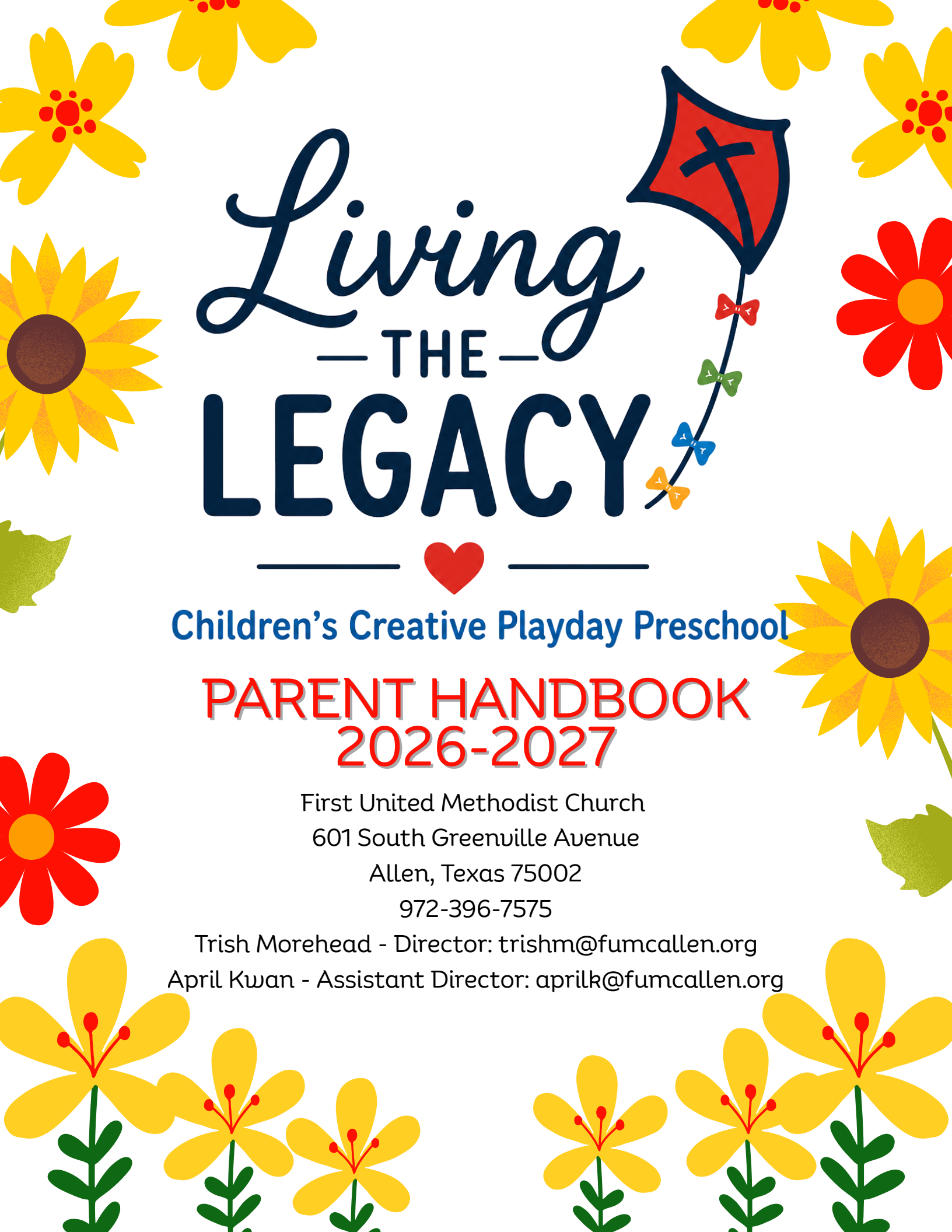




Living — THE — LEGACY

Children's Creative Playday Preschool

PARENT HANDBOOK 2026-2027

First United Methodist Church
601 South Greenville Avenue
Allen, Texas 75002
972-396-7575

Trish Morehead - Director: trishm@fumcallen.org
April Kwan - Assistant Director: aprilk@fumcallen.org



Rev Mary Beth Hardesty-Crouch

Lead Pastor

601 S Greenville Ave

Allen, TX 75002

Phone 972.727.8261

Fax 469.854.3701

firstallen.org

Dear Playday Families,

What a joy it is to welcome you to a new year at Children's Creative Playday Preschool. For more than 50 years, Playday's mission has been to serve families in the Allen area by providing a high-quality early learning experience that nurtures educational, physical, and spiritual growth—helping every child know they are a beloved child of God.

Children's Creative Playday Preschool is more than a program; it is one of the most vibrant ministries of First United Methodist Church of Allen. First Allen sees you and your family as part of our family, and we are deeply grateful for the opportunity to walk alongside you in this season of your child's life. In these early, wonder filled years, you are entrusting us with something precious—and we do not take that lightly. We believe children learn best in an environment of safety, joy, and belonging, and our Playday teachers, staff, and First Allen team work each day to create that kind of space.

We pray this year brings new friendships, meaningful moments, and glimpses of God's grace woven into the everyday rhythms of school life.

It is an honor to partner with you in this chapter of your child's story.

Shalom,

Pastor Mary Beth Hardesty-Crouch

Lead Pastor

First United Methodist Church of Allen

Table of Contents

Preschool Program Overview.....	2
TK and Kindergarten Program Overview	3
Administrative Staff	4
Playday Board of Directors	4
Number of Students in each Class.....	4
Tuition and Fees.....	5
Handicapped Parking.....	6
Absences	6
Withdrawals.....	6
Custody	7
Enrollment and Forms	7
Parent Participation	7
Communication	8
Social Media	8
Lunch and Snack/ Food Allergies.....	9
Birthday Celebrations and Invitations.....	9
Weather Cancellation Policy	10
Clothing	10
Transitional Items/Toys.....	10
Rest Time	10
Outdoor Play	11
Sunscreen/Bug Spray	11
Water Play.....	12
Animals.....	12
Field Trips/Special Visitors.....	12
Medical Emergencies/Accidents.....	12
Medications	13
Illnesses	13
Well Check.....	14
Staff Immunizations	14
Toilet Training	14
Children with Special Needs	14
Breastfeeding	15
Guidance and Discipline	15
Expulsion Policy.....	16
Emergency Procedures.....	16
Creative Playday Preschool Emergency Preparedness Plan.....	17
Shelter in Place/Lockdown:	18
Tornado/Severe Weather	18
Gas Leak, Chemical Spill or Explosion	18
Communicable Disease Outbreak.....	19
Child Abuse Policy and Reporting Procedures	23
Signs of Abuse.....	24
Resources and Methods for Prevention of Abuse and Neglect	25
Parent Handbook Agreement	27

Welcome to Children's Creative Playday!

Playday is a licensed childcare provider. Our license is through the Texas Health and Human Service Commission. You may look at a copy of the state's minimum standards for licensed childcare centers in our office at any time. The most recent inspection is located on the Parent Information wall outside of the Playday office.

*Texas Health and Human Services
550 E. 15th Street,
Plano, TX 75074
(469)229-6900*

Parents may contact the local Child Care Regulatory office with any questions or concerns.

Nondiscrimination Policy

Playday admits children of any race, color, nationality, and/or ethnicity to all the rights, privileges, programs, and activities available to students at the preschool. We do not discriminate against race, color, nationality, or ethnicity in the administration of our educational policies, admissions policies, or financial assistance.

Playday does not and will not enroll children under 18 months. Therefore, we do not have policies in place for the care of infants.

Preschool Program Overview

Children's Creative Playday is a learn-through-play experience for children age 18 months through 6 years. Originally developed out of a community need for a quality preschool, the program has grown into an important ministry of First United Methodist Church of Allen.

