of meat larger than can be swallowed whole

If your child's lunch contains any of these items, please make sure they are cut accordingly, especially grapes, hot dogs, and string cheese.

BIRTHDAYS/SPECIAL ACTIVITIES

Parents may provide a treat for the class on their child's birthday. Please notify the teacher of your plans in advance. This allows time for the teachers to set aside time & allows us to inform our students with allergies so their parents may provide a treat for their child if needed. Party invitations may be distributed in class only if ALL children in the class are invited to the party. Classroom treats should be items that do not need to be cut or sliced and are not overly messy. We ask that you do not bring party favors, balloons, meals, or gifts to school for their birthday. **Please remember the NUT-FREE policy when bringing special treats.**

Classes will hold seasonal parties and special events throughout the school year. Parents will be asked to sign up for items to bring to each party as well as occasional requests for parental help during these activities.

PARENT/TEACHER COMMUNICATION

Please read and become familiar with any classroom notices and information put in your child's folder, sent in emails, sent through Remind, and postings outside the classroom. Classroom folders will go home with your child's work and school announcements. Please empty and return your child's folder each day.

All parents will be given their classroom teacher's school email and the director's email for further communication if needed. Any comments, suggestions, or complaints relating to the preschool, teachers, or employees should be relayed to the Director. You may email, call, or come by the office to set up an appointment to discuss the matter.

Monthly newsletters will be posted outside the classroom, as well as sent home in folders or emailed to parents. The newsletter will include upcoming events, important dates, school closures, and what the classroom will be learning within that month.

Parent Conferences can be scheduled with your child's teacher. Please email your child's teacher to schedule a conference.

PARENT VISITS

Little Hands of Grace has an open-door policy. Parents are welcome to visit our facility at any time during hours of operation to observe our program activities without having to secure prior approval. Please ring the bell at the door to enter the facility. Please take in consideration class schedules and how the disruption will affect your child.

MOVIES AND SCREEN TIME POLICY

Little Hand of Grace's philosophy is that preschool should be filled with learning and play. We will use technology if it enhances the learning process in the classroom in short increments.

In the classroom we utilize technology to enhance the learning process. We will use short educational videos and clips to reinforce what the children are learning. We will use this for auditory and visual learning in addition to all forms of learning that happen in the classroom. The time spent on the iPads or computers is always monitored under the supervision of the teacher.

Movies are utilized on rainy or very cold days if needed. These movies will not be more than thirty minutes and only used when our shared space with the church is open and we cannot set up gross motor activities indoors.

Most movies and video clips that are shown at LHG are rated G. PG rated movies or clips that go with the curriculum are sometimes shown on special event days. Parents will receive an email or flyer indicating which movie will be shown ahead of time on those special days.

WATER ACTIVITIES

Sprinkler and water play may be offered on various dates during the school year. Bathing suits, water shoes, towels, and a complete change of clothes will be required on those dates. Parents will need to apply sunscreen to their child before they arrive at school.

GENERAL

Little Hands of Grace does not discriminate against any race, color, national or ethnic origin. Registration begins in January for current students and in February for the general public for fall classes and continues until classes are full. Children are placed on waiting lists for full classes. Parents will be notified of space availability as soon as possible. Payment of the registration fee assures your child's spot in the class.

Parents will be notified in writing of any policy or tuition changes before the change is to take place.

If you have any questions or concerns about our policies, procedures or program activities, please feel free to call and make an appointment with the Director. For problems in the classroom, parents should schedule an appointment to speak with the teacher.

Parent Rights

A parent or guardian of a child at Little Hands of Grace Preschool has the right to:

- Enter and examine our center during its hours of operation without advance notice
- File a complaint against our center
- Review our center's publicly accessible records
- Review our center's written records concerning the parent's child
- Receive from our center by request (or find posted):
 - HHSC's inspection reports for your center
 - Information regarding how to access your center's compliance history online;
- Have our center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center
- Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number;
- View any video recordings of an alleged incident of abuse or neglect involving the parent's child maintained by our center as long as:
 - Video recordings of the alleged incident are available;
 - The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child
 - Your center notifies in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording
- Obtain a copy per request of our center's policies and procedures
- Review, upon request of the parent, your:
 - Staff training records
 - In-house training curriculum, if any
- Be free from any retaliatory action by our center for exercising any of the parent's rights.

Gang Free Zone

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 harsher penalty.

Little Hands of Grace is licensed by the Texas Department of Family and Protective Services and follows the minimum standards as set forth by the state of Texas at all times. Parents may view a copy of the current minimum standards and licensing report in the preschool office or on the DFPS website. Parents may contact the local licensing office at 512-834-3426, DFPS website at www.dfps.state.tx.us/, or the DFPS Child Abuse Hotline at 800-252-5400.

