Receipt Acknowledgement

Our state license requires that all parents are made aware of the information contained in this Parent Handbook. The Texas Health and Human Services Commission has instituted several changes this year which you will find reflected in the handbook. LTUMC Preschool has also made changes in some policies and procedures which you will find reflected in the handbook.

All parents must read our handbook so that you are aware of the changes. All parents must share this handbook with any individuals who will be responsible for dropping off or picking up their child. We ask that you print off this first “Receipt Acknowledgement” page, sign the statement below, and bring it or email it to the preschool, so we are in receipt of it prior to the first day of school, August 28, 2018. If you should decide to hand deliver it and the preschool office is closed, take it to the Church Office in the church building.

I hereby acknowledge receiving the 2018-19 LTUMC Preschool Parent Handbook. I will also share it with individuals I authorize to drop off or pickup my child. I have read it in its entirety and agree to abide by all policies contained herein.

Parent Signature

Child's Name (please print)
2018-2019
PARENT HANDBOOK

From Small Beginnings Mighty Things Will Come

Lake Travis United Methodist Preschool
1502 Ranch Road 620 North
Austin, TX 78734
(512) 266-2250
www.ltumcpreschool.org
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The mission for LTUMC Young Children’s Ministries: To value all children as gifts from God and to help them grow in “wisdom, stature, and favor.” Luke 2:52

### Mission Statement

### Structure

The Lake Travis United Methodist Church Preschool is an outreach ministry of the church.

The preschool is administered by the Preschool Director who reports to the Dt6 Director of Christian Education.

The Dt6 Family Ministry Team, which is made up of individuals who are members of, or actively participating in, LTUMC, will serve as an advisory body to the Preschool Director.

The Dt6 Family Ministry Team area is governed by the Lake Travis United Methodist Church Council.

Office Staff and Teachers report directly to the Preschool Director.

Assistant Teachers report directly to their classroom Teacher.

### Parent Committee

The Parent Committee serves the preschool by:

- Planning and conducting fundraising events
- Volunteering for special school wide events
- Volunteering as room parent or photography parent
- Supporting staff by volunteering their time and talents
- Organizing staff appreciation activities
- Supporting the welfare of the preschool as needed

Each year the Parent Committee produces a pamphlet outlining various parent volunteer opportunities. We encourage parents to complete this pamphlet based on their interests and ability to participate.

The Preschool Parent Committee reports to the Dt6 Family Ministry Team.
Our teachers use the Wee Learn (a Christian theme based) curriculum as a foundation for planning their weekly lessons. In addition, our teachers follow the Pre K Guidelines outlined by the Texas Education Agency. Our teachers post their lesson plans daily.

All 4-year-old teachers will follow the four-year-old Kindergarten Preparedness Curriculum Guidelines that have been reviewed by the Lake Travis Independent School District as being age appropriate and meeting the needs of a child heading off to kindergarten.

Our teachers also use a Kindness Curriculum supporting Respect (of one’s self, others and materials), Responsibility (doing a job well, and owning one’s actions) and Caring (caring for others and God’s world).

**Preschool Activities**

**Reading:** Teachers will read to the class daily.

**Outdoor Play:** We will spend time outside daily, weather permitting. Active time outside allows for socialization, release of energy, and enhances large muscle development. Our playground is well equipped and shaded. Since it is not attached to our building, all children are well supervised to and from the playground area.

**Chapel:** All 2, 3, and 4 year olds will gather for Chapel regularly. Chapel will consist of a simple worship service, which includes songs, prayer and a Christian value lesson.

**Music:** CD players are available in all classrooms for playing a variety of music throughout the day. The children will have opportunities to sing songs pertaining to their daily routines, play musical instruments, and learn new songs and finger plays.

**Art:** With children’s art, the process is more important than the end product. Daily art activities will allow each child to experiment, create, and express his/her individuality.

**Dramatic Play:** Utilizing props, songs, and various activities, children will be encouraged to be creative, role play and use their imagination.

**Enrollment and Tuition**

**Registration Fee:** There is an annual preschool registration fee, per student, of $150.00. This fee is due at the time of registration and is non-refundable.

**Tuition:** The preschool’s tuition is reviewed annually by the Dt6 Family Ministry Team and an annual tuition rate is set. The annual amount is then divided into nine equal payments payable on May 1, September 1, October 1,
November 1, December 1, January 1, February 1, March 1, and April 1. The full monthly tuition is due on the 1st of each month, regardless of the number of days your child attends. No adjustments are made for illness or vacations. Missed days cannot be exchanged or made up. If you have any questions regarding your tuition payments or direct deposits, please contact our Church Treasurer, Amy Williams at 512-266-9877 (ext 27) or via email at Amy.Williams@ltumc.org. Her office is in the Chesnutt Building (Room C10). She posts her hours outside her office door.

