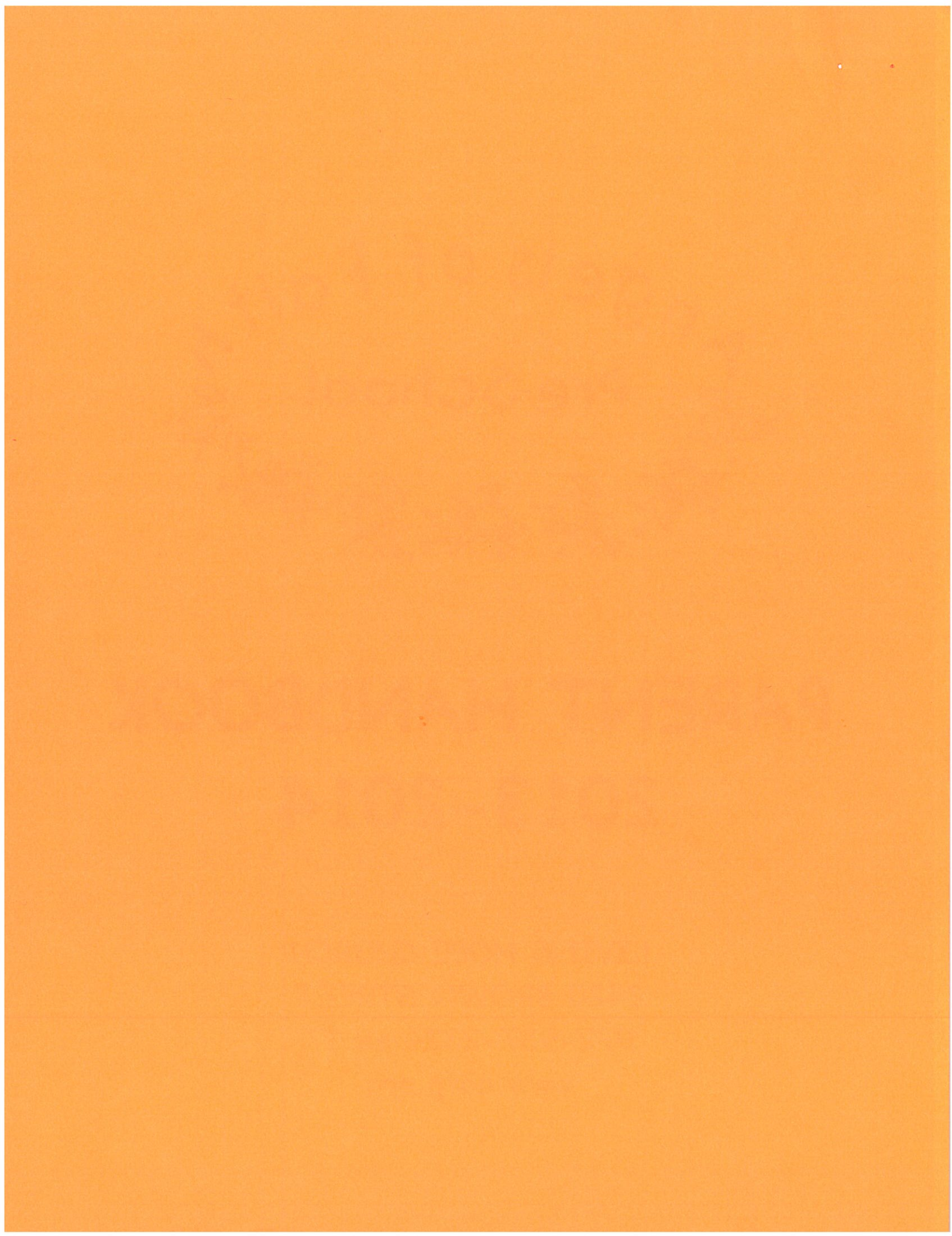




PARENT HANDBOOK

2013-2014

LIVING HOPE CHURCH
2420 BROWN STREET
972-937-2324 ex 17
www.aofp.org

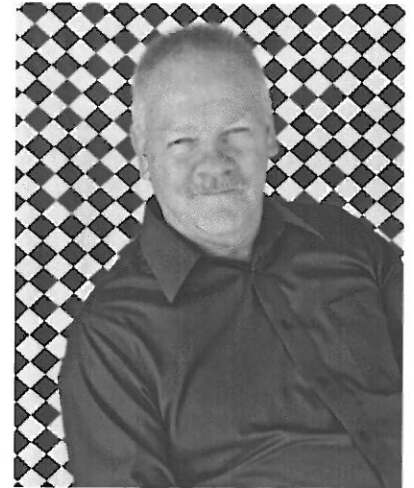


PASTOR'S MESSAGE

Dear Parents,

I want to thank you for your interest in Angels of Faith Preschool. It is my desire as Pastor of Living Hope that we can help and serve you in the great task of raising your children. You can be assured that we take the needs of every child seriously. May God bless you and your family.