All staff are certified in CPR/First Aid and Child Abuse Prevention along with earning 24 hours of continued education each year focused on Early Childhood.

Little Hands of Grace enjoys ethnic, economic and faith diversity in the families who make up our preschool. While we invite people of all races, creed and background to register, we maintain our commitment to be a Christian preschool.

Little Hands of Grace has the option, may change, delete, suspend or discontinue parts or the handbook in its entirety, at any time without prior notice. In the event of a handbook change, families and employees will be notified. Any such action shall apply to existing as well as to future publications.

All information contained within this handbook, as well as, programs offered are subject to change due to COVID-19 and licensing regulations.

LHG PARENT HANDBOOK RECEIPT

Please initial, sign, date, and return to the Little Hands of Grace office

_____ I acknowledge receipt and acceptance of all guidelines as outlined in the Little Hands of Grace Parent Handbook.

_____ I give permission for my child to participate in any water related activities.

_____ I give permission for my child's image to be used to promote Little Hands of Grace Preschool (LHG) in the following outlets: (check all that apply)

_____ LHG Facebook page

_____ LHG Website

_____ LHG School Bulletin Boards

Child's Name

Parent's Signature

Date



Emergency Preparedness Plan

TYPE	WHEN	WHERE
EVACUATION	Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire)	Designated location outside of the operation.
RELOCATION	Imminent situation rendering inside and outside of building unsafe (example: flooding)	Designated location away from the operation.
SHELTERING	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado)	Designated location within the operation.
LOCK-DOWN	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area).	Designated location within the operation.

SHELTER IN PLACE & LOCK DOWN:

Exterior: All exterior doors to remain locked.

Staff member	Responsibilities
Classroom Teachers	Resume class as usual
Special Teachers	Resume class as usual
Floater	Stay on alert for any directions from Directors
Directors	Monitor doors and facility. Communications with law personnel.

Interior: All classes will move to KR room. Turn off all lights and sit still.

Staff member	Responsibilities
Classroom Teachers	Take class to KR room. If tornado warning have children crouch and cover their heads with their hands.
Special Teachers	Take class to KR room and assist teachers with keeping students calm
Floater	Go to KR room and stay on alert for any directions from Directors
Directors	Director will monitor doors and facility. Communications with law personnel. Assistant director will lock all interior doors.

These are to be practiced 4 times during the school calendar.

II. EVACUATION AND RELOCATION:

Outdoor: East parking lot

Staff member	Responsibilities
Classroom Teachers	Take students to the parking lot and line up on a yellow strip. Count children and when all are present, hold up green card. If missing a child, hold up red card. Wait for all clear to enter
Special Teachers	Help the 3-year-old class
Floater	Help the 2-year-old class
Directors	Assistant director stays and checks rooms. Director, will meet classes in the back parking lot. If any student is missing, the director will walkie to Assistant Director. Communications with fire dept. personnel.

Offsite: Falcon Pointe Garden park

Staff member	Responsibilities
Classroom Teachers	When directed from admin, walk students in a line down Murchison Ridge Trail to the pavilion on Murchison Ridge trail and Tranquility Lane. Once, there begin calling parents for pickup at the pavilion.
Special Teachers	Help the 3-year-old class
Floater	Help the 2-year-old class
Directors	Assistant Director lead teachers and students to the pavilion. Director will remain at LHG to direct parents to the park or keep communication with emergency personnel.

Fire drills will be practiced once a month during the school calendar.

III. NECESSARY MATERIALS:

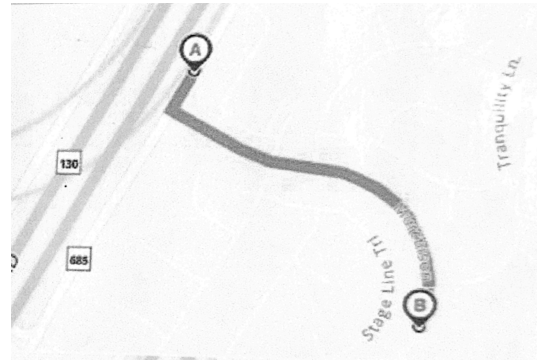
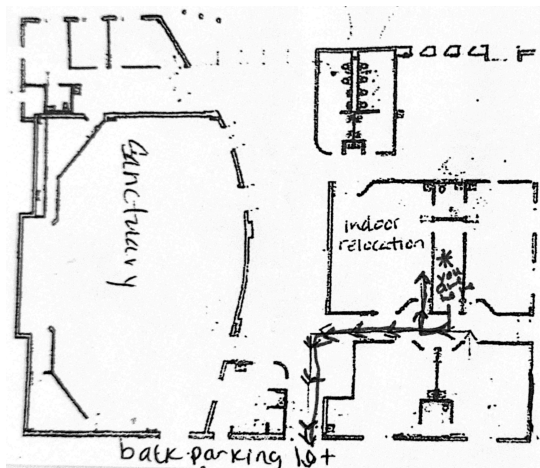
Items that staff will take during each emergency procedure, even during drills.

