

Jacinto City Preschool

Parent Handbook

2013-2014

School Year



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Forms that need to be completed and returned to the preschool

Dear Parents,

Welcome to Jacinto City Preschool! We are very excited to be with your child on their educational journey. We believe this year will be a wonderful experience for us all, especially if we work together to make it successful. We would like to take this opportunity to go over several things with you. We will be giving you a lot of information in this enrollment packet. Any changes to this packet will be sent home to you in your child's folder. We ask that you sign and return the forms as soon as you have a chance to look over everything, and of course if you have any questions about your child or preschool policies and procedures, feel free to write us a note, call the school, (713) 673-6117, or e-mail us at Preschool@JacintoCity-TX.gov.

Hours of Operation

Monday, Wednesday & Friday 4 year old class: 8:15-11:15 September-May

Monday & Wednesday 3 year old class: 12:15-3:15 September-May

Tuesday & Thursday Morning 3 year old class: 8:15-11:15 September-May

Tuesday & Thursday Afternoon 3 year old class: 12:15-3:15 September-May

We observe all GPISD Holidays

3 year old registration fee for Jacinto city residents is \$35.00 and Tuition is \$45.00 a month.

3 year old registration fee for non-residents of Jacinto City is \$50.00 and Tuition is \$55.00 a month.

4 year old registration fee for Jacinto City residents is \$35.00 and Tuition is \$65.00 a month.

4 year old registration fee for non-residents of Jacinto City is \$50.00 and Tuition is \$75.00 a month.

Children must be 3 or 4 by September 1st.

All registration fees are non-refundable, and must be paid in full to reserve a spot in a class. Space is limited in each class. Please make checks out to "The City of Jacinto City". Print your child's name and class in the memo section of the check. Full monthly tuition is due on the first of each month; a \$20.00 late fee will be assessed for any payments made after the 10th of the month.

Potty Training

All students MUST be fully potty trained.

Immunization requirements and Tuberculin testing

The state of Texas requires that your child have the minimum Vaccines to attend school. The following vaccines are the requirements by the state of Texas:

- DTap - 4 Doses
- Polio - 3 Doses
- Hep B - 3 Doses
- Hib - 3 Doses
- PCV - 4 Doses
- MMR- 1 Doses
- Varicella - 1 Dose
- Hep A - 2 Doses
-

The State of Texas does not require for preschool students to have Tuberculin testing

Illness and Exclusion Criteria

Keep your child home if he or she has the following symptoms:

- Fever
- Moderate drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes; as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhea.
- A painful, red throat, even if fever is not present
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Complaints of stiff neck and headache with more than one of any of the above stated symptoms
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits

It goes without saying that if you know your child has a contagious disease, by all means, keep them home.

Dispensing Medications

There is no type of medication on school grounds and medications are not given at any time.

Emergency Medical Treatment

Parents shall complete the emergency card form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian and shall not be assumed by Jacinto City Preschool. Please note: the medical information card at the back of the handbook is to be returned to school officials at the beginning of each school.

Procedure for handling Medical Emergencies

In the event of a Medical emergency, Jacinto City Preschool will:

- 1. Contact emergency medical services or take the child to the nearest emergency room.*
- 2. The child will be given first-aid treatment, or CPR when needed.*
- 3. Contact the physician identified in the child's record*
- 4. Contact the child's parent*

Hearing and Vision Screening requirements

The State of Texas does not require a 3 year old preschool student to have their hearing and vision screening. The State of Texas does require that the 4 year old student to have their hearing and vision screening done. Jacinto City Preschool provides the hearing and vision screening for the 4 years old. There will be charge for this service being done at school that must be paid at time of screening. Please feel free to take your child to their regular provider to have the screening performed and supply the preschool with a copy of the findings.

Parental Notifications

- Parent will be notified of information in a variety of ways.*
- Postings of information will be located in the front information desk and outside of your child's classroom.*
- Flyers will be sent home in the child's folder to notify the parent of events or other important information.*
- Your child's teacher or director will also inform you verbally of information pertaining to the school or your child.*

Discipline

We believe that discipline is important for many reasons, but the most important reason is time management. If we have to spend the majority of time disciplining a class of 24 children, we will lose a tremendous amount of teaching time. This is why we start out the year particularly firm. This way the children know within the first few weeks of school what is expected of them. What makes discipline work well in the classroom is to have support from home. Therefore, we make it a point to keep in contact with parents, so that you are always aware of what is going on in the classroom.

