

Little Hands of Grace Preschool Parent Handbook 2026-2027

A Ministry of Point of Grace Church



Welcome to Little Hands of Grace Preschool: Where little hands have a BIG future! In early childhood education, children learn best by using all of their senses 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, sensory and art are offered on a rotating basis to enhance the weekly units. A children's weekly chapel, music and movement class, and a science extension are offered. Additionally, academic evaluations 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 evaluations.

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 also an important aspect at this age. Learning to share, take turns and have empathy and respect for others is modeled and taught.

Older 2s/Young 3 year old Classroom (2 1/2 - 3 by September 1st of current year.)

Our 3-year old classroom offers more activities in a group setting. They enjoy a more in-depth circle time including 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. Students in this classroom are growing developmentally in potty training.

Older 3s/Young 4 year old Classroom (3 1/2 - 4 by September 1st of current year.)

Our 3-year old/Young 4s classroom offers more activities in a group setting. They enjoy a more in-depth circle time including 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. Students in this classroom are fully potty trained and independent in the bathroom.

PK4-Year Old Classroom (4 by September 1st of current year.)

Our pre-kindergarten 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 is 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 in January and continue through Presidents' Day in February. 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 signed by the child's physician
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 and Acknowledgements Signature Page

Admission Form: State Licensing's Standards require that current children's records be maintained in the preschool office. Admission forms must be provided before your child can be left at our facility. Information on the registration form must be kept up to date at all times. You are responsible for keeping this information up to date. Your

email address and phone number are a vital part of this registration form, as much of our communication is conducted through these avenues of communication.

Immunization Record: Texas Child Care regulations require a current record of your child's immunizations be on file in the preschool office by the first day of school. The signature of the personal physician, health care clinic, or official stamp is required on the form. All immunizations must be put to date for the child's age.

Health Statement:

State Licensing Standards requires that each preschool child have a health statement from a healthcare provider that indicates that the child has been seen by the provider and they ensure that the child is in good health and free of communicable disease and able to participate in a daily childcare program.

CHILD/STAFF RATIOS

2 years old: 2 teachers :: max 11 children

3 years old: 2 teachers :: max 15 children

4-5 years old: 2 teachers :: max 18 children

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 an 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.

Payments can be submitted by check, cash, credit card, or ACH. Payments are made through ProCare Online and can be set up at the time of registration. Payments made by debit/credit card includes a service fee and those made through ACH will not require a service fee, but will require arrangements set up with the office in order to waive the service fee. Tuition will be 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 added to your account and are payable with the monthly tuition:

Late Pick Up (After 1:10 or 2:10) - \$20.00 and \$1.00 for each additional minute

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.

2026-2027 Tuition Schedule

Registration Fee - \$175.00 Fall Supply Fee - \$100.00 Spring Supply Fee - \$75

20 months- 2 years old (not required to be potty trained) *9:00-1:00

TUESDAY/THURSDAY – 2 days (\$270.00 per month)

MONDAY/WEDNESDAY/FRIDAY - 3 days (\$345.00 per month)

MONDAY-FRIDAY – 5 days (\$525.00 per month)

Young 3 years old (working on potty training) *9:00-1:00

TUESDAY/THURSDAY – 2 days (\$270.00 per month)

MONDAY/WEDNESDAY/FRIDAY - 3 days (\$345.00 per month)

MONDAY-FRIDAY – 5 days (\$525.00 per month)

Older 3 years old/Young 4 years old (fully potty trained) *9:00-1:55

TUESDAY/THURSDAY – 2 days (\$325.00 per month)

MONDAY/WEDNESDAY/FRIDAY - 3 days (\$385.00 per month)

MONDAY-FRIDAY – 5 days (\$560.00 per month)

Pre-K (4/5 year old) *9:00-1:55

TUESDAY/THURSDAY – 2 Days (\$325.00 per month)

MONDAY/WEDNESDAY/FRIDAY - 3 Days (\$385.00 per month)

MONDAY – FRIDAY - 5 Days (\$560.00 per month)

Stay and Play (Optional 2s and 3s) *1:00-1:55 M-F

TUESDAY/THURSDAY – 2 Days (\$50 per month)

MONDAY/WEDNESDAY/FRIDAY - 3 Days (\$75 per month)

MONDAY - FRIDAY - 5 Days (\$125 per month)

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 3s classes. It ends at 1:55 for the 4s classes Monday through Friday. The Stay and Play program begins at 1:00 pm and ends at 1:55 pm, Monday through Friday. Our school year begins the Tuesday after Labor Day in September and concludes the Thursday before Memorial Day in May. 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 an email or Procare Message from the director or the LHG Facebook page for school starting time. Please refer to local media for inclement weather updates.