**Leaving/Refunds.** If you choose to withdraw your child please note the following:

1. If you withdraw prior to the school year we will offer a refund based on the following criteria:
   - If you notify us in writing no less than 2 weeks prior to the start of school
   - If you are current on all payments, and
   - If the classroom spot is filled
   We will offer you a full tuition refund minus a $25.00 administrative fee.

2. If you withdraw after the school year has begun, we will offer a refund based on the following criteria:
   - If you give us one month’s notice in writing
   - If you are current on all payments, and
   - The classroom spot is filled
   We will offer you a prorated refund (based on the number of days school has been in session versus the number of days your tuition payments have paid for) minus a $25.00 administrative fee.

**Late Payments:** Tuition payments are due on the 1st of each month and will be considered late after 2 PM on the 10th of the month. If the 10th of the month falls on the weekend, your payment is due the preceding Friday prior to 2pm. A $10.00 late penalty will automatically be charged to all late payments. We will not carry a late payment past thirty (30) days without previous arrangements. Please contact the preschool office prior to the 10th of the month if special arrangements need to be made.

**Scholarships and Discounts:** Partial scholarships (not to exceed 50%) may be available for those who cannot afford the monthly tuition. If you would like to be considered for a scholarship, please obtain a Scholarship Application form from the Preschool Office. Families enrolling more than one child will receive a $10 discount off the monthly tuition of the oldest child in the preschool program.

Parents will be notified of school policies through the Parent Handbook. If any policy changes are made during the school year, parents will be notified in writing and/or through the preschool newsletter.
Arrival and Departure

Children should enter and leave the building under direct adult supervision. Children will be stopped at the front doors if not accompanied by a parent. All children are to be within arm’s length of their parents while in our building and on our church property.

ARRIVAL: When you arrive at school, please use the designated parking areas. Please do not leave younger siblings in the car while dropping off a student. For the safety of your child, know that our doors will be locked at 9:10 am. If you need to arrive later, please ring the doorbell and someone from the office will let you in. Please do not leave purses or other objects of value in your car. If you arrive early, please wait with your child in the Foyer until 9:00 AM. At 9:00 AM, please accompany your child to his/her classroom and sign your child in (leaving any numbers where you can be reached that day in case of an emergency). When you drop off your child, please make eye contact with his/her teacher and verbally notify our staff that your child is now in their care. If you know that someone else will be picking up your child, please write the person’s name on the attendance sheet.

DEPARTURE: Pick-up is from 1:00-1:05 PM. Please call the preschool office (512-266-2250) if you will be unavoidably delayed and we will get a message to your child’s classroom. If at all possible, parents should wait until 1:00 PM (dismissal times) to pick up their child. If you need to pick up early, please stop by the preschool office and we will get your child for you.

There is a late pick up charge of $1.00 per minute after 1:05 PM. Late fee notices will be distributed and charges will automatically appear on your next monthly statement.

Parental Supervision

Parents are responsible for the supervision and safety of their children before and after school. This includes while in our building and on our church property. LTUMC Preschool assumes responsibility for the child when the parent has signed the child in and the child arrives (in the classroom) until the parent signs the child out at the end of the day and the child has left (the classroom).

Operational Information

Children Served: The preschool is open to all children who are ages 18 months through 4 years as of September 1 of the school year. We welcome children of any race, religion, sex or national origin. Class size will be appropriate to the ages of the children.

Our preschool is staffed with teachers and assistants at ratios far below the State maximum, but not small enough to allow for individual attention for any one student throughout the entire school morning.
Discussing your child’s needs with your teacher and our Developmental Consultant, conducting observations within the classroom setting and, making interventions in the classroom are all integral parts of this collaborative process. At the conclusion of the process, the Director will communicate the results and recommendations to the parents. It then becomes the parent’s responsibility to act upon the recommendations.

It is our goal to have low student/staff ratios. We will try, but cannot guarantee, the following LTUMC suggested ratios:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>LTUMC Suggested Ratios</th>
<th>State Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With 2 Staff</td>
<td>With 1 Staff</td>
</tr>
<tr>
<td>Toddlers</td>
<td>8 students to 2 teachers</td>
<td>9 students to 1 teacher</td>
</tr>
<tr>
<td>2’s</td>
<td>10 students to 2 teachers</td>
<td>11 students to 1 teacher</td>
</tr>
<tr>
<td>3’s</td>
<td>12 students to 2 teachers</td>
<td>15 students to 1 teacher</td>
</tr>
<tr>
<td>4’s</td>
<td>14 students to 2 teachers</td>
<td>18 students to 1 teacher</td>
</tr>
</tbody>
</table>

Hours of Operation: The preschool is open Monday through Friday from 9:00am to 1:00pm from September to May. If your child is in our Extended Day Program, their hours are 9:00am to 2:15pm.