We use a form of discipline that focuses on the positive. Instead of always drawing attention to the student that is not doing what they are supposed to be doing, we focus on the student that is doing exactly what they are supposed to be doing. This really works! Here is an example: Andy is not cleaning up his center. Sarah is cleaning. We say "Sarah you are doing a great job following directions!" 95% of the time Andy will start cleaning. Then we say to Andy "Great job following directions!" Some people may think that this type of discipline is strange, but we have seen it work.

We will send a behavior chart home every day, so you will be aware of your child's behavior at school. We have a chart with 3 colors on it. Every child will start off on white each day. After we have given a child verbal warnings, he/she will begin changing their color. The colors and consequences are as follows:

WHITE: Great Job! YELLOW: Warning RED: Time out

If a severe disruption occurs parents will be called immediately. Please take time to check this chart every night. It will be kept in their folder.

Folder

Beginning the third week of school your child will bring home a folder. This folder will contain a behavior chart, homework, notices and class work. Please review the contents daily. Looking over your child's papers with them is a wonderful way to find out what they are learning in school. Most weeks we will send homework home at the end of the week. Please assist your child with this and return work to school in their folder when it is complete. Folders should be sent with your child to every class.

Meals and Food Services practice

The child is only at school for three hours a day so for that particular reason there is no snack time. The only time that food is allowed in the classroom is for holiday's or special activities. Now, if the parent would like to bring a special treat for their child's birthday it is allowed, the one thing we ask is that you do not bring cakes or cupcakes.

Drinks

Remember your child will only be in class three hours. You should feed your child breakfast or lunch before bringing them to school. They are encouraged to bring a bottle of water with them to school.

Birthday

Your child's birthday is very important. We will help your celebrate this great day. If you would like to send something for the class for your child's birthday, we can pass out goodies near the end of the day. If you do send snacks, they MUST be store bought and still in the original container, unopened. This is state policy, and we must enforce it. If you choose to send your child's birthday invitations to school to hand out, please make sure that there are enough for everyone in the class. If you choose to not include all children, please do not send the invitations to school to be handed out in order to eliminate any hurt feelings.

Dismissal

Please make sure that your child is picked up promptly. For every minute after five minutes your child is left in our care after their dismissal time you will be charged one dollar per minute. Total charge may be paid at pick up or it will be added to your monthly tuition. Morning classes dismiss between 11:15 and 11:30 and afternoon classes dismiss between 3:15 and 3:30. You may pick up your child earlier if you need to. If your child is being picked up by someone other than a person who is pre authorized please notify the school in writing of the change. The person must present a photo I.D. to the teachers in order for your child to be released. The driveway should ONLY be used by those parents that are dropping off or picking up children. Please pull all the way forward and to one side so that others may pass. If you need to stay with your child for a few minutes or speak with the teachers, please park in a parking space and then come into the building. Each day your child needs to be signed in and out. A clip board with your child's name will be on the front information desk.

Transportation

We do not provide transportation.

Water Activity

We will have a pool party on the last day school. We ask that an adult accompany the child to the party. Life guards will be on duty.

Field Trips

We do not take field trips.

Animals

Animals are not permitted in the classroom.

Minimum Standards/Important Numbers

A copy of the Minimum standards and inspection reports can be reviewed at any time. They are located on the front information table or posted on the board above it. You may contact our local licensing office with questions or concerns by calling (713)940-3009, The Department of Family and Protective Services child abuse hotline number is 1-800-252-5400 and The Department of Family and Protective Services website address is www.dfps.state.tx.us

Gang-Free Zones

Section 71.028 of the Penal Code establishes gang-free zones which include schools, institutions of higher education, public or private youth centers, playgrounds, shopping malls, movie theaters, public swimming pools, video arcades, and school buses. A person 17 years of age or older who commits certain offenses (for school-related purposes) in, on, or within 1,000 feet of any real property that is owned, rented, or leased by a school or school board or on a school bus may be assessed a punishment that is increased to the next highest category of offense (unless the offense is already classified as a felony in the first degree). The gang-free zones apply if a person commits or conspires to commit certain offenses with the intent to establish, maintain, or participate in a combination or in the profits of a combination or as a member of a criminal street gang as specified in Section

A final thought

We are very excited about this school year. Please feel free to come in at any time. We are here because we love to teach and we want to help our students become successful. Thank you supporting your child at school and at home. Parental support is a huge part of your child's education. If you would like to participate in the class room at any time we just ask that you complete a volunteer form which includes a background check. Thank you for taking the time to read through this packet.

PLEASE SIGN AND RETURN

Student Name: _____

Parent's Name: _____

Parent's Number (Home): _____

(Cell): _____

Parent's e-mail: _____

I have received and reviewed the parent and student handbook.

Signature of Parent or Legal Guardian

Date

