



Salem Early Childhood Parent Agreement 2024-2025 School Year

Salem Early Childhood Guidelines and Procedures

1. Annual registration is typically held in late winter or early spring. The first week of registration is reserved for those families already enrolled in the program. The second week registration opens to those families who are members of Salem Lutheran Church or who are currently enrolled at Salem Lutheran School. Open registration begins after the two-week preregistration period as stated above. Classes are filled on a first-come first-served basis. Registration during the school year is based on availability. At the time of registration, one half of the annual registration fee is due, the other half is due in September. There is an additional registration fee for all summer programs. All registration fees are non-refundable.

2. We value your child being here and we want them to receive as much as they can during their time with us each day. Being here on time allows children to settle into their daily routine and will give them more opportunities to participate in class activities. It can be disruptive to the class when children are entering and leaving during the structured learning time of the day. We understand that special circumstances and occasional appointments are sometimes necessary, and we are happy to work with you. Please try to plan your day the best you can to accommodate your child and their classmates as we respect their time together. We appreciate your cooperation as we work together to make our classroom environments the best they can be for the children.

The early childhood program hours are as follows:

Part time program hours for the two or three day per week program are 9:00am until 2:30pm. Please have children here no later than 9:15am, class ends at 2:30pm.

Part time program hours for the 5 day per week preschool or prekindergarten program are 8am-3:30pm. Please have your child here no later than 8:30am, class ends at 3:30pm

Fulltime program hours are 7:15am until 5:15pm please have children here no later than 8:30am. Times other than regular program hours need to be discussed in advance with your child's teacher. General pick-up is from 3:00 - 5:15 pm.

Times other than regular program hours need to be discussed in advance with your child's teacher. (If you are enrolled in Playcare the hours will be as scheduled.) Playcare (extended hours for the part time program) is available ONLY to those who have pre-registered. Playcare is available on a drop-in basis only if space is available and has been reserved at least 24 hours in advance and will be billed per hour only.

Late pick-up fees will be assessed if children are picked-up after the scheduled time. Please see the current fee schedule addressing the issue of "late pick-up."

3. Multi-child discount: families with more than one child enrolled at Salem Early Childhood and paying full tuition rates will receive a 10% discount on tuition fees for the second and subsequent children. Tuition discounts will be applied to the lesser tuition amounts. Registration fees are not discounted.

4. Additional charges:

- Extended hours beyond normal program hours
- Playcare and extended care fees
- August tuition as applicable for full-time classes
- Summer program registration and tuition
- Special events fee (to cover special classroom luncheons and parties throughout the year)
- FACTS assessed fees
- Hot lunches or special meals not included in the regular program will be charged if the service is provided
- T-shirts, special visitors, testing, screenings, or other additional activities not included in the regular programming

5. The center will be closed during major holidays and/or in-service days as noted on the calendar. There is no adjustment in the regular fee for holidays and/or in-service days since they are already figured into the pricing schedule. However, each child enrolled 5 days per week and paying full tuition rates will be given a one-week vacation credit to be used when the center is closed for Christmas break.

6. The part-time program is typically open late August through May with a two day per week Summer Fun Day program option in July. The full-time program is typically open mid-August through May with a full-time summer program option. Specific dates are dependent on the yearly calendar. Both programs have holidays and closures noted on their school calendars.

7. Tuition is due and payable according to your tuition contract. A child can be dropped from enrollment after fees are two weeks delinquent. The child will not be re-admitted until fees are paid in full. There will be no deduction for absence or holidays. We understand that occasionally special circumstances occur due to illness, hospitalization, death in the family, or other situations which may result in a lengthy absence from the program. If a child is absent for more than two weeks without notification, his or her space will no longer be reserved, and a new registration fee will be required. Special circumstances must be discussed with program administration.

8. A written two-week notice is required upon withdrawing a child from the program. If notice is not given, parents are responsible for the monthly tuition.