Living Hope Church
Dave Carlson



DIRECTOR'S MESSAGE

Dear Parents,

I am blessed to have the opportunity to be your Angels of Faith Preschool Director. This is an exciting place to be! Angels of Faith Preschool enters its 3rd year with an anticipation of continuing quality education in a Christian atmosphere. Our goal is to be of service to you and your family. We wish to assist you and your church in developing well rounded young men and women who will have an impact for God and good upon our society.

May God bless you and your children during your entire association with Angels of Faith Preschool.

Preschool Director
Faith Weiszbrod
faith@aofp.org



SUPERVISION

Living Hope Church of the Nazarene of Waxahachie operates Angels of Faith. Angels of Faith also comes under the authority of the Texas Department of Protective and Regulatory Services. The Superintendent, Pastor and Official Board of Living Hope supervise the operation of the school.

DENOMINATIONAL AFFILIATION

Angels of Faith is an outreach of Living Hope Church of the Nazarene. Parents and students are encouraged to attend a Bible-believing church of their choice. Living Hope welcomes students of differing denominations.

STATEMENT OF EQUAL EDUCATION OPPORTUNITIES

Angles of Faith offers equal educational opportunities for any student regardless of race, creed or color so long as that student adheres to the standards, rules and philosophy of this preschool. Attendance in this preschool is a privilege and not a right

NON-DISCRIMINATORY POLICY

It is, and shall be, the policy and practice of Angles of Faith, in the admission of students or the hiring of employees not to discriminate on the basis of the applicant's race, color, sex, nationality, or ethnic origin.

RELEASE OF LIABILITY

I hold the school and its agents harmless for any liability to my child or any parent or guardian thereof, because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. I further understand that attendance at Angles of Faith is a privilege, not a right. I, therefore, accept the policy of the preschool, which is that my child may be dismissed from the preschool and/or refused admittance to class, if said children, or we, as parents or guardians, demonstrate any behavior, which is contrary to the expectations of Angles of Faith, and/or agents thereof.

ABUSE / NEGLECT STATEMENT

Angles of Faith is a facility that has the legal obligation to report any suspicion of neglect or abuse to the Texas Department of Protective and Regulatory Services.

CONTACTING LOCAL LICENSING OFFICE

Parents may contact the local licensing office at 1-800-862-5252, Texas Abuse/Neglect Hotline 1-800-252-5400 or view the web page at www.tdprs.state.tx.us

REVIEWING THE STATE'S MINIMUM STANDARDS

Minimum standards for the State of Texas are available in the preschool office.

LICENSING REPORT

The most recent licensing report is posted on our preschool information board in the hall outside the director's office

PHILOSOPHY **OF** **Angels of Faith Preschool**

While God's Word teaches us that family is the basis for Christian education, it is also the responsibility to "train up a child" through those that the child comes in contact with. While the Bible is the foundation for all truth, it is also important that each individual that is involved with the educational process of Angels of Faith Preschool be committed to Jesus Christ and His teachings and are dedicated to providing quality education to each individual they come in contact with.

MISSION STATEMENT

Angels of Faith Preschool is founded as a Christian Ministry based on Christian values while serving the proper development of each individual spiritually, mentally, physically, and socially through education. Angels of Faith Preschool acknowledges the Bible as the foundation of ALL truth through Jesus Christ. It is said in Proverbs 22:6, "Train up a child in the way he should go and even when he is old he will not depart from it."

DISCIPLINE & GUIDANCE PRACTICES

"...God disciplines us for our good, which we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." - Hebrews 12:10-11

Children who are in the care of the Angels of Faith Preschool will not receive physical punishment, but will be encouraged to verbalize their concerns and angers. Our goal is to guide the children by describing solutions and logical consequences.

If the behavior of a child endangers others, that child will be supervised away from the other children and allowed to process the problem with a staff member or other concerned parties. Angels of Faith Preschool believes that when a child is out of control, they should be placed in "time out" to privately process the situation and regain composure.