On Lake Travis ISD early dismissal or delayed opening days (other than inclement weather), we will remain open.

Severe Weather: In the event of severe weather, we will follow the LTISD closing schedule. If LTISD school delays its start, the preschool will not open for the day. Please watch the local news channels for closing updates. If Lake Travis Schools are dismissed early because of bad weather, you should pick up your child from the preschool IMMEDIATELY as many of our staff members have their own children that they will need to pick up from other schools. Days missed for severe weather closings will NOT be made up.

Student Release Procedures: Teachers and Assistants will only release children to those individuals who you have authorized in your enrollment paperwork. A record of these individuals is maintained in each child’s file. Until the staff can identify, by sight, those listed in the file, the person picking up should bring their driver’s license into the building to verify proof of identification. If you know in the morning that someone else will be picking up your child, please write the person’s name in the “comment” section of the sign in sheet.

Child Abuse: We are required, under the Texas Family Code, Section 34.01 to report any suspected cases of Child Abuse to the Texas Child Protective Services Office and a local or state law enforcement agency. As a parent, you too may contact the agency by calling 1-800-252-5400, or visit their website at https://www.txabusehotline.org.

Licensing: If you need to contact Licensing, below is their contact information.

Texas Health and Human Services
14000 Summit Drive
Austin, TX 78728
Ph: (512) 834-3426
hhs.texas.gov
Cell Phone Usage: In order to ensure children’s safety, the use of cell phones is prohibited while driving on Lake Travis United Methodist Church property. Cell phone use by the driver is permissible only when parked in a designated parking space on the LTUMC property. This policy is enforced at all times.

Illness: Our state license requires that we not admit students if one or more of the following exists:

- The child’s illness prevents him from participating comfortably in activities including outside play.
- If your child has seasonal allergies preventing him/her from enjoying outside play time, please consider keeping your child at home for the day. We are unable to accommodate children inside while their class goes to the playground.
- Greater care is needed for the child resulting in compromising the supervision and care of the other children in the class.
- The child has an oral temperature of above 101 degrees and accompanied by behavior changes or other signs of symptoms of illness.
- The child has experienced diarrhea or vomiting within the last 24 hours.

Please do not administer medication to your child for the above symptoms and then send him/her to school.

During the course of each day a health check will be conducted. Any child exhibiting any of the above signs of potential illness will be removed from the classroom and the parent will be called for a prompt pick up.

When dropping off in the morning, please leave contact information where we can find you during the day if your child becomes ill if it is other than your home or cell numbers that have been previously given to us. If you cannot be reached we will call the person you designated on your Enrollment paperwork as your “emergency contact.” Also, if you know someone else will be picking your child up, please leave this information in the comment section of the sign in sheet.

Our state license requires we inform parents if their child has been exposed to certain communicable diseases. Please contact the preschool office if your child’s doctor diagnoses your child as having a contagious illness. We will notify the class of only the illness (your child’s name will be kept confidential).

Medications: The preschool office will need medication instructions in writing from the parent and doctor prior to administering any medications. We will document each dose of medication given. Please stop by the preschool office to pick up a form that will provide us information required under our state license.

Prescription Medications: Medications must be in the original container labeled with the child’s name, a date, directions, and the physician’s name. We must administer the medication exactly as stated on the label. We cannot administer expired medications.

Non-Prescription Medications: All medications must be labeled with your child’s name and the date it was given to us. It too, must be in the original container and administered according to label directions or directions in writing by a health professional.
Change of Clothing: Preschoolers may have toileting accidents or get dirty when participating in various activities. In these situations, they prefer to change into their own clothes. Please send a complete change of clothes (shirt, pants/shorts, underwear and socks) that are appropriate for the season in your child’s backpack when he or she comes to school. Please put the clothes in a zip lock bag labeled with your child’s name.

Proper Footwear: We ask that children only wear closed toed shoes with enclosed heels to school since our playground is covered with mulch and sand. Please do not send your child to school in flip flops or crocs as it is difficult for them to run and ride bikes while wearing them. Sneakers allow children to fully experience the playground in a safe manner.

Insect Repellant: Insect repellant is not administered to the children by the LTUMC Preschool staff. If the parent wants their child to have insect repellant on, the parent will need to put it on the child before school.