Playday's educational philosophy is grounded in the belief that each child is created unique by God and learns by experiencing environments through teacher-led and child-led activities involving creativity, exploration, problem solving, and working with others. Our goal is to provide a warm, loving, and safe environment in which children can grow and learn.

Playday is a carefully planned quality program.

Developed to provide:

- Intellectual Stimulation
- Social Learning
- Physical Growth
- Emotional Awareness
- Christian Knowledge

Opportunities for successful learning experiences in:

- Language & listening activities
- Creative art activities
- Dramatic play centers
- Manipulative materials
- Problem-solving exercises
- Science activities
- Development of large & small motor skills
- Body coordination
- Rhythmic activities
- Music Time
- Children's Chapel
- In-house field trips

Transitional Kindergarten Program Overview

Philosophy

The Transitional Kindergarten (TK) Program is an educational opportunity for parents who choose to delay their child's entrance to kindergarten (young 5) so the child may more readily reach their full potential.

The TK program uses the TEKS (Texas Essential Knowledge & Skills), a custom-designed Language Arts curriculum including Heggerty Phonemic Awareness, and the scope & sequence of Saxon Math as a basis for the curriculum instruction. The teacher plans lessons from various sources to expand upon curriculum concepts. The children experience the concepts through manipulating hands-on materials, teacher-led discussions, group activities, and independent practice.

TK Enrollment

All children must be 5 years of age on or before December 1st before being admitted into this class. To help us place each child where they will be most successful, TK children with a September 2nd through December 1st birthday will be interviewed by the TK teacher to determine admission to the program.

Kindergarten Program Overview

Our private kindergarten program is an educational opportunity for those who are ready for the school experience. This class prepares children 5-6 years old for first grade. The focus is on independent reading, writing to communicate ideas, number knowledge (including operations, measuring, and geometry), and using the scientific method to study the world.

Our kindergarten program follows the TEKS (Texas Essential Knowledge & Skills) to ensure future success in first grade. The teacher plans lessons from various sources including Tara West Science of Reading, Kinder Math with daily calendar, and Heggerty Phonemic Awareness to expand upon these concepts. The children experience the concepts through manipulating hands-on materials, teacher-led discussions, group activities, and independent practice.

Kindergarten Enrollment

Our kindergarten program is open to any child who would qualify for public school kindergarten admittance. Any child who is 5 on or before September 1st is eligible for kindergarten.

Administrative Staff

Trish Morehead is the Director. She and her husband, Rod, are long-time Allen residents and active members of First United Methodist Church of Allen. Trish has a degree in Early Childhood Education from the University of North Texas. She has years of experience in the classroom and children's ministry. She and Rod have two grown children. Patrick and his wife Autumn live in Sherman and have two beautiful daughters, Jade and Melanie; Jillian lives in Austin and is a hairdresser. Trish is passionate about sharing God's love with preschoolers and their families! She and Rod spend their free time in their retro-style Shasta camper named Gina. Their goal is to travel to each state park in Texas!

April Kwan is the Assistant Director. She studied Office Administration at Texarkana College and is a former 2s and 3s teacher. April brings the experience of the Playday classroom to the office. She and her husband, Ed, have two children: Ella is a sophomore at the University of Oklahoma and Samuel is a junior at Allen High School. Both Ella and Samuel are Playday graduates! April loves reading and taking on DIY home projects.

Playday Board of Directors

A Board of Directors consisting of the FUMCA pastor, the Playday Director and up to 11 volunteer members oversees the Creative Playday Program. The volunteer board members serve a minimum of two years and officers are selected from senior members on the board. The members of the board welcome any comments or concerns you have regarding the program.

<u>Name</u>	<u>Position</u>
Trish Morehead	Director
Mary Beth Hardesty-Crouch	Lead Pastor
Kelli Brasher	Co-President
Selena Lippincott	Co-President
Casey Gaskill	Vice President
Carli Burke	Secretary
Alan Quick	Treasurer
Dawn Horton	Chaplain
Dana Kelderman	
Dimpal Patel	
David Barnes	

Number of Students in each Class

Age	Students Per Class	Days per week
18 Months	8	2 Days M/W or T/Th or 4 Days M-Th
2 Years	8	2 Days T/Th or 4 Days M-Th
3 Years	10	2 Days M/W or 3 Day T/W/Th or 4 Days M-Th
4 Years	12	3 Days T/W/Th or 4 days M-Th
TK/Kindergarten	15	4 Days M-Th

Playday reserves the right to change ratios by up to one student based on the teacher's input and student need. Each Toddlers and Twos class has one teacher and one assistant. Threes classes have one teacher and share an assistant. Pre-K has one teacher and shares an assistant. TK and Kindergarten each have a teacher and an assistant.

Children must be the specified age on or before September 1st. Transitional Kindergarten children must be 5 yrs. old by December 1st. TK children with a September 2nd through December 1st birthday will be interviewed by the TK teacher to determine admission to the program. Kindergarten students must be 5 on or before September 1st.

Tuition & Fees

Children's Creative Playday operates on a non-profit basis. Monthly tuition is used to meet staff salaries and ongoing expenses for program operation. Registration fees cover the cost of Child Care Regulatory fees and consumable supplies for the year. Playday is a ministry of First United Methodist Church of Allen and does contribute some of its income to the church to help defray some of the utility and maintenance costs.

Monthly tuition fees for the 2025-2026 school year are as follows:

Toddler (18 month)	2 day- \$275 per month/4-day- \$420
2 yr.	2 day- \$275 per month/4 day- \$420
3yr.	2 day- \$275 per month
3 yr. & Pre-K (4 yr.)	3 day- \$350 per month
3 yr. & Pre-K (4 yr.)	4 day- \$420 per month
TK / Kindergarten	4 day- \$450 per month

Tuition is collected each month, September through May. Tuition is averaged so the monthly rate remains constant over the year. Tuition is due on the 1st of each month. If tuition is not received by the 7th of the month a late fee of \$25 will be charged to your Playday account. If you have not paid tuition by the 8th of the month, we request that you contact the office as soon as possible to make payment arrangements. If arrangements have not been made with the Playday Office, you will be contacted to review possible consequences regarding the state of your account.

Playday encourages you to set up your tuition on a monthly system. We use an auto-draft as our primary means of tuition payment. You will receive an invitation to create an online account through Brightwheel when you register for admittance. Playday does also accept personal checks, money orders and cash.

There is no refund for days missed or if school must close due to unforeseen circumstances such as bad weather, damage to our building, or illness outbreak. In the event of a closure for an undetermined length of time, the Playday Board of Directors will notify the parents concerning the need for future tuition payments.

If at any time you have concerns regarding your account, please contact the Playday Office for assistance.

Tuition Assistance

An application for temporary tuition assistance due to an unforeseen circumstance is available in the office. All tuition assistance is based on the recipient's application and the school's available funds. Please contact the Director for additional information and an application for assistance if you find yourself in a situation where this may be necessary.

For tax purposes, please note Playday's Tax Id number is: 75-2669906

Times and Days of Operation

Playday operates Monday through Thursday, 9:00 AM to 1:45 PM. Doors will open for drop off at 8:55 AM. Doors will open for pick up at 1:45 PM. We begin our day at 9:00 AM. Hallway doors will close at 9:15 AM. Please make every effort to be prompt so your child doesn't miss out on any of the fun activities planned.

Classes are in session from approximately September through May. Playday is not in session on Fridays. Playday's calendar closely follows the Allen ISD calendar. Playday is closed for Allen ISD's Fall Break, Winter Break, and Spring Break. Please be sure to reference our calendar for more details.

Handicapped Parking

Unless you have a parking permit for the designated handicapped spaces, please DO NOT PARK in the spaces reserved for these vehicles. As a part of a larger church facility, the need for these spaces to remain accessible, even during drop off and pick up, is imperative. Thank you for your cooperation.