9. Legal Custody: Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the administrative office. Sensitive information and documents are confidential and referenced with discretion on a case basis. It is solely the parents' responsibility to inform the school office about child custody issues. An administrative fee will be assessed when requests for duplicate records or mailings are submitted. Involving faculty and staff in personal custody matters outside of school is discouraged due to the absence of teachers from the classroom and the cost incurred.

10. Legal Fees: An initial fee of \$35 will be assessed for each written or verbal communication requested in regard to legal matters including, but not limited to, documentation for court, disability, Child or Protective Services, client assessments, or lawyers' inquiries or requests for information. Additional fees will be assessed for other paperwork requested, appearance in court or other presentations. Scheduled court appearance fee will be \$750 per day, regardless of requirement to testify. Pre-court preparation fee will be \$150 per hour, 3-hour minimum, paid directly by you or your legal counsel prior to the court appearance.

11. An adult (person 18 years or older) must escort the child from the vehicle into the building and vice versa. Children may not enter or leave the center unescorted. Adults must sign in and out children using the Brightwheel app. Those arriving at 9:00am and leaving at 2:30pm are included in the car line drop-off and pick-up at the rear of the building.

12. Children will be released only to those adults who have been designated on the student registration form. Our policy is to ask for a driver's license if staff does not recognize the adult.

13. State licensing requires that all medication be administered to the child with written parental permission and as stated on the label directions, or as amended by the physician. Prescription medication must be brought in the original container, labeled with the child's name, the date, include directions to administer the medication and include the name of the physician and the expiration date. Medication may be dispensed only when a medication form is completed. All medications must be turned in to the teacher. Do not leave any medication in backpacks, totes, or diaper bags.

14. If your child has a physician diagnosed food allergy, a food allergy emergency plan (FARE Plan) must be on file prior to the child's first day of school attendance. This plan must include a list of each food that the child is allergic to, possible symptoms if exposed to that food and the steps to take if the child has an allergic reaction. This plan must be signed and dated by the physician and the parent.

15. As a state licensed childcare center we are required to follow recommended immunization schedules for children. Texas Health and Human Services follows the immunization schedule posted on the CDC website (cdc.gov) and approved by the ACIP, CDC, AAP and AAFP. Anything other than this recommended schedule must have an immunization exemption form from the Texas Department of State Health Services to be in compliance with the health department.

16. Sick children cannot be admitted to the center. Children exhibiting any signs of a contagious disease, vomiting, rash, temperature, or other symptoms must remain home until symptom-clear for a minimum of 24-hours without medication. If a child becomes ill or is injured at the center, he or she will be separated from classmates and the parents will be contacted to pick up the child immediately. If the illness or injury requires immediate medical attention, emergency personnel (911) will be contacted, and the parent notified immediately. It may be necessary for a previously ill child to present a doctor's approval before being re-admitted. A previously ill child will not be re-admitted even with a doctor's approval until the child is symptom-clear for a minimum of 24 hours. If a child is sent home due to illness, they will not be readmitted the next day. There may be times when we are required to follow other guidelines and or policies which may supersede existing policies. You will be notified of any change.

17. Sunscreen is not applied by Salem Early Childhood staff, however, it can be applied by parent prior to coming to school.

18. Insect repellent is generally not applied by Salem Early staff, however, it can be applied by parent prior to coming to school. If we feel insect repellent would be beneficial during certain time periods, a classroom insect repellent will be provided. A permission slip will be sent home with specific information regarding the classroom insect repellent. The permission slip must be signed and returned to school prior to application.

19. Care for children with special needs will be dependent on approval from the program director. Placement will be on a conditional basis with the understanding that the child be able to participate and benefit from the program without threatening his/her own safety or the safety of the other children.

20. Should the program director determine that a child cannot adjust to the program, the program is not the best fit for the child, or the center is not meeting the child's needs, the center reserves the right to withdraw the child from the program after giving the parents a one-week notice.