No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff on the premises of Angels of Faith Preschool.

DISCIPLINE & DISMISSAL

If a child becomes a discipline problem, there are several steps to take to alert the parents and get their help. Below is the list, in order, of discipline action taken.

1. First, notes are sent home to parents.
2. A phone call from the teacher.
3. If no improvement is seen, parents receive a call from the Director.
4. If there is still no improvement, parents must attend a meeting with the teacher, director, etc.
5. If the above actions do not produce improvement in behavior, then the child will be dismissed.

ADMISSION / RE-ENROLLMENT PROCEDURES

- *Tour the facilities and receive an application packet.
 - *Read this handbook. Enrollment at Angles of Faith constitutes agreement to comply with the contents of this handbook.
 - *Upon approval by Preschool Director, submit an application and make financial arrangements with the business office. A non-refundable registration fee is to be included with the application to secure class placement.
 - *Submit a photocopy of immunization records and a completed physical examination form signed by your child's physician. These forms must be submitted before attendance can be permitted. TB testing is not required for admission.
 - *The registration fee must accompany the application. Registration fees are non refundable & non transferable. Classroom books and supplies are non refundable.
- Re-enrollment forms including a **Doctor's good health form must be filled out completely annually and updated whenever information on the form changes.**

WITHDRAWAL PROCEDURES

A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdraw form. These forms are available through the director's office or the business office. **VERBAL NOTICE IS NOT ACCEPTABLE.** Prepaid tuition will be refunded through the day of withdrawal when two week's written notice is given in advance.

STUDENT INFORMATION CHANGES

Please keep the preschool & business offices informed of any change of address, telephone numbers, place of employment of both the mother and father and the current phone number and the name of the person to be called in the case of an emergency. All change of addresses, which affect your child, should be made with the office before the day the change is effective.

PRESCHOOL HOURS

Preschool months of operation are all year round. The preschool will be opened from 6:00 a.m. until 6:00 p.m. Monday through Friday. Children left in the day care after 6:00 p.m. for any reason will be charged \$1.00 per minute. At 6:01 we will attempt to reach the guardian and continue down the emergency pick-up list. At 6:30 we will contact the Waxahachie Police to pick-up the child.

DOORS

In the preschool building, all doors will be locked from 10 am to 5 pm.

PRESCHOOL CLOSING

The preschool will be closed on Saturdays, Sundays and the following days:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day & Day after
Memorial Day	Week of Christmas Dec 23-27
Independence Day	Inclement Weather Days (AOFB follows WISD)

Please note that in the event of one of the recognized holidays falling on a weekend, the school will inform the parents ahead of time what day(s) the school will be closed.

CURRICULUM

A developmental approach to learning is used to provide each child with varied experiences in individual and group activities consistent with his readiness and maturation. The Abeka curriculum is our primary guide. Pinnacle Curriculum will be used for the infant class. Our goal at this stage is to develop a love for learning. All curriculum and classroom supplies are property of Angels of Faith Preschool.

DONATION OF BOOKS OR EDUCATIONAL TOYS

We are always on the lookout for educational toys or books or miscellaneous items. If you have any items like this you no longer have used for, we would gladly appreciate your donation. If we find we do not have any use for the items you are donating, we will pass them on to a local mission.

ANIMALS

Animals are not regularly provided for our program; however, if there is an occasion for animals to be present at the program we will give parents written notification.

NAP TIME

Rest is an important part of growing children. In prevention of SIDS, we will lay all infants – 12 month olds on their backs to sleep. Children over 12 months of age take naps on mats in the afternoon after lunchtime. A beach towel* in a 2-gallon zip lock bag is all that is permitted for naptime. Please do not send your child with a towel that advertises beer products, Pokemon, Harry Potter, etc. No blankets or pillows are allowed - this is for sanitary reasons. **If you know that your child will be here late, please do not bring your child between the hours 10:00 and 2:00 (nap time) – this is to ensure that the other children have a restful naptime.**

FUND RAISERS

In order to continue to offer you the best we can, extra revenue is essential. We offer an occasional fund-raiser to better equip our school. Your participation is extremely important.

STUDENT / PARENT DAILY SIGN IN & OUT FORMS

You must sign your child ***in and out every day***. Angels of Faith is not responsible for your child if they are not signed in. The sign in & out forms consist of a time in and time out plus the signature of the person bringing or picking up that child. All parts of this form must be complete. A child cannot be signed out with anyone under 18 years of age unless there is written permission releasing Angels of Faith, of liability and giving permission for the minor to pick-up the child.