Absences

Your child needs to stay at home when he/she is ill. You are still responsible for tuition when your child is absent. You are also required to pay for days missed while on vacation. We ask that parents contact the office via Brightwheel when you know your child will be absent. If your child is too sick to play outdoors, we ask you to keep them home from school. See section on "illness" for more information.

Withdrawals

If you find it necessary to withdraw your child from the program, Children's Creative Playday requires two weeks' **written** notice, either paper or by email. Parents are responsible for two weeks of tuition from the time notice is given. Please contact the office for further information regarding alternatives to withdrawal if the reasons are financial.

Arrival Procedures

Daily entrance for drop off at Playday is through the **EAST** entrance **only**. Each family will be issued two key cards that will allow access into the Atrium between the hours of 8:30 AM. and 2:15 PM. If you do not have your key card, you will need to use the buzzer at the east entrance to gain access to the Atrium.

Once inside the building, you may wait in the Atrium. We will open the hallway doors to the classrooms at 8:55 AM. Please understand that our staff is busy preparing for the day between 8:30 and 8:55 AM each morning. We begin our day at promptly at 9:00 AM.

Please sign your child in every morning using the Brightwheel App. If you are unable to sign in using the app, please notify the classroom teacher.

Please plan to walk your child to their classroom door each morning. This gives you, the parent, the opportunity to "touch base" with the teacher each day. While not a time to conference, the drop off time is a great opportunity to share any vital information that may affect your child's day. Communication is the key to the success of our program!

Dismissal

Daily dismissal will begin at 1:45 PM. Pick up from Playday will be at your child's classroom door unless otherwise noted by your child's teacher. Hallway doors will open at 1:45 PM. All children must be picked up and the hallways need to be cleared by 2:00 PM to allow our staff time to clean, pack up, and plan.

If your child is not picked up by 2:10 PM, the office will contact you first and then your emergency contact. A \$10.00 late fee may be charged to your account beginning at 2:15 PM. The fee is waived on the first offense. Each additional 5 minutes after 2:15 PM may result in a \$10 fee per 5 minutes.

Authorization to Pick Up Child

No child is ever released to a person not authorized by that child's parent. If another adult is picking up your child, prior notification to the Director and the child's teacher must be received with the name and description of the person picking up the child. The authorized person will be required to show their driver's license to the Director or staff. If there is someone who is never authorized to pick up your child, please inform the office.

Custody

If the school needs to be aware of specific custody circumstances, please notify us in writing. This would include but is not limited to, visitations or interactions on-site, authorization or restriction for pick up from school, or any pertinent legal action set in place by the court regarding access to a child. A copy of any legal document granting access or prohibiting access must be submitted to the office to put in the child's file.

Enrollment and Forms

The following information is **required** before your child may attend preschool:

- Completed Registration/Admission Forms
- Fully paid **non-refundable** Registration Fee
- Doctor Signature and Statement of Health Form
- Up-to-date immunization record from physician or clinic. All immunization records must also have a doctor's signature on them. Playday follows the immunization requirements given by the Texas Department of Health. A notarized Affidavit Request for "Exemption from Immunizations for Reasons of Conscience" form can be turned in to the office in place of an immunization record. This affidavit is obtained through the Texas Department of State Health Services. <https://corequest.dshs.texas.gov/> This document must be renewed every 2 years.
- Signed receipt and agreement from this Parent Handbook
- Students entering our Pre-K 4, TK, and kindergarten programs are **required** to have a vision and hearing screening on file within 100 calendar days of the first day of enrollment.

Enrollment for each new school year will begin at the end of January. FUMC Allen members, siblings, and Playday alumni families have the first opportunity to enroll for the new school year. We do maintain a wait list for future attendance.

Parent Participation

Parents may visit Playday any time during the hours of operation to observe their child. Parents may participate in Playday's operation and activities. Any parent visiting the program outside of arrival and dismissal times will be required to check-in at the Playday office. Any parent spending time directly with children will be required to go through a background check and follow any requirements from childcare regulation.

Playday Events

Meet the Teacher: "Meet the Teacher" is held before school begins. This event is for the children and parents to visit the classroom and meet the teachers, assistants, and staff. It is also a fun time to get together with other Playday families!

Gingerbread Family Christmas Program: All students participate in a musical performance with an opportunity to decorate gingerbread houses in the atrium afterwards.

Teddy Bear Picnic: Our Toddler and Twos classes host a "Teddy Bear Picnic" in January. Parents and guests are invited to share a special time with their child and enjoy a short music program.

Spring Open House Musical Program & Art Night: Every child in the school will showcase an original art piece in our wonderful Atrium display. All classrooms will be open for families to visit. The children in the 3s, 4s, and 5s classes will perform songs and movement activities for parents, family members, and friends in the sanctuary.

Parent Conferences: We strive for great parent-teacher relationships. Pre-K 4, TK and Kindergarten parent conferences are scheduled in the spring. You may request a conference with any teacher at any time. Please avoid discussing children in classrooms or hallways where children are present and can overhear.

Threes Mother's Day Tea: Our Threes classes host a Mother's Day Tea in May. This tradition is an opportunity for our threes classes to honor our moms.

Pre-K 4, TK and Kindergarten Graduation Programs: Our Pre-K4, TK and Kindergarten classes will perform during their graduation ceremony. Family and friends are invited to attend this ceremony in May.

Room Parents

A parent from each classroom may volunteer to help the teacher coordinate celebrations, special occasions, and other classroom parties. Duties of the room parent include reminding the parents what they signed up for regarding drinks and snacks and communicating details of special events to the classroom parents.

Communication

Communication is key! Playday uses Brightwheel as our primary way of ongoing, daily communication. Your teacher will be using a school provided iPad to take pictures and help with communication. You will download the Brightwheel App, which will allow you to receive real-time communication as well as daily notes.

Parents will receive a newsletter from the Playday office titled "The Tailwind". This newsletter will contain information regarding the activities and opportunities available to all Playday families. The newsletter is also available online via the Creative Playday website <https://www.playday.fumcallen.org>.

Playday respects the right to privacy and handles all personal matters concerning our staff, children, and families with confidentiality.

Procedural Changes

Parents will be notified in writing of any procedural changes made to the program. Communication will include the changes being made and when said changes will occur.

Please call the office if further clarification is needed regarding notifications/information. We would be happy to help you.

Other Communication

Notifications and information will be given through one or more of the following:

- notes in your child's folder
- emails or texts from your child's teacher or the office
- phone calls from your child's teacher or the office
- our school newsletter (The Tailwind)
- note section of your child's class lesson plans posted in your child's classroom.
- a phone call or email from a room parent or a board member
- Brightwheel App

Social Media

Please be mindful of other people's privacy before posting pictures of other Playday children on any social media venue.

You may only post photos of your child on social media. Do not post photos of a group. Playday and its families will respect the rights of our families who do not wish to have their child's photo on social media without permission.

Supervision

Children will be supervised at all times, adjusting appropriately for different ages and abilities of children. This includes responsibility for the ongoing activity of each child, appropriate visual and auditory awareness, physical proximity, and knowledge of activity requirements and each child's developmental needs. The teacher will intervene when necessary to ensure the children's safety.

Parents are responsible for their children until they have signed them in with Playday staff, and responsibility resumes once the child is signed out at the end of the day.

Lunch and Snack

Children must bring a lunch with a drink. The state childcare regulatory guidelines require that children bring at least one food item from each of the five food groups in their lunches. **Parents are responsible for sending a nutritionally balanced lunch.** Playday is unable to refrigerate or heat children's lunches. Please put a freezer pack in the lunch box to keep items cold.