ARRIVAL AND DEPARTURE

Children must be brought into and picked up from their classroom by an adult.

Children can be left only when a staff member is present. Families will arrive and depart each day through the back (East) entrance to the church building. Arrival time is at 9:00 am. Dismissal time is 1:00pm for the Toddler 2s and 3s classes or 1:55 pm for PK4 and Stay and Play. Children must be signed in and out by an adult each day and must be left in the care of an adult. If you arrive after 9:10 or 1:10/2:10 please ring the doorbell outside of the entrance and a director or staff member will let you into the building.

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 and with proper ID verification. Please notify the Director immediately if there are any changes. Children will not be released to a minor even if it is a sibling. When a child is picked up and signed out for the day, the child is then to be supervised by the adult who is picking him/her up. The child is to remain with this person and will not be allowed to roam the facilities unsupervised.

Please be considerate of our teachers by dropping off and 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 through the ProCare app.

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.

Little Hands of Grace Preschool does not provide transportation.

To help achieve the goal of allowing your child to become independent and well-adjusted, we recommend the following practices with children ages 2 and older:

- On the way to preschool, parents can prepare children by talking about the fun things they will do at school that day.

- If possible, children should be walked into the building, not carried.
- Present your child to the teacher upon arrival. For students who are older, support your child in unpacking their belongings and working through their morning routines. Please do not enter the classroom, but assist children in the hallway as they unpack.
- Goodbyes should be sweet and brief, with reassurance about the planned pick-up time.
- Parents can encourage children to make friends with others in their classrooms.

PARKING AND BUILDING ACCESS

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

For the security of the children the school doors will lock at 9:10. If you arrive after 9:10 please ring the doorbell by the school door. A staff member 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 need 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.

What *not* to bring:

- Toys of any kind, unless requested by the teacher.
- No toy weapons of any kind.
- No gum, candy, balloons, candles, hand sanitizer, sunscreen, bug spray for these may prove to be an unsafe hazard to children.

Please ensure that your child's belongings are free of harmful or unsafe materials prior to entering the school building. Firearms are not permitted on the premises of child-care centers, with the sole exception of certified, on-duty law enforcement officers.

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 (pull-ups 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.

Young 3s Class- Children should be actively potty training when they enter this class.. Please send enough pull-ups or underwear for each day.

Older 3s Class- Children should be fully potty trained when entering this class. 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.

4s – All children should be completely potty trained to enter this class. 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. Please note that children who are fully school potty trained are able to communicate and verbalize their needs to go to the bathroom and are independent with their clothes at potty time.

DISCIPLINE

Children will be taught in a considerate, kind manner so that they may be successful and learn from situations. Children are taught what is expected of them, and good choices are recognized and encouraged. As much as possible, children are guided toward having 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. If a child must be removed from the classroom, 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 must be signed each year by the child's parents & turned into the director to keep in your child's file.

LHG staff will personally communicate with parents concerning issues in the classroom. Biting issues, as well as aggressive behavior, will need support from home to help 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.

AGGRESSIVE BEHAVIOR:

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 taught correct behavior 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 and parents notified.
- 3rd incident—parent will be called to pick up their child from the school.

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:

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 communicate professionally with each family.

SUSPENSION AND EXPULSION

Little Hands of Grace reserves the right to dismiss any student (family) who is extremely disruptive in class, refuses to follow program policies or 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 at the discretion of the director. 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 director and teachers, classroom modifications and/or accommodations. When there is little or no improvement in the child's behavior or safety incidents are not reduced, we must take into consideration the safety and wellbeing of the children in the school and a child may be dismissed. If suspension or expulsion occurs all fees and tuition are non-refundable.

HEALTH

Your child's health is a matter of great importance to us. Precautions are taken to safeguard the health of every child and staff member on a daily basis, including non-admittance of sick children into the school and isolation of children who become sick while at school.

Children enrolled in Little Hands of Grace must have on file evidence of an annual physical examination and current immunization record. A health statement and immunization records signed by your doctor must be submitted to Little Hands of Grace before the child may attend class. The requirements can be found at www.dshs.texas.gov/immunizations/school.