SHOWING I.D.

It is our policy to have I.D. shown for people picking up students. Once our teachers know you, you may not be required to show your I.D., however, always have it handy. This is for your child's safety.

PARENT POLICIES

Parent/Teacher relationships should be friendly in a professional way inside and outside of the preschool. Dismissal policy refers to this also. (See page 5 for behavior dismissal)
Preschool teachers and staff are not permitted to baby-sit after hours for currently enrolled students unless a babysitting waiver is signed.

DRESS CODE

We ask that you leave an extra set of clothes in case of accidents. This will avoid us having to contact you at work to bring your child an extra set of clothes. We ask girls wearing dresses, to wear shorts under their dresses (all except those in diapers). **Please do not send your child in clothes that advertise beer products, Pokémon, Harry Potter, Power Rangers, Ninja Turtles, Spiderman etc.** We ask boys and girls to refrain from wearing flip-flops. It's important that the children wear shoes that they can run and play in.

BREAKFAST

Angles of Faith provide breakfast for the 12 months' class through 4 yr old class. Breakfast is served between 7:15 a.m. and 7:50 a.m. No food is served after 7:50 a.m. (the clock in the cafeteria is correct time for serving). **No food may be brought in from outside the building.** If your child is not here before 7:50 a.m., please be sure they eat breakfast before you bring them to school.

LUNCH

A hot lunch program is provided for students in our 12 months' class through 4 yrs old. These students must eat the provided lunch. Lunchtime is an enjoyable break in the day's schedule. Lunch is served in the cafeteria. If your child cannot eat certain food for medical purposes, **a note from your child's doctor** must accompany your child's yearly application. If your child cannot eat certain food for religious reasons; a note signed by you and your pastor must accompany your child's application. If your child is not here at their assigned lunchtime, then you must feed them before you bring them. **No food may be brought in from outside the building.**

ATTENDANCE

If you know your child will be here later than 10:00 a.m. due to a Dr. or Dentist appointment, please notify the office so we can reserve a lunch. **Please do not bring your child between the hours of 10:00 and 2:00 (during nap time).** This is to ensure that the other children have a restful naptime.

CLASS PARTIES

Because of the strong secular emphasis given to these seasons, the following guidelines will be followed in respect to celebration and emphasis:

1. Halloween - Emphasize the harvest theme and Reformation.
2. Christmas - Emphasize the birth of Christ.
3. Easter - Emphasize the death and resurrection of Christ.

BIRTHDAY PARTIES

Preschool will allow recognition of individual birthdays if the parents wish to provide simple refreshments for the class. The parent must discuss these plans with the child's teacher before the date of the party. The parent is responsible for the cleaning up at the end of the party. We also ask the parents to keep the theme of the party a theme that is pleasing to the Lord.

Parents are asked not to send selective birthday party invitations to school unless the whole class is invited. This will help eliminate the problems of hurt feelings for those not invited.

STUDENT PROPERTY

Personal - Students shall bring to school only those items necessary for normal school activities. **Children may NOT bring toys to school, if they do the toys will be taken up and held in the office for a week.** **Angles of Faith Preschool is not responsible for lost or stolen toys or videos.** Please place your child's name on all personal items.

Lost & Found - Items are kept in the office. On the last Friday of the month, the items left in lost & found are taken to a mission. Articles of clothing and other belongings should be marked with the child's name.

SUPPLIES

Supplies will be ordered and ready for your child when they arrive on the first day of school. If you enroll late you may have to wait to receive your supplies. All supplies will be labeled by the teacher and left in the classroom. Kleenex and wet wipes will be put together for the class, when the class is low, a notice will be sent home for more. Diapers are to be sent as they are needed. Your child's teacher will keep you informed of this.

CHANGES TO OPERATIONAL POLICIES

Written notification will be given of any changes to our operational policies.

HEALTH GUIDELINES ILLNESS

In order not to present a communicable disease or infection into an environment where it could be easily spread, parents must not knowingly bring any child who has had a fever vomiting or diarrhea ***within the previous 24 hours (without Tylenol)***. Parents will not be permitted to leave a child with symptoms of illness at the school, and must pick up the child should he/she becomes ill. You will be notified when your child's temperature is 100.5. Parents must pick up their child within an hour. The school will first attempt to contact the parent or legal guardian. Secondly, the persons on the Application for Admission under "Emergency contact" will be contacted if the parents cannot be reached. If no contact can be made or if there is an emergency of such nature that time does not permit such a contact, the physician will be called. Angles of Faith, will first try to contact the physician listed on your application, but in the event neither can be contacted, another licensed physician will be called. If you pick your child up from preschool with fever, your child may **not return** to class on the next day. He/she must be fever free without Tylenol for 24 hours before returning.