Following are some ideas for lunch items to include in your child's lunch:

Dairy: milk, yogurt, cheese

Fruits: oranges, pears, berries, watermelon, peaches, raisins, applesauce

Vegetables: carrots, broccoli, squash, corn, beans, peas (cut into small pieces)

Protein: fish, hummus, lunch meat

Grains: bread, oatmeal, tortillas, rice

Bite-Sized Items are mandatory for Toddlers and Twos! Please do not send "soupy/gravy style" food items for the toddlers or twos. Finger foods are the easiest for them to eat while at school.

Please save candy, soda, and other non-nutritional foods for after school. The Playday staff will not serve these items to your child.

Playday classes have lunch in the classrooms. As we research best developmental practice, it has become apparent that children do best in a small group with an adult role modeling for the children social skills, self-help skills, language, and manners.

Please also send a healthy snack. Please see your child's teacher for specific class snack policy.

Water is available to children at snack and throughout the day. Please send a sippy cup or pop-top/straw-style water bottle for your child to drink from during the day. **Remember to label** your cups/bottles with your child's name.

Child Care Regulatory Minimum Standard §746.3309 Nutrition and Food states that:

Individually Wrapped Snacks provided by a parent must not be shared with other children, unless:

1. A parent is providing a healthy treat for a celebration or party being held at the school
2. Playday ensures that the shared snacks may be eaten by the children who require special diets.

Food Allergies

Playday enrolls children with severe food allergies. These allergies are often life threatening. Your child's classroom might have restrictions on what can be brought for lunch and snack. We will help provide you with alternative ideas to the best of our abilities. All staff is trained to handle allergic reactions from minor to severe.

If your child has food allergies, an Allergy Management Plan must be filled out and signed by your child's health care professional. **This is a mandate from the Legislature of the State of Texas.**

Birthday Celebrations and Invitations

We recognize how special birthdays are to young children. Your child will be celebrated throughout the day. Please see your child's teacher for other celebration requests. Please understand that any food items are monitored to fit any necessary dietary restrictions for that class. You may hand out party invitations at Playday only if they include all the boys and girls in the class. Please mail individual invitations if you cannot follow this policy.

Holiday Celebrations

Classroom parties are held during the year around the various holidays. Please see your child's teacher or room parent to sign up for favors or snacks for a special holiday.

Weather Cancellation Policy

If Allen Independent School District (AISD) closes due to inclement weather, Playday will also be closed. **If AISD opens an hour late, Playday will open at 10:00 a.m. If AISD delays 2 hours, Playday will be closed.** Due to staffing and building restrictions that are set at the beginning of the school year, we are unable to make up bad weather days. If it is necessary to dismiss early because of inclement weather, or other reasons, the remainder of that day will not be made up. Parents will be notified by phone, text, email, or through Brightwheel if we dismiss early. No refunds will be given if Playday is closed due to unavoidable circumstances, including weather.

You can check www.allenisd.org for their most current information regarding school closings. Please follow social media, listen to radio and television broadcasts, and follow procedures for Allen Independent School District.

Clothing

- Because Playday is a play-based program, we are requiring that all children wear washable play clothes and gym shoes.
- Please include a complete seasonally appropriate change of clothing for your child, including underwear, socks, and a jacket.
- Please ask at the church reception if you are looking for a lost item.
- Playday cannot be responsible for lost items or clothing damaged during activities. Getting messy is the nature of preschool.

Personal Items

Please **label ALL items brought to Playday** with your child's first and last name. Items such as your child's lunch box, water bottle, rest mat, and coat must be easily identified. This is particularly helpful for substitutes. Children should have **a large backpack or bag** to hold their lunch box, a rest time small blanket, cuddlies, and a change of clothes. **Please send ONE LARGE BAG instead of several small bags.**

Transitional Items/Toys

Children are encouraged to bring a freshly washed blanket or small toy that is special to them (a soothing, comforting item) for difficult times and rest times. This helps them learn to comfort themselves. We ask that children do not bring any other items from home unless specifically requested. Please label transitional items and toys. Playday is not responsible for broken or lost items brought from home.

Hand Sanitizer

Playday staff works hard at teaching hand washing hygiene to our students. Research shows that handwashing with soap and water is the safest way to clean hands. Therefore, students may not bring hand sanitizer to school. Playday will supply hand sanitizer ONLY when soap and water are not available. Hand sanitizer will not be used on children under the age of two.

Rest Time

Children in the Toddler and Twos program will rest each day. While there is an area in each room that can be used for any child who is needing a time of rest, there is no set rest time for threes, Pre-K (4s), TK, or kindergarten students.

Parents of toddlers and twos need to provide their children with a **vinyl mat** for rest time. Please label the rest mat with your child's first and last name using a permanent marker. You may send a freshly washed small blanket or other coverings for your child to use at rest time. Any cloth items will be sent home daily in your child's bag so they can be laundered and returned when your child comes to school again. Please label these items with your child's first and last name.

Promotion of Indoor and Outdoor Physical Activity

Licensing Standard §746.1309, f2, 9, 10 Children's Health Physical Movement Teaching Requirements

Children's Creative Playday strongly believes and supports the need for physical activity inside and outside each day. Physical activity may take place in the classroom, on the playground, or in the gym.

Benefits of Physical Activity

- Builds healthy bones and muscles
- Improves muscular strength and endurance
- Reduces the risk for developing chronic disease risk factors
- Improves self-esteem
- Reduces stress and anxiety
- May also benefit academic performance
- Develops cognitive and motor skills appear
- Can affect the brain's physiology

Benefits of Outdoor Play

- Provides greater freedom and flexibility
- Freer expression through loud talk and a greater range of active movement
- Extends opportunities for large muscle development
- Enhances social-emotional development
- Develops fine motor skills by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space

Per childcare minimum standards, all children in care for 8 hours a day must have 90 minutes of physical activity both indoors and outdoors. Centers operating less than 8 hours a day may reduce the 90 minutes.

Two Types of Physical Activity:

Moderate - Physical activity, which raises the heartbeat, but the children are still able to talk/converse with another person and are still able to breathe.

Vigorous - Physical activity which raises the heartbeat, increases breathing, and the person is unable to talk/converse with another Person

Outdoor Play

Children go outdoors each day unless there is severe cold (40 degrees or colder), drenching rain, excessive heat (95 degrees or hotter), or unhealthy air quality. Real time conditions, specific to our area, are monitored by the office staff and access to the outdoor environment, amount of time outdoors, and time of day outdoors, is limited or cancelled, when necessary. Playday is fortunate to have the use of the church gym for large motor times when the weather is inclement. Children should dress appropriately to move their bodies and for current weather conditions. Parents should keep their child home if the child is too ill to go outdoors. **Remember to send a labeled coat, jacket, or sweater with your child during colder weather.**

Sunscreen/Bug Spray

We recommend that you put sunscreen and bug spray on your child each morning. Playday will not put either of these lotions/sprays on your child.

Water Play

Playday classrooms are equipped with a water table. The children will experience water play at the water table only if you permit it on the admission form.

Animals

If animals come to visit, parents are notified via e-mail or Brightwheel and a sign will be posted outside of the classroom. If you have any concerns, please let us know.

Please do not bring your pets into the building. Playday must follow procedures outlined in the Minimum Standards for Child Care.

Field Trips/Special Visitors

Our classes have in-house field trips during the school year. These may include but are not limited to visits from the Fire Department, Librarians, Animal Experts, and Science Programs.

On occasion, students may be taken to a room in the church that is not specifically part of Playday's licensed area, such as the Worship Center (Sanctuary), Chapel, Atrium and/or Fellowship Hall. These areas are considered in-house field trips.