Sunscreen: Sunscreen is not administered to children by the LTUMC Preschool staff. If the parent wants their child to wear sunscreen, the parent will need to put it on the child before school.

Allergies: If your child has any allergies, please notify the preschool office. We will provide you with a form that seeks further information regarding the severity of the allergy and its treatment.

Epipens: If your child has a severe allergy, which necessitates the use of an Epipen, you will be given forms for your physician to complete which will instruct our staff on what symptoms to look for and when to administer the Epipen. The Epipen is to be supplied by the parent with written instructions. The Epipen will then be kept in a safe location in the office. Please pick this form up from the preschool office.

Accidents/Incidents: If a child is involved in either an accident (an unintentional event) or an incident (an event that happens with cause) while at school we will tend to your child and if the injury is minor (scrapped knee or small bruise) and the child appears in good health, we will return the child to the activity (and continue to monitor the child). If the child appears distraught, we will telephone the parent and advise them of what has happened. In either case, an Incident or Accident Form will be written up and given to the parent at pick up time. If the parent later determines that the child needs to see a physician, the parent should let the preschool office know, (as documentation needs to be sent to HHSC in this situation).

Emergencies: If a medical emergency arises, and you or your emergency contacts are not available, your child’s physician will be called. If a child needs to be transported to the hospital a staff member will accompany your child.

Emergency Campus Evacuation Plan: Child Care Licensing guidelines require our preschool have an emergency campus evacuation plan should an emergency situation (such as a wild fire) warrant an evacuation of our students from our church campus. Following a review by the Lakeway Police, Lake Travis Fire and Rescue, and our Health and Human Services Commission Representative, we have developed a plan where, depending on the location of the emergency, we will relocate our students to either Hudson Bend Middle School (north on RR 620) or Lake Travis Elementary (south on RR 620). After safely arriving at our
destination, parents will be contacted regarding pick up instructions. A copy of our complete Emergency
Preschool Campus Evacuation procedure is available in the preschool office upon request.

STATE REQUIREMENT: Our state license requires we notify parents that under the Texas Penal Code, “any
area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized
criminal activity are subject to harsher penalty.”

Immunizations: All children must meet applicable immunization requirements specified by the Texas
Department of Health. The State requires that all immunization records must be on file in the preschool
office by the date of admission, along with a Medical Admission Form or Health Statement that must be
signed by a healthcare professional who has examined the child within the past year.

Nursing Mothers: LTUMC Preschool offers a designated area for a mother to sit comfortably and breastfeed
her child. There is a sitting area in room C11/12.

Seat Belt Safety: Texas child passenger safety regulations state that a person commits an offense if the
person operates a passenger vehicle transporting a child who is younger than 8 years of age unless the child
is taller than 4 feet 9 inches, and does not keep the child secured during the operation of the vehicle in a
child passenger safety system according to the instructions of the manufacturer of the safety system.

Field Trips / Transportation: LTUMC Preschool does not participate in field trips or transportation to events
outside of the preschool.

After School Play: We encourage after school play to take place on our playground and not on the rocks and
trees in front of the preschool building (near the parking lot) or on the deck. If you wish to visit with other
parents or have your child play after school, we ask parents to take their children to the playground. This
way your child can play safely within the confines of the playground while you visit with friends. The
playground will be open from 1:00pm-1:30pm. Children who need to use the bathroom or get a drink must
enter through the front door and be accompanied by an adult. Parents are responsible for the care,
supervision and safety of their child prior to drop off and following pick up. Children should be kept within
parental reach and eyesight.

Head Lice: Our school has a “no lice/no nit” policy. Our staff may make casual head checks for the detection
of lice. These checks usually go undetected by the child. Should lice or nits be detected the child will be
removed from the classroom and the parent will be called. The parent will be given a copy of our Head Lice
Policy and information on how to treat head lice. When the child returns they must be totally free of lice and
nits, and either stop by the preschool office for a head check with a Robi comb, or bring a statement from
the child’s doctor saying the child is nit free. In repeated cases, the child must get a signed doctor’s statement.

Hearing and Vision Screening: The State requires that all children 4 years old or older complete a Vision and
Hearing test. Our preschool will offer these services should parents wish to have the testing done while
their child is with us (this is an optional service).

Pesticides: As part of our commitment to provide your child with a safe, pest-free learning environment, the
preschool may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications
are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on the preschool property are made only by trained and licensed technicians. Should you have questions about this preschool’s pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: The Preschool Office at 512-266-2250.

Staff Providing Childcare: We are aware that from time to time, our preschool parents may ask our staff to provide childcare. Please be advised of the childcare policy of LTUMC Preschool employees.