HEARING & VISION SCREENING

Hearing and vision screening begins at the 4 year olds grade level.

MEDICATION

We are happy to give medicine to your child when you are not able to be with him/her. For this reason there are guidelines that we have to follow from the Texas Department of Health. Below is a copy of rules from the Texas Department of Protective & Regulatory Services "Minimum Standards" handbook. These rules need to be followed each time medicine is brought or we cannot give the medication out. Prescription medications must be in the original container labeled with the child's name, date brought to school, directions and the physician's name. *Non-prescription medication must be labeled with the child's name, age, date it was brought, and it must be in its original container.* If child is not age appropriate, then the medication cannot be given.

Medicine is given at **8:00, 12:00 and 4:00**, every day. Therefore, we ask that **you sign in on these times only**. **No medicine will be given after 4:00.**

If you bring your child in after the assigned medication times, the medication will not be given until the next medication time. Medicine must be signed in every day it is to be given. If signed in for all three times, that is too much medicine in a six hour span. These rules need to be followed each time medicine is brought or we cannot give the medication. PROPER SCHEDULE FOR MEDICATION:

2 TIMES A DAY = EVERY 12 HOURS

3 TIMES A DAY = EVERY 8 HOURS

4 TIMES A DAY = EVERY 6 HOURS

THE ABOVE MEDICINE SCHEDULE WILL BE ADHERED TO.

The checking in of medicine will be done in the Office for Infants - 4

IMMUNIZATIONS

It is required that we have a record of immunizations for each child. This immunization should be taken care of through your physician or local health department authorities. It will be necessary to bring the First Aid Director your child's certificate of immunization before your child starts attending Angels of Faith. TB tests are not required. **No child will be admitted to class until your child's immunization records have been turned into the office.** *If medical diagnosis and treatment and / or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect. If immunization and / or TB testing would be injurious to your child or family, you must obtain a certificate (signed by a physician) to that effect.*

The following information is from the Texas Department of Protective and Regulatory Services minimum standard book in which we adhere to:

8100 Illness and Injury

- A. Parents must be notified in cases of illness and injury as specified in Section 2300 C.
- B. A child whose illness requires that the child be sent home must be given appropriate attention and supervision until the child's parent (see Glossary) arrives to remove the child.
- C. A child with uncontrolled diarrhea or vomiting must be provided care apart from the other children. Extra attention must be given to hygiene and sanitation, until the parent or other

person authorized by the parent arrives to pick up the child.

- D.** An ill child must not be admitted for care if one or more of the following exists:
1. The illness prevents the child from participating comfortably in facility activities.
 2. The illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children.
 3. The child has any of the following:
 - a. Oral temperature of 100.4 degrees or greater; rectal temperature of 101.4 degrees or greater; armpit temperature of 99.4 degrees or greater; accompanied by behavior changes or other sign symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities;
 - b. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness [two or more episodes in 24 hours]), rash with fever, mouth sores with drooling, wheezing, behavior change or other unusual signs until medical evaluation indicates that the child can be included in the facility's activities.
 4. The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is not longer communicable and is able to participate the facility's activities.

8200 Medications

1. If a center agrees to administer medications, the center must administer the medication to the child as follows:
 - a. Prescription medications must be in the original container labeled with the child's name, the date brought, directions and the physician's name. The center must administer the medication as stated on the label directions. The center must not administer medication after the expiration date.
 - b. The center must ensure that non-prescription medication is labeled with the child's name and the date the medication brought to the center. Non-prescription medication must be in the original container. The center must administer it according to label directions if approved in writing by health personnel or the child's parent. Please note age on label. If child is not age appropriate, then medication cannot be given.
 - c. The center must document each dose of medication administered showing the child's name; the name of the medicine; date, time, and amount administered; and the name of the staff administering the medicine. The record must be kept for two weeks.

The center must keep medications out of children's reach or in locked storage

3. The center must keep medications requiring refrigeration separate from food.
4. The center must return medications when no longer needed to the child's parent. The center must dispose of medications when a child withdraws from the center or when the

medicine is out of date. We will keep medication for only 2 weeks after date on container.