Medical Emergencies/Accidents

In the event of a medical emergency regarding a child in the program, Playday staff members will:

- Make the child safe, call for another staff member to supervise the other children
- Provide first aid to the child
- Use 2-way radio to call for help
- Appoint someone close by to call 911 and then contact parents
- A staff member will stay with the child until help arrives
- If transportation is needed, the Director will go with the child, unless the parents have arrived at the school
- A staff member will fill out the accident/illness report to be submitted to Child Care Regulatory
- The Director will contact Child Care Regulatory concerning the medical emergency

In case of an accident/ injury, we will make an immediate effort to contact the parent. The phone number on file must be a phone number where we can reach you each day. Please update this number if it permanently changes or another number is better for you for that day. If we cannot reach you, we will call the emergency contact person or the child's physician. If necessary, we will call 911. You must keep these phone numbers up-to-date and **your cell phone should be on, charged, and available at all times.**

An Incident/Illness Report form will be filled out on injuries that require medical attention by a healthcare professional. Parents will be notified of less serious injuries in an "ouch report" form sent home at the end of the day. Less serious injuries include but are not limited to minor cuts, scratches, and bites from other children requiring first-aid treatment by employees.

In the event of a medical emergency regarding a staff member, Playday will follow the same procedure above.

Medications

If your child has to take medicine during the school day, you must complete and sign a Medication Authorization Form. All medications (over the counter or prescription) must be in the original container labeled with the child's name. Prescription medication must have the Rx script on the medicine container. This includes inhalers and Epi-pens. The label on the box will not take the place of having the RX on the medication container. All medicine will be locked in the office, unless the teacher needs to keep it for emergencies such as but not limited to, asthma and allergic reactions. Please list daily or "as-needed" medications on the Emergency Medical Authorization Form.

Illnesses

Staff will follow all health/safety procedures to keep the spreading of germs to a minimum.

Children should not attend school if they are ill. Playday observes the standards set by the Texas Department of Family and Protective Services for ill children. It is important to keep your child home if he/she is experiencing any of the following:

- Fever of 100° or higher (the child **must** be fever free without fever-reducing medication for **24** hours before returning to school)
- Vomiting
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Colored or excessive discharge from the nose
- Head Lice until all nits have been removed (please bring the child to the office for a head check before returning to the classroom)
- Unexplained rash
- Pink eye (conjunctivitis – this is highly contagious and is difficult to distinguish from allergies)
- Any contagious disease such as fifth disease or chickenpox
- Anything that prevents your child from participating in their usual manner and/or requires more than the usual adult supervision (falling asleep counts as a supervision issue).

If a child becomes ill while at Playday:

- The staff will notify the office concerning a child who seems to not feel well.
- The staff will ask the child questions to determine what may be wrong.
- Ill children are brought to the office or designated sick room and parents will be called to come and take the child home.

Staff will follow all health/safety procedures to keep the spreading of germs to a minimum.

If your child has any special medical conditions, including asthma and ANY allergies (ants, bees, etc.), please tell the Director and your child's teacher. This information must be noted on enrollment forms.

A child must not return to school until they are fever free for at least 24 hours without fever-reducing medication.

A child may come back to school before 24 hours have occurred ONLY IF they have a doctor's note stating the child is not contagious and may attend school.

Well Check

Playday staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they will point this out to the parent at that time. Please inform your child's teacher if your child has taken any medications (cough, cold, or allergy) before coming to school or if we should be aware of any accidents/ injuries that occurred while away from the center.

Staff Immunizations

Currently, there are no requirements for the staff with regards to adult immunizations or a TB test. If Collin County Health Care Services determines there is a requirement for adult immunization or a TB test for childcare employees, the staff will be required to receive and show proof of the immunization. If a staff member does not want to receive the required immunization, they must turn in a notarized "Affidavit Request for Exemption from Immunizations for Reasons of Conscience" form. This affidavit is obtained through the Texas Department of State Health Services. If a communicable disease outbreak occurs all staff members with an immunization exemption may be asked to wear gloves and/or a mask during the outbreak. No staff member will be terminated for choosing an immunization exemption. All staff immunization records and/or exemption affidavits will be kept in the employee's file.

Toilet Training

In our 18-month and 2-year-old classes, we are equipped to change diapers and to help toilet train your child. When your child is ready to begin toilet training, please be sure to discuss this with your child's teacher. We all want to work together to make this time successful, not stressful.

Our goal is that children entering the three-year-old program be fully toilet trained. If a child is not fully toilet trained, they must be **diligently working** on toilet training and almost trained with both urination and bowel movements. These children should be completely toilet trained by January 1 of the current school year.

Please remember to dress your children in clothing that is easy for young children to pull up and down. Avoid buckles, snaps, and zippers. Elastic waistbands are ideal. We ask that seasonally appropriate changes of clothes be provided in your child's bag.

All Pre-K, Transitional Kindergartners, and Kindergartners must be independent with their toileting needs.

If you have any questions or concerns please contact the Director.

Supporting Inclusive Services to Children with Special Needs

Playday is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or IFSP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

Playday will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

Playday will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearance to be in the building, the behavioral/therapeutic plan is shared with the Director and the resource/therapist works cooperatively with Playday employees to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Playday will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

Playday does not provide separate classrooms for children with special needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

Breastfeeding

Child Care Regulatory recognizes breastfeeding as the best source of milk for infants. Nursing mothers may use the designed room located in the north hallway of the church or the church nursery located in the Playday wing. You have the right to breastfeed or provide breast milk for your child while in our care.

Guidance and Discipline

The Playday staff strives to promote the development of pro-social skills. Classroom procedures, rules, and expectations are expressed clearly and reinforced lovingly and consistently. It is our goal to help each child develop self-esteem, self-control, and self-regulation. The Playday staff will use age-appropriate methods to encourage the development of these pro-social skills. Our staff will use positive statements, model appropriate behaviors, adapt to the classroom environment, set clear boundaries, and use redirection to encourage pro-social skills development. There will be an opportunity for children to practice forgiveness, empathy, listening, and sharing techniques throughout the year.

Children will be given redirection and reminders of the classroom expectations and rules. When a child has difficulty with these procedures, a time away from the group or activity may be used. This is a time for the child to refocus and encourages self-regulation. This time away will be no longer than one minute per year of the age of the child. If the behavior continues, a conference will be held with the parents. This will be a time to discuss other ways to address the inappropriate behavior and to create a plan. If the behavior is dangerous to the child or any other child in the class, physically or mentally, the child may need to be removed from the program after all options have been exhausted. A child may be removed from school if a child's behavior consistently interrupts the teacher's ability to teach and care for the other children in the class.

Under no circumstances will corporal punishment be used by anyone at school.

The Children's Creative Playday Staff is responsible to establish clear and consistent classroom expectations and natural consequences for inappropriate behaviors. Staff will implement the following techniques per Children's Creative Playday Guidance and Discipline Policy:

- Establish clear and concise classroom expectations per the developmental age level in each classroom.
- Establish a caring and consistent relationship with each student and create a safe and fun age-appropriate learning environment in the classroom.
- Redirect children toward positive behavior and choices.
- Ensure each classroom has enough resources and equipment to actively engage all students.
- Maintain required teacher/student ratios at all times.
- When necessary, implement a 2-6 minute time out / time away for self or co-regulation, including discussing a positive alternative with the child.
- Encourage the child to label feelings and use words.
- Request additional staff support if a child acts out physically and puts other children or staff at risk.
- Develop a plan with parents to create a pattern of appropriate classroom behavior and implement an adequate form of communication, ensuring staff and parents work together on the social skills necessary for the child to successfully participate in the classroom setting.