21. Salem Early Childhood, Church and School have a campus-wide Crisis Management Plan (emergency plan). If you have specific questions about these procedures, please contact the program director, Sheri Losoya, at 281.351.8223 or slosoya@salem4u.com.

22. In the event of an emergency that would require evacuation parents will be notified by the Brightwheel app, email, Salem School website or by phone. We have several evacuation locations that can be utilized here on the Salem campus. In the event we have to evacuate the entire campus, we will follow the direction of local emergency personnel and the Salem site supervisor as per our campus crisis plan. Our off-site evacuation location is Southwinds Baptist Church located at 16811 FM 2920, Tomball, 77377.

23. Please note that during any drill, lockdown, or emergency student drop-off and pick-up is suspended until the completion of the activity and/or until it is determined safe to resume. No one is allowed in or out of the building during these times. Our focus is keeping the children and staff safe. We will use the Brightwheel app, email, Salem School website or phone to share communication and keep you updated as we are safely able to communicate.

24. Children have the opportunity to engage in moderate to vigorous active play on a daily basis. The length of active play is 30-90 minutes a day, depending on the child's age and program the child is attending. Active play could include running, climbing, jumping, balancing, riding toys or trikes, taking walks, balls, and games. Creative play is also encouraged and could include block building, outdoor kitchens, digging, gardening, sand pit, rock pit, loose parts and outdoor art/exploration activities. Most active play will take place on the outdoor playgrounds, weather permitting. If the weather prohibits outdoor play, classes utilize indoor activities through active games or fun active online/video-based programs. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge and complexity in ways that are not attainable in a confined indoor space. Shoes must have rubber soles and be closed-toe and closed-back. Sandals, cowboy boots, Uggs, flip flops, crocs, etc. are not safe for active play. Tennis shoes or athletic shoes are recommended.

25. A rest time following lunch is required for all children. According to section 746.4503, of Texas Minimum Standards for Day Care Centers and the Harris County Fire Marshall's Office, mats must be one inch thick, waterproof and flame retardant. Please provide a nap mat cover or body pillowcase to cover the mat. Your child may bring a small blanket, small travel sized pillow and/or small stuffed toy from home for nap time. All items must fit inside your child's designated storage tub (11x13x5). Bedding that does not meet this criterion will need to be replaced. Blankets and nap mat covers will be sent home for laundering.

26. As a state licensed childcare center we follow safe sleep guidelines for infants, birth through 12 months, from the American Association of Pediatrics (AAP). If you have an infant in our program, please refer to the "Safe Sleep" policy that is part of your registration process.

27. Parents may breast feed and/or provide breast milk for their child. Adult sized seating is available in the infant room for breast feeding.

28. Lunches are provided by the parents and brought from home. Staff cannot microwave, cook, or heat lunches due to Health Department regulations. Please send lunches pre-cut and ready to serve. Salem Early Childhood is not responsible for the nutritional value of the lunch or for meeting the child's daily nutritional needs. Parents are encouraged to plan and provide a healthy lunch that helps to meet your child's daily nutritional needs.

29. Please send your child in comfortable play clothes that he/she can remove easily for toileting. For those enrolled in the preschool threes and pre-k fours program, please note that these rooms are not equipped for diapering. Children need to be potty training independently and consistently to attend these classes.

30. Conferences and/or observations of your child's classroom can be arranged with the classroom teacher. Formal parent - teacher conferences occur in the early spring for all children. Conferences can also be requested at any time by contacting your child's teacher.

31. Difficulties and/or differences that arise should first be discussed with the teacher or staff member involved. If not resolved, then the parties involved discuss the difficulty with the Early Childhood director. If difficulty is still not resolved, then it is discussed with the Director of Educational Ministries. The Director of Educational Ministries has the final say in the matter with input, as necessary, from the Salem School Commission.

32. Parents are expected to refrain from destructive criticism of the staff or school. If a problem arises, contact the teacher or early childhood director to resolve the problem.