All students who are four years old during the first semester of school each year will need to have their vision and hearing screened as required by the Texas State Health Department. If your child turns four years old after the school year has begun, you will be required to have your child screened at their 4 year old well-check appointment and provide the school with the screening results.

Please keep your child home if he or she is:

- Showing signs of a cold (green drainage, problematic runny nose, coughing, sneezing, watery eyes).
- A temperature of 100 degrees or higher within the past 24 hours—**MUST** be fever free without medication for 24 hours before returning to school.
- Has an upset stomach, including vomiting or diarrhea (even because of medicine) within the past 24 hours.

- Reddened eyes with discharge or crusted eyelids
- Spots, bumps or rash of unknown origin
- Has head lice

If your child has the following illnesses, they should stay home for the recommended time:

- *Ear infections: after 2 doses of antibiotics*
- *Strep throat: after 2 doses of antibiotics*
- *Chicken Pox: until pox are dried and scabbed*
- *Pink eye: after 36 hours of treatment*
- *Impetigo: after 48 hours of antibiotics and all sores are closed*
- *Flu or Covid or other viral infection: after fever free (unassisted by medicine) for 24 hours.*

We will monitor children in our care and note if any child appears to be sick or unengaged in normal classroom activities. If needed, we will check their temperature. 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.

All Little Hands of Grace employees are trained in first aid and CPR. If your child experiences a minor injury at school, the teacher will respond with first aid treatment as needed and send home an explanatory note. In case of a more severe injury, head trauma, or if the child becomes sick then first aid will be administered and every effort will be made to reach the parents. 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.

ALLERGIES

Parents must notify the Preschool Director of any allergies that a child may have that would require intervention from a staff member while the child is in our care. An allergy action plan and medication authorization form must be filled out by the parent and doctor if the allergy is food or insect related. The action plan will be posted in the

classroom and in the classroom binder. All Epi-Pens and Benadryl will be kept in the preschool office in a box labeled with the child's name on it.

MEDICAL CONDITIONS

Parents must notify the Preschool Director of any medical conditions that will require attention and support from the preschool staff. An action plan indicating the child's needs and required medical attention must be provided by the child's doctor and kept on file at the preschool. The staff and program will work to provide inclusive services for children with special care accommodations as recommended by a health-care professional, unless the scope of care is outside of the limits of our facility and training.

MEDICINE

Little Hands of Grace will NOT dispense medicine to any child, 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

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 receive 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 AND EMERGENCY PROCEDURES

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. The daily record of children's arrival and departures is used as an attendance checklist during safety drills. Evacuation routes are posted in each room.

Our facility has an emergency preparedness plan. We follow all state guidelines for monthly fire drills, severe weather drills, sheltering in place, lock down and emergency evacuations. In event of a threat to our safety or a natural disaster, our first choice will be to shelter in place. Parents will be contacted by phone and kept informed until it is

safe to evacuate the building. If an evacuation is necessary, we will relocate all students to our off site location (see below) until all students are safely reunited with a parent or legal guardian (as listed on their registration form).

All staff has received instruction regarding the handling of any emergency and responsibilities have been delegated and practiced to ensure the safety of the children. You may request a copy or review our emergency preparedness plan in the Director's office.

Off-site Relocation

In the event that we are required to evacuate the property, Directors, teachers and assistants 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 at 19417 Murchison Ridge Trail, Pflugerville, TX 78660

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.

BAD WEATHER POLICY

For bad weather, we follow the Pflugerville ISD decisions for delayed or cancelled school. Please follow local TV or social media outlets for school closings. Bad weather days are not included in our calendar and will not be made up if a day is missed.

PHYSICAL ACTIVITY POLICY

The American Academy of pediatrics believes that recess is a crucial and necessary component of a child's development. Preschoolers should accumulate at least 60 minutes of active physical activity a day, including structured and unstructured physical activity. Daily indoor physical activities will be included in the teachers' lesson plans and daily outdoor physical activities will be scheduled as two 30 minute "Recess" opportunities. Recess promotes opportunities for physical exercise and social development. Weekly Music and Movement class is also offered for each age group for 30 min of organized physical activity.

Children are expected to come to school prepared to participate in outdoor recess. When winter weather conditions exist, it is essential that children have proper clothing such as a warm coat, hat, and gloves for healthy safe outdoor play.

Please keep your child home if your child, for any reason, is not able to play outside.

In the event of bad weather or extreme weather conditions, a caregiver will provide alternate opportunities for gross motor movement for the students indoors.