Expulsion Policy

Occasionally, some situations result in the expulsion of a child from our program on either a short-term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, to prevent this policy from being enforced. The following are reasons why we may need to remove a child from our program.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- A parent threatens physical or intimidating action toward staff members
- A parent engages in verbal abuse toward staff in front of enrolled children
- Unsuccessful resolution of an issue where more than one child from the family is enrolled in the program and the parent decides to remove one child but leave the others in care, all children from a family must un-enroll at the same time
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up your child
- Verbal or physical abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of the child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Consistently causing an interruption during class time, preventing the teacher from teaching/caring for the other children in the class

Emergency Procedures

In an emergency, Playday's first responsibility is the safety of the children. The staff is to remain calm and follow the emergency procedures. When necessary, the children will be moved to a designated safe area where staff members will supervise them until parents can be notified. **Please keep your cell phones on and charged at all times in case of emergency.**

To ensure that Playday is a safe place for all children, we have adopted the following policies and procedures:

- Staff members are responsible for the children enrolled in their care at all times.
- Playday serves children no younger than 18 months and mobile (unless they have special needs). At a 4 to 1 teacher/child ratio, that we have in the toddler room and the mobility of the children it is possible for the children to be evacuated by the staff assigned to the room.
- Any staff or child with special needs will be assigned a specific church staff member to help them evacuate the building safely and efficiently. The church staff member will go to the location of their assigned person, evacuate the building, and take the individual to their assigned evacuation location. Once at the evacuation location it is the responsibility of the church staff member to communicate with Playday staff regarding their arrival at the location.
- Each classroom is equipped with an emergency backpack and a battery-operated flashlight. A staff member when evacuating the children will take the clipboard with the class list that the parent signs every morning.
- An emergency evacuation plan for fire and severe weather is posted in each classroom.

- Playday conducts a fire drill every month. Playday conducts a severe weather drill and lockdown drill 4 times per school year. Each drill is documented in the Playday office.
- In the case of emergency evacuations due to a chemical spill, fumes, gas leak, fire, etc., Playday will follow the directions of the Allen Fire and/or Police Departments in the evacuation of the children from the area. Once the children are evacuated, all parents will be contacted by phone through calls or texts.
- A copy of all children's registration forms with emergency contact numbers and a class list is kept in the Playday office in a special portable file. Parents will be notified by a phone call, text message, email blast and/or through the Brightwheel App as soon as possible once all children are evacuated and safe.
- In the event of a security threat on FUMC Allen/Playday property, the Playday staff will instigate lock-down procedures until it is safe to remove the children from the building. Our staff is trained in how to respond to a security threat. Please contact the Playday Office if you want more information concerning our lockdown procedures and training.
- It is the responsibility of FUMC Allen's Director of Communications or a Ministerial staff representative to talk to the press and to give any public statements.

Creative Playday Preschool Emergency Preparedness Plan

Please refer to pages 23-25 for a visual reference/diagram of locations.

Teachers will carry their classroom lists and emergency bags with them whenever they leave their classrooms.

Fire or Evacuation and/or Relocation-

1. All Caregivers assigned to each age group will walk the children to their zone area outside of the main church building. Staff will remain calm and do a quick head/name count while the children line up to exit.
 - a. All classrooms located in the children's building, including Pre-K 4s, TK, and kindergarten children, will exit the west door in the children's wing and meet on the grassy area on the far side of the south drive.
 - b. The Toddlers, Twos and Threes (those classrooms in the west hallway) will exit through the west stairwell, out the door toward Greenville Avenue and follow the sidewalk towards the south drive, meeting in the grassy area across from the south drive.
2. If further shelter is needed because of a gas leak, electrical problems, or other emergency, all children will be walked to the Ministry Center on church property. If the Ministry Center is not far enough away, the children will be walked to Greenville Oaks Church (703 Greenville Ave, 972-727-2359).
3. Once children and staff arrive at the designated spot or alternative location, teachers will check off names on the sign-in sheet to assure children have arrived at the new location.
4. All assistants will supervise the children. The assistants will read stories, sing songs, do finger plays, and reassure the children. Each teacher will use the classroom sign-in sheet to call or text parents. The teachers will instruct the parents on how and where to pick up their children. The Director will remain with the children until everyone has been reunited with their family or caregiver. The office staff will be available for communication and additional supervision as needed.
5. The Assistant Director will be responsible for bringing the Emergency Information Binder from the office to the emergency location. The Assistant Director will go with the first group to the new location. The Financial Manager, when present at the school, will also supervise the relocation and supervision of the children.

The church Building Administrator will be in contact with all emergency personnel and local authorities. The Director will stay at Playday until the last child has exited the building. Then she will go to the relocation site with the others. The Director will contact Playday's Child Care Regulatory representative.

Shelter in Place/Lockdown:

- Safety is our #1 goal:
 - Staff will keep their 2-way radio on them at all times.
 - When able, staff will have a cell phone in their pocket.
 - Teachers will keep the clipboard with them at all times.
 - Teachers will have their emergency backpack accessible and ready to go.
 - **We will all be alert! If we see or hear anything, it is to be reported immediately.**
 - **The Playday Director will call 911.**
- We will determine the best strategy:
 - If a class can evacuate safely, we will do so using the nearest exit and proceed to a safe area.
 - If lockdown is the best option:
 - We will secure/lock the door and turn off the lights.
 - We will move the children to the classroom bathroom or near the sink cabinet.
 - Teachers will play a quiet game with the children to make them feel safe.
 - Teachers will wait for emergency personnel to give instructions.
 - **If it is safe to leave, we will do so.**
- We will follow all directions given by emergency personnel.
- Teachers will silently keep a headcount/name count at all times.
- Parents will be notified by phone call, text message or email message when/where to come and pick up their children. Teachers and office staff will contact the parents/guardians once the school is safe and secure. Playday will follow the directions given by emergency personnel.

Tornado/Severe Weather

- Teachers will stay calm, hold the sign-in sheet, 2-way radio & put the emergency backpack on.
- Teachers will pull out the flashlight and have it ready to use in case the power goes out.
- Classes will move to their bad weather location. Children will sit down along the walls of their room away from the doorway.
- Teachers will instruct the children on how to sit and stay at the location until the bad weather has passed.
- Teachers will sing songs with the children to keep them calm.
- The Office Staff will monitor local weather and the weather alert radio for updates.

Gas Leak, Chemical Spill or Explosion

That occurs inside the facility:

See procedures for Fire or Evacuation and/or Relocation.

That occurs outside the facility

1. Staff will turn off lights, cd players, or anything else that may cause a spark.
2. Teachers will keep the children seated on the floor and calm. Teachers will sing quiet songs or tell a story.
3. Staff will be prepared to evacuate if told to do so by the Director, person in charge, or emergency personnel.

4. If there is a strong odor, the teacher will show the children how to lift and breathe through their shirts.
5. If told to evacuate, teachers will consider crawling to avoid strong fumes that are floating higher in the air.

Communicable Disease Outbreak

1. To prevent the spread of germs that cause illness, all staff members will follow policies/procedures regarding diaper changes, toileting, hand washing, and general common-sense measures such as keeping surfaces clean and teaching children how to cover coughs and sneezes.
2. In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Regulatory to inform them of the situation and ask for instruction and guidelines to follow for specific illness or outbreak.
3. The Director, or person in charge, will pass the instructions on to the staff to follow.
4. The Director, or person in charge, will also notify all parents about the situation in writing within 48 hours as required by DPFS and Child Care Regulatory.
5. All staff will follow Playday's confidentiality policies when speaking about the outbreak.

Emergency Relocation Sites

In the event of relocation for any reason, the relocation site will be posted on the east and south entrance doors.