33. Discipline and guidance will be based upon the understanding and developmental needs of the child. Positive reinforcement and redirection are combined with Conscious Discipline techniques and used in the classroom. If needed, a brief separation from the group may be used as appropriate to the child's age and development. Children will not be subjected to harsh or cruel punishment, humiliation, abusive language, or punishment associated with naps, food or toileting. The center's goal for the child is that they become responsible and caring individuals, self-motivated and self-controlled.

34. Vision and hearing screenings are required annually on all children four years of age and older by September 1 of the current school year. Parents are required to bring in hearing and vision screening documentation for their child's file. A school report is submitted to the Texas Department of Health.

35. Parents are encouraged to be involved in our program through through various opportunities shared by email throughout the school year.

36. The center encourages an "open door policy." The teachers and staff are available to answer your questions and help alleviate any concerns you might have.

37. Questionnaires and surveys requesting your input and ideas about policies, procedures and programming are sent out periodically. You are encouraged to discuss any questions or concerns about the policies and procedures with the program director. Your input and experience is valuable to us.

38. In the event classes are canceled due to weather conditions (hurricane, freezing rain, flooding, etc.) families should check the following: the Brightwheel app, email, and the Salem Lutheran School website at www.salemlutheran.com.

39. The most recent Texas Health and Human Services Child Care Regulation Inspection Report is posted by the office. Copies of the annual Harris County Fire Marshals' Inspection form, the Harris County Health Departments' report and Salem's Crisis Management Plan are on file and available for your review. The Texas Minimum Standards and Guidelines for Child Care Centers is available in the office and online at www.hhs.texas.gov.

40. Parents may reach the Texas Health and Human Services Child Care Licensing office by calling 713-287-3238 or by visiting their website at www.hhs.texas.gov.

41. Salem Early Childhood follows the law regarding child abuse and neglect. Employees are required to report child abuse or neglect and take annual training on the prevention, recognition, and reporting of child maltreatment. The following websites have information regarding the statistics, warning signs, risk factors, prevention techniques, reporting procedures and community organizations that are available to help with awareness or reporting of child abuse. Websites - www.childhelp.org, www.cachouston.org, www.thethreadalliance.org, www.joyfulheardfoundation.org. Child abuse can be reported to the local authorities by calling the Texas Abuse Hotline at 1-800-252-5400 or going online to the Texas Abuse Hotline website at www.txabusehotline.org.

42. In the event of a vaccine preventable outbreak, Salem Early Childhood will follow the CDC and/or the local health department immunization requirements for adult employees. Documentation of compliance and

exemptions will be maintained in the Early Childhood office. Exempt employees may need to follow other procedures such as: wearing gloves and/or masks at all times or exclusion from work if deemed necessary.

43. No child shall, based on color, race, religious belief, national origin or sex, be excluded from participation within the program.

44. Any area within 1000 feet of this childcare center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsh penalties.

45. The use of tobacco products is prohibited at the childcare center, on the premises and on the playground.

46. The Brightwheel app and your child's daily folder are communication tools and ways to stay connected to your child's teacher and daily activities.

47. Parent communication including (but not limited to) policy changes, reportable diseases, parental notifications, medical emergencies, severe weather, school closure, evacuation or any other emergency will be done through the Brightwheel app, email, Salem School website and/or by phone. Any one or more of these methods will be used to share communication.

48. Anything, including party invitations, must be given to the teacher for approval and distribution. If invitations are not being sent home to the entire class, you may obtain a mailing list from the office.

49. If you have any questions or concerns, please contact the program director, Sheri Losoya, at 281.351.8223 or slosoya@salem4u.com.

I CERTIFY THAT I AM A LEGAL GUARDIAN OF THE CHILD enrolled in Salem Early Childhood Program. I acknowledge that it is my responsibility to keep all information and authorization pertaining to the above child current. I further acknowledge that I have read, understand, and agree to follow the policies and procedures outlined in this document.

Parent Signature

Date

Print Name