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. LHG is not, however, responsible for the nutritional value or meeting the child's daily food needs.

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 incidents 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.

CELEBRATIONS AND BIRTHDAYS

Classroom parties will be scheduled for holidays and classes will hold special events throughout the year. Teachers may post a sign-up with each opportunity for special requests. Parents are encouraged to support these opportunities and welcome to join for occasional requests for parental help during these 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. We ask that if your child has a food allergy and cannot participate in eating food brought during the celebrations, that you provide something special for them. We can store the items at school if you would like to have them available for your child, and ask that you label it accordingly. 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

PARENT/TEACHER COMMUNICATION

Please read and become familiar with any classroom notices and information put in your child's folder, sent in emails, and postings on the classroom and school bulletin boards. 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 required to join Little Hands of Grace Preschool on the ProCare app. This app will be our primary source of communication as well as 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 directly relayed to the Director. You may email, call, message through ProCare or come by the office to set up an appointment to discuss the matter.

Please send a message through ProCare to the office to let us know of any days that your child may be absent. The classroom teacher or director will contact the family after a child has been absent for two days.

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.

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

PHOTO POLICY AND DISCLAIMER

LHG requests the right to photograph each student within our program for use within our program. These photos will be used for classroom organization, crafts, curriculum, and scrapbooks. ***We will not share images with the public without parental consent.***

We are not liable for photos taken by parents at special events and then shared on social media sites.

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 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 through play. For children 2 years old and older, we will use technology including use of short educational videos and clips to reinforce what the children are learning. Any use of screen time is related to the planned activities that meet educational goals; is age-appropriate; does not exceed 1 hour per day; and is not used during mealtime, snack times, nap times, or rest times.

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 utilized and we cannot set up gross motor activities indoors.

WATER ACTIVITIES

Water table play may be offered on various days during the school year as a sensory option. Sprinkler and water play will be on scheduled dates in May. Bathing suits, water shoes, towels, and a complete change of clothes will be required on those dates and parents will be notified of the schedule in advance. Parents will need to apply sunscreen to their child before they arrive at school.

FIELD TRIPS

Field trips are not taken by LHG students. Our preschool will have fun days such as transportation and costume parades, party days, community helper visits, and animal and reptile presentations.

FUNDRAISERS

LHG is a ministry of Point Of Grace Church. We rely on income from tuition, fees and fundraising efforts. We appreciate and encourage your family's participation in any of the following ways:

T-Shirt sales: School shirts will be available for purchase at the beginning of the year. Please look for our monthly Spirit Days, when we encourage staff and students to wear their school shirts.

Book Fair: We will host our annual book fair each Fall.

Christmas raffle baskets: Teacher take great care to organize and present wonderful raffle baskets each year. Families are encouraged to participate in this annual fundraiser.

Spirit Nights:

ABUSE AND NEGLECT OF CHILDREN

Our facility takes very seriously any suspicions of abuse or neglect, including sexual abuse of children. State law requires that all employees receive at least one hour of training addressing prevention techniques and recognition of signs of abuse and/or neglect. We are also mandated by law to report any suspected form of abuse or neglect. Employees have been trained to recognize, document and report to the center's director any signs or suspicion.

PROVIDER'S GUIDE TO 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.

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. For unresolved conflicts, please make an appointment with the Director.

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/, the CCR website: <https://www.tceq.texas.gov/drinkingwater/ccr> 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 licensing regulations.



LHG PARENT HANDBOOK RECEIPT

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

Child's Name: _____

OPERATIONAL POLICY ACKNOWLEDGEMENT

_____ I acknowledge receipt and acceptance of all guidelines and policies as outlined in the Little Hands of Grace Parent Handbook. I have kept a copy for future reference.

WATER PLAY ACKNOWLEDGEMENT

_____ I give permission for my child to participate in any water related activities, including water table play and sprinkler play and splash pad.

DISCIPLINE AND GUIDANCE POLICY

_____ I acknowledge receipt and acceptance of the Operational Discipline and Guidance Policy from the Texas Department of Family and Protective services.

RECEIPT OF PARENT'S RIGHTS

_____ I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

PHOTO RELEASE ACKNOWLEDGEMENT

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

LHG Social Media Page _____ YES _____ NO

LHG Website _____ YES _____ NO

LHG School/App Bulletin Boards _____ YES _____ NO

Parent's Signature: _____

Date: _____