Our emergency relocation sites are:

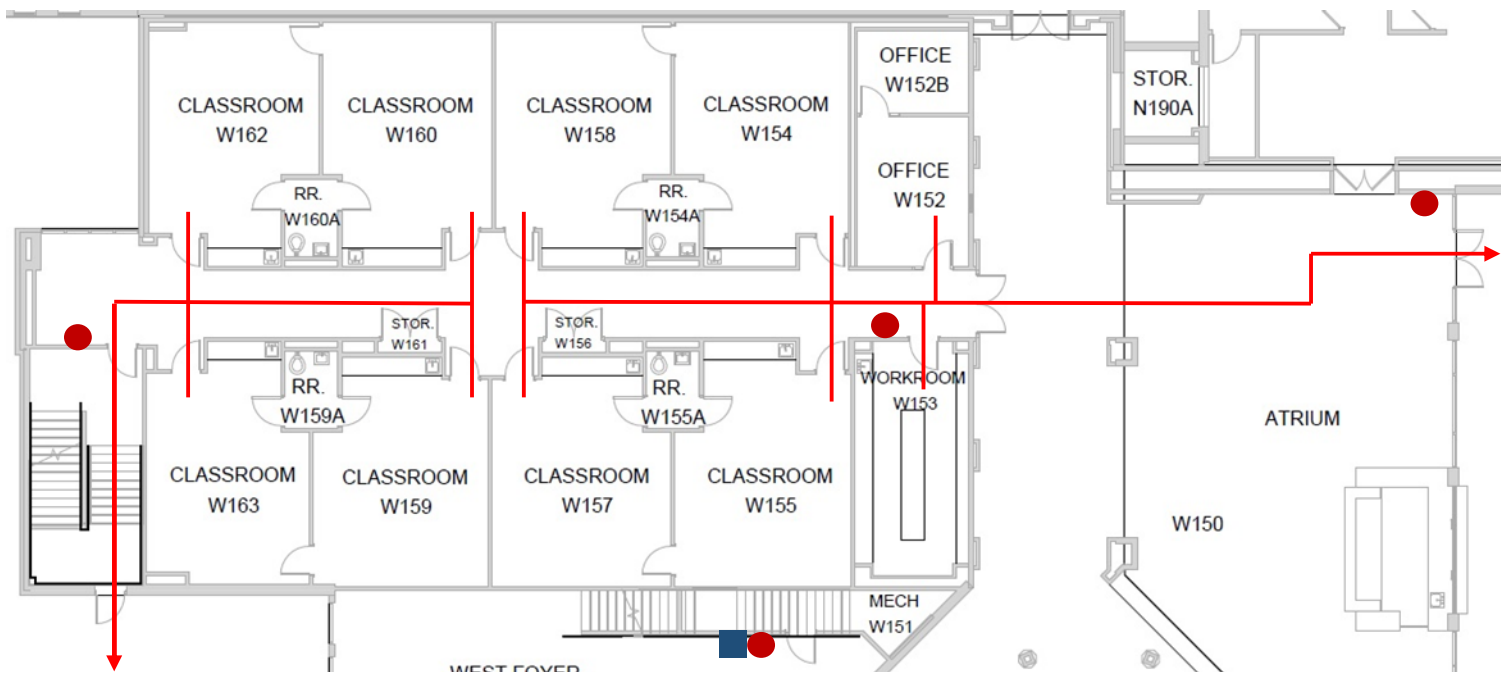
Ministry Center at FUMC Allen
601 S. Greenville Avenue
Allen, TX 75002
(972) 727-8261

Or

Church LYFE
605 S. Greenville Avenue
Allen, TX 75002
(214) 383-9993

Emergency Evacuation Diagram Nursery Hall Toddlers, Twos and Threes

Primary Route



Primary Meeting Location

Ministry Center at FUMC Allen
601 S. Greenville Ave.
Allen, TX 75002

Secondary Meeting Location

Church LYFE
605 S. Greenville Avenue
Allen, TX 75002

- Fire Extinguisher Locations
- Emergency Defibrillator Located on West Foyer Stair Wall

Emergency Evacuation Diagrams Children's Wing Pre-K, TK and Kindergarten

Primary Route



Primary Meeting Location

Ministry Center at FUMC Allen
601 S. Greenville Ave.
Allen, TX 75002

Secondary Meeting Location

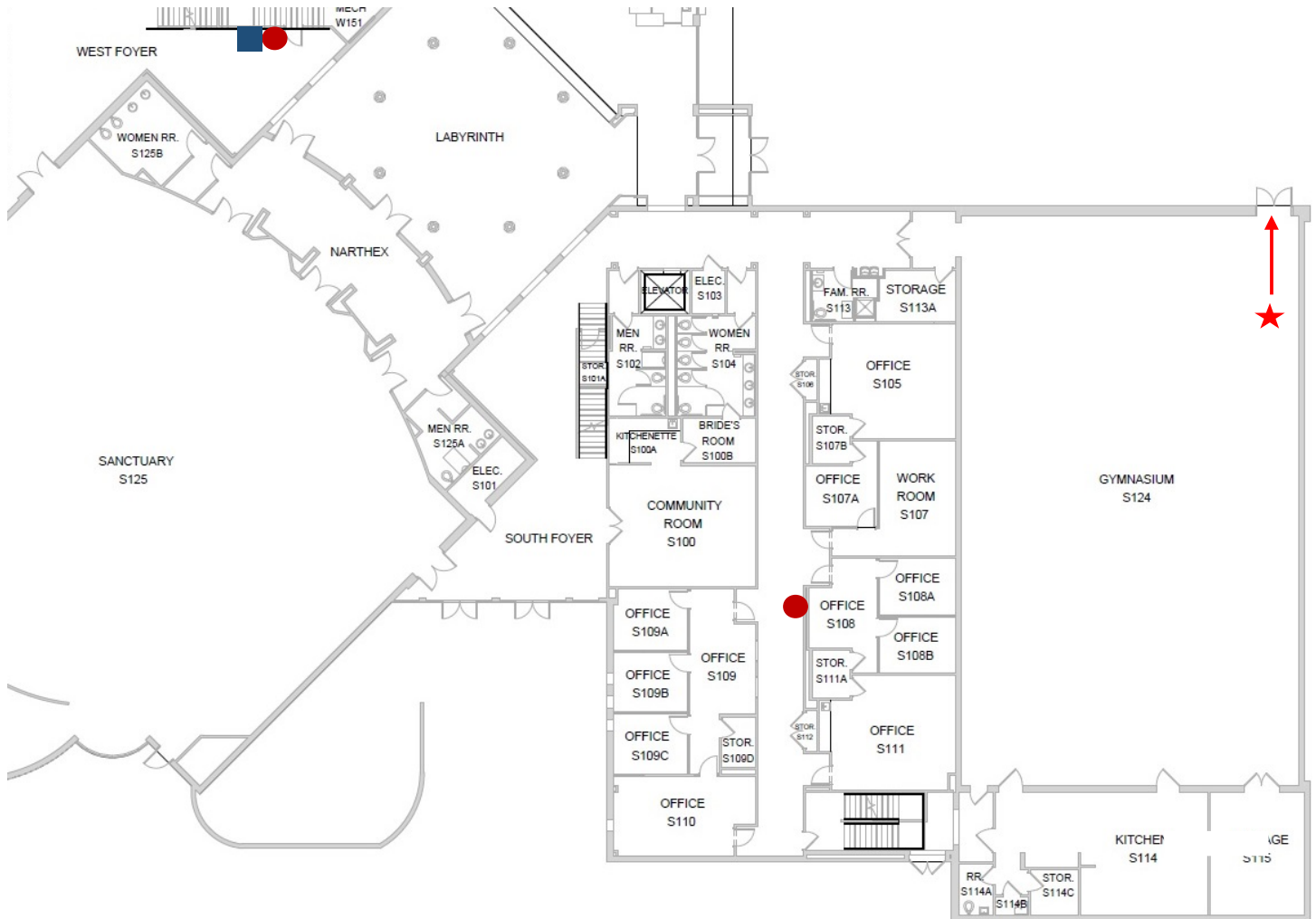
Church LYFE
605 S. Greenville Avenue
Allen, TX 75002

● Fire Extinguisher Locations
Emergency Defibrillator Located on West Foyer Stair Wall

Emergency Evacuation Diagrams Gymnasium

Movement

Primary Route



Primary Meeting Location

Ministry Center at FUMC Allen
601 S. Greenville Ave.
Allen, TX 75002

Secondary Meeting Location

Church LYFE
605 S. Greenville Avenue
Allen, TX 75002

- Fire Extinguisher Locations
- Emergency Defibrillator Located on West Foyer Stair Wall

Gang-Free Zone

Under Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Children's Creative Playday is a gang-free zone!