INSURANCE POLICY

Our preschool Accident Insurance Policy is only a **Secondary Insurance**. If you, the father/mother/guardian of the student have insurance through your work, etc., you must first file on your Primary Insurance carrier. Then, after they have paid their part or refused it, you bring all bills your Primary Insurance paid and all unpaid bills to the First Aid Office and fill out our school insurance claim form. If your insurance refuses to pay, you must bring a letter from your insurance company stating the reason for refusal.

IF YOU HAVE A QUESTION OR CONCERN

1. Express it promptly.

Keeping it to yourself can cause ill feelings and friction which decreases our effectiveness as Christians. Jesus says that we can't properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24).

2. Tell it to the right person.

Complaints about school policy or operations should be expressed directly to the Preschool Director.

3. Don't broadcast it.

Express your complaint only to the person who should hear it. Unheeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

4. Pray about it.

Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus in glory and growth of His kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.

IF YOU OVERHEAR OR ARE TOLD A COMPLAINT

Express it promptly to the one who should hear it, and only to him / her.

I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace. Ephesians 4:1-3.

Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you, so you also must do. Colossians 3:12-13

OUTSIDE PLAY

Because we are a well childcare provider, the State requires that we have outside time with all children whenever the weather permits. **Therefore, if your child is well enough to be in class, then they will be required to participate in their classes outside time.**

TRANSPORTATION & WATER ACTIVITIES

Angels of Faith Preschool provide 4 year old class field trip transportation when a 48-hour notice is given. Day campers participate in water activities. We follow the state's ratio guidelines for water activities.

PARENT VISITS

Parents are welcome to visit the preschool at any time during our hours of operation to observe their child, the preschool's operation and the program activities, without having to secure prior approval as long as it does not disrupt the normal routine.

PARENT PARTICIPATION

Procedures for parents to participate in our program include completing an application for employment and submitting to a criminal background check. Parents must comply with the minimum standards that apply to staff.

Late Pick-up Fee

A late fee is charged if a child is not picked up by 6:00 p.m. After that, the charge is \$1.00 per minute. This is to be paid in the business office within 5 days. Please refer to "Preschool Hours" on page 6.

TUITION

Tuition will be due within 5 days of the tuition due date as stated in your contract. After the fifth day, there will be a \$25.00 late charge fee added to your account. Discounts are available to full-time local church pastors, and to missionaries on furlough. They are available in the Angels of Faith Business Office.

VACATION CREDIT POLICY

Up to 5 days vacation credit will be given over the 12 month agreement term (June through May). You may use your vacation credit for any reason the child is not in attendance **excluding preschool holidays and inclement weather days**. After the 5 days have been credited, tuition will be charged for every day – regardless of illness. The number of vacation credits will be pro-rated based upon the number of months the child has been in attendance.

Parents, please submit a written request to the business office a week in advance, when possible. (This request must include the exact dates the child was/will be absent). The credit will be given when at least five days have accumulated. **The days of absence must have passed before credit can be given.** The credit will be given at the closest draft date as possible. **All vacation credits need to be submitted before April 1st.**

RETURNED CHECKS

There will be a \$30.00 fee for each returned check. Returned checks must be taken care of within fifteen (15) days.

ANNUAL TUITION RECEIPTS

Annual tuition receipts will be prepared by the end of January.

POTTY TRAINING

Potty training will begin when the parents have contacted the teacher and informed her that they have begun training. We will then work together to make sure the child is on schedule. “Fully” Potty trained is having gone 10 school days with no type of potty accidents. Also being able to be self sufficient in wiping themselves and dressing themselves. If a child is 3- years old by September 1 and not able to fully master potty training they will be ineligible to promote to the 3-year old department. The 3-year old department is not equipped to change diapers/ pull ups in the classroom according to state guidelines. Promotion to the 3-year old department will be based on these guidelines and on the Directors and teachers discretion.

DAMAGE TO SCHOOL OR PERSONAL PROPERTY

Any student who defaces, damages, or destroys any property of Angles of Faith/ Living Hope or the personal property of others will assume the total responsibility of all repairs or replacement. Willful defacing or destruction of school or personal property is treated as a major offense.

Dress Code

Girls' Dress Code

Dresses & Skirts must have shorts on under them

Shirts- No character

Shoes- No cleats or shoes with rollers. No flip-flops.

Boys Dress Code

Shirts- No characters

Shoes – No cleats or shoes with rollers. No flip-flops.

***Each child must have an extra change of clothes in their classroom in case of accident. This helps us avoid calling the parents at work.**