Binder: Student information sheets, attendance chart, emergency procedure guide, current copy of LHG parent handbook, and extra forms

Emergency Kit/Bag: Suitcase filled with water, cups, snacks, and manipulatives to play.

Clipboard: Sign in and Sign out

IV. EVACUATION MAP:



V. IMPORTANT TELEPHONE NUMBERS:

Operation Information			
Operation Name: Little Hands Of Grace	Permit Number: 1635039	Telephone Number: (512) 720-8026	
Street Address 19507 FM 685 Pflugerville	City: Texas	County: Travis	ZIP Code 78660
Emergency Telephone Numbers			
Emergency: 911			
Emergency Medical Services:			
Local Police or Sheriff:	(512) 990-6700		
Fire Department:	(512) 251-2801		
Poison Control Center:	1-800-222-1222		
Texas Abuse and Neglect Hotline:	1-800-252-5400		
Local Licensing Office Phone:	(512) 831-8593		
Local Licensing Office Address:	14000 Summit Drive , Ste 100 Austin, Tx. 78728		
Child Care Licensing Resources			
<ul style="list-style-type: none"> • Local Child Care Licensing Offices • Operations Compliance History Online • Report Abuse and Neglect Online 			



Physical Activity Plan

****adopted from the SHAPE AMERICA Physical Activity Guidelines***

Benefits of Physical Activity

- Maintaining a healthy weight
- Maintaining a healthy blood pressure
- Lowering the risk of heart disease
- Increasing bone density
- Reducing the risk of diabetes
- Increasing strength, flexibility, and cardiovascular endurance
- Improving the quality of life and psychological well-being
- Enhancing cognitive abilities and learning readiness
- Improving one's self-esteem

Duration of Physical Activity

- Preschoolers should accumulate at least 60 minutes of active physical activity each day.
- Preschoolers will receive structured physical activity and unstructured physical activity each day while in our care.

Types of Physical Activity

- Structured Activity: planned fine motor and gross motor activities using games and/or music with simple instructions and modeled by the caregiver.
- Unstructured Activity: fine motor and gross motor activities using manipulatives and other equipment that are available for each child at their own will.

Setting of Physical Activity

- Indoor Activities: gross motor movement in classroom circle times and around the room activities, fine motor movement in small groups and during center play

- Outdoor Activities: gross motor movement on the playground equipment (includes activities such as climbing, running, jumping, hopping, and digging).

Recommended Clothing for Physical Activity

- Loose fitting clothing that allows the child to move safely and freely
- Close-toed shoes that velcro or tie
- A jacket or coat for cold weather days.

Provisions to Replace Outdoor Activities during Inclement Weather

- In the event of bad weather or extreme weather conditions, a caregiver will provide alternate opportunities for gross motor movement for the students indoors
- Examples of alternate gross motor activities may include: hallway games, parachute games, circle time movement and music, etc.

Written Activity Plan

- Daily indoor physical activities will be listed on each caregiver's weekly lesson plans - these will include child-initiated and caregiver-initiated activities
- Daily outdoor physical activities will be scheduled as thirty minutes of "Recess" each day on each teacher's daily schedule
 - these will include child-initiated and caregiver-initiated activities
 - Caregivers will initiate 2 gross motor movement activities with students per day (one outdoor and one indoor).

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.





Supporting Inclusive Services

Children with Special Care Needs

Research has shown that children with disabilities benefit from learning alongside their peers in high-quality inclusive settings. One study found that young children with special care needs in high-quality inclusive early childhood programs made larger gains in their cognitive, communication, and social-emotional development compared to their peers in segregated settings. In addition, inclusion has benefits for all children, not just children with special care needs. Young children without special care needs who participate in an inclusive classroom learn life skills such as empathy and compassion.

Our staff and program work to:

- Provide a child with special care needs with the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program.
- Utilize as recommended any adaptive equipment that has been provided to the center for a child's use. LHG is not responsible for the purchase or maintenance of adaptive equipment recommended for a child.
- Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval. LHG is not responsible for ensuring ECI or another qualified service provider visits the operation to provide services. However, the child will receive the benefit of services in a natural environment and the caregiver will learn methods for best serving the child when the center encourages caregivers to incorporate ECI or another service provider into classroom activities.
- Ensure that activities integrate children with and without special care needs. Our staff will make every effort to incorporate the plan, where applicable, into the child's daily activities.
- Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that you care for a child with special needs in a natural environment.
- Parent may request an evaluation of their child's development from experts who are qualified to assess the child's development and recommended appropriate services for the child. Early Childhood Intervention Services (<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>) has additional information regarding the specific services they provide, as well as locations in our community.