Child Abuse Policy and Reporting Procedures

All Children's Creative Playday Staff are required to take at least **1 hour** of training **annually** in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected maltreatment.

All Children's Creative Playday Staff are responsible to know and follow Playday's Policy regarding services for the prevention of abuse, neglect, and exploitation of children and recognizing the signs and the steps for reporting cases of abuse, neglect, and exploitation of children.

Information appearing in the following box is taken from the Texas Department of Family Protective Services (DFPS) website [www.dfps.state.tx.us/itsuptoyou]:

What is Child Abuse?

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

Physical abuse

Physical abuse includes actions such as beating, burning, or punching a child.

Emotional abuse

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

Sexual abuse

Sexual abuse includes rape, touching or fondling, or involving a child in pornography.

Neglect

Neglect includes failure to provide for a child's basic physical, medical, emotional, or educational needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

Signs of Abuse

What Are the Signs of Abuse?

Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs don't prove that children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, take them seriously. Take steps to get help!

General Signs of Abuse

Abused children might seem:

- Nervous around adults or afraid of certain adults.
- Reluctant to go home (coming to school early or staying late, for example).
- Very passive and withdrawn or aggressive and disruptive.
- Tired a lot or they might complain of nightmares or not sleeping well.
- Fearful and anxious.

Signs of Neglect

- Missing school a lot.
- Begging for food, stealing food, or stealing money for food.
- Lacking needed medical or dental care.
- Being frequently dirty.
- Using alcohol or other drugs.
- Saying there is no one at home to take care of them.

Signs of Physical Abuse

- Unexplained burns, bruises, black eyes, or other injuries.
- Apparent fear of a parent or caretaker.
- Faded bruises or healing injuries after missing school.

Signs of Sexual Abuse

- Difficulty walking or sitting, or other indications of injury in the genital area.
- Sexual knowledge or behavior beyond what is normal for the child's age.
- Running away from home.

Signs of Emotional Abuse

- Acting overly mature or immature for the child's age.
- Extreme changes in behavior.
- Delays in physical or emotional development.
- Attempted suicide.
- Lack of emotional attachment to the parent.

All Children's Creative Playday Staff suspecting neglect or abuse of any child enrolled in our program is required by law to report concerns to the proper authorities. This includes children talking about being abused. Any We will take them seriously and take steps to help.

The law requires any person who believes that a child is being abused, neglected, or exploited to report the circumstances to Texas DFPS one of two ways:

How to Report Abuse

In Texas, you have two ways to report child abuse or neglect:

- 1-800-252-5400 (Toll-free number available 24 hrs. a day, 7 days a week) OR
- www.txabusehotline.org (secure website)

For life-threatening circumstances or emergencies, our local law enforcement agency or 911 will be contacted immediately, and then a report will be made to DFPS.

For Reporting online: The website will have directions to the links to report abuse or neglect against children. The website now has a registration page, the ability for the user to print the report, left-side navigation, and spell-check.

If you have trouble or questions about making a report on the website, please call (512) 929-6784 or 1-800-252-5400 for help.

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to Texas DFPS Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor.

Additional reporting requirements apply to teachers and other professionals. **A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected.** (Texas Family Code Chapter 261.101 (b)) A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

Information that is helpful to have on hand when filing an abuse report includes (if known):

- The name, age, and address of the child
- Your name and contact information
- A brief description of the situation and the child
- Current injuries, medical problems, or behavioral problems
- Parents' names and names of siblings in the home
- Names of relatives in or outside the home
- Explain how you know about the situation

o Texas Dept. of Family and Protective Services newsletter, Oct 2010

Resources and Methods for Prevention of Abuse and Neglect

- **All Children's Creative Playday Staff will know stages of child development and appropriate age and developmental expectations for children in their care.**
- **All Children's Creative Playday Staff personnel will establish and maintain open communication with parents regarding the care of the children at our center. Playday understands the importance of understanding each child's home environment and any specific health or developmental challenges that may affect a child in our care.**
- **All Children's Creative Playday Staff will receive training in classroom management techniques, which focus on reinforcing appropriate behavior and encouraging children to make good choices.**

Parenting Skills

- **National Parent Helpline**
(1-855-4A-PARENT or 1-855-427-2736)
- **Car Safety: Look Before You Lock**
Online education about vehicle safety for children
www.safercar.gov/parents/InandAroundtheCar/heatstroke.htm
- **Family Compass**
Parenting and family programs in the Dallas area
<https://www.family-compass.org/index.aspx>

If you are the parent of a child who is a victim of abuse or neglect you should call one of the following hotlines for assistance and intervention:

Family Violence

Texas Council on Family Violence

- **National Domestic Violence Hotline**
1-800-799-7233
- **Texas Abuse and Neglect Hotline**
Report Child abuse and neglect
1-800-252-5400
www.txabusehotline.org
- **Childhelp National Child Abuse Hotline**
The 24/7 hotline offers crisis intervention, information, literature, and referrals.
1-800-4-A-Child (1-800-422-4453)
www.childhelp.org
- **National Domestic Violence Hotline**
24-hour support through advocacy, safety planning, resources, and hope to everyone affected by domestic violence.
1-800-799-SAFE (1-800-799-7233)
www.thehotline.org

Parent's Rights

A parent or guardian of a child enrolled in a childcare center has the right to:

Enter and examine the childcare center during its hours of operation and without advance notice.

File a complaint against the childcare center.

Review the childcare center's publicly accessible records.

Review the childcare center's written records concerning their child.

Receive inspection reports and information about how to access the childcare center's online compliance history.

Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.

Be given the contact information for the childcare center's local Child Care Regulation office.

Inspect any video recordings of an alleged child incident or 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 receive prior notice from the center.

Obtain a copy of the childcare center's policies and procedures handbook.

Review the childcare center's staff training records and any in-house training curriculum.

Exercise these rights without receiving retaliatory action by the childcare center.



Creative Playday Preschool

601 S. Greenville Avenue

Allen, TX 75002

P.O. Box 2019

Phone: 972-396-7575

Fax: 469-854-3702

Website: <https://playday.fumcallen.org>

Director: Trish Morehead

Email: TrishM@fumcallen.org

Parent Handbook Agreement

As a parent, you are responsible for all the information contained in the parent handbook. Please take the time to read the policies and procedures. You may want to mark or underline those areas that are particularly significant for you and your child, as well as the tuition payment schedule. Review those areas and procedures that are important for your child's success. You need to have a clear understanding of the expectations of Creative Playday Preschool. You will be responsible for these expectations and information. As the year progresses, many of the answers to your questions will be found in the handbook. If you are unable to find your answer, unclear of the stated policy, or want further clarification, please contact the office. After reviewing the handbook, each of you must sign below to signify that you have read and understand the stated policies and procedures contained within. Please sign and return this document to your teacher or the Playday office on the first day of class for your child(ren).

I, as a parent/caregiver of a Creative Playday Preschool student(s), have read, understand, and agree to abide by **all** of the procedures and policies in the Creative Playday Preschool Handbook.

Child(ren) Name(s):

Parent/Caregiver's Signature:

Parent/Caregiver's Printed Name:

Date: _____