- We ask our teachers to take into consideration the student/teacher relationship by not babysitting children within their own classroom.
- If a staff member is to transport a child from our facility to care in the home, the parent is to add the staff member’s name to the “pick up” information we have on file in the preschool office.
- Our facility is not to be used for extended childcare.
- If a preschool parent requests a preschool staff member to assist with childcare, our staff member will ask the parent to sign a “Hold Harmless Clause” form stating “LTUMC and LTUMC Preschool will not be liable for any damage or injury that may result if a Preschool family retains a LTUMC Preschool employee to perform child care services”.

Staff Immunizations: We encourage our staff to obtain any vaccinations they feel necessary to protect themselves from contracting an illness during the course of their duties in our operation. However, at this time we do not have a policy that requires our employees to obtain immunizations for vaccine preventable diseases.

Water Activities: Classes will have sensory tables that will sometimes have water in them. Both the teacher and the teacher assistant will supervise the children at all times.

**General School Visitation**

All parents are welcome to visit LTUMC Preschool at any time during regular hours of operation. You are always welcome to observe your child for any length of time from the window in each classroom door. You will be able to observe your child’s natural behavior if your presence goes undetected.

In order to ensure the safety of our students the front door is locked during preschool hours. We ask that all visitors observe the following guidelines:

1. All visitors should use the main entrance to the preschool.
2. Parents or other persons bringing items or messages to students must first report to the preschool office.
3. Parents/guardians should come to the preschool office to check students in or out if other than drop off or pick up time (9:00AM or 10:00 PM).
Two of our schools’ goals are to increase self-reliance and foster individuality. A classroom (with few distractions) allows children to be spontaneous in their responses. This magnifies the learning experience. Therefore, if you would like to observe or visit within a classroom, we would appreciate your speaking with your teacher in advance of the visit.

The American Dietetic Association has found that children who eat well perform better in school. They have “increased problem-solving ability and better memory, verbal fluency and creativity.” Since children enjoy eating with their friends, eating lunch at school with their peers, teaches children good eating habits, good manners, and good social skills. For that reason, we ask that parents refrain from visiting at lunchtime. If you have extenuating circumstances and must have lunch with your child, please notify your teacher. When you arrive, please check in at the preschool office and your child will be brought to the deck or Fellowship Hall to eat with you. When finished, someone from the preschool office will return your child to his/her classroom to finish out the day. Parents are not permitted to have lunch in the classroom with their child except for “celebration days,” as mentioned below.

Meals and Snacks

Daily Lunch: Students are required to bring a lunch from home when they come to school. While teachers are prepared to assist at lunchtime, children should be able to handle the majority of their own lunches. Children seem to enjoy foods they can handle on their own—such as finger foods.

1. In accordance with HHSC standards, we ask that lunches be nutritious and include a variety of food groups. Please use sweets, salts and fats in moderation. Lunchables and other similar products are discouraged. Children will be encouraged to finish all of their “healthy” foods before eating any treat you may send.
2. Please send a beverage with your child’s lunch each day (100% juice, milk, water). A thermos with flip top lid is much easier for a small child to handle than juice boxes/pouches.
3. We also ask that parents not send lunches that have to be heated or that are messy in nature.
4. The following foods have caused choking in children, (particularly those under the age of three):
   - Hotdogs, corn, raw carrots, peas, peanut butter, nuts, grapes & candy

The preschool staff reserves the right to refrain from serving any of the above to our students.

Due to possible allergic reactions, our students are not allowed to exchange food with other students, teachers or parents. Your child is asked to eat what he/she brings to school and not to accept food from anyone else.

We are teaching students to eat healthy and exhibit self-control. To help in this regard, we ask that parents not bring fast food lunches to school for their children. It is hard for one child to eat the sandwich mom packed for him while his classmate eats a hamburger and fries from a fast-food restaurant.

Drinking Water: Our preschool has drinking fountains in our hallways. To encourage our students to drink sufficient water and to stay hydrated, we ask students to bring non-breakable water-filled bottles to school every day. These will be accessible to them at all times.
Snacks: Each day parents will provide a morning snack labeled with their child’s name. It will be placed in a basket in their room when their child is dropped off.

We ask that the snack be LOW IN SUGAR and contain NATURAL INGREDIENTS.

Allergies: Parents of children with food allergies are required to notify the preschool in writing regarding their child’s allergy prior to the start of the child attending LTUMC Preschool. The Preschool has policies for managing children’s allergies and we implement those as needed based on the severity of the allergy. The Preschool reserves the right to prohibit specific foods from a classroom, if deemed necessary by a child’s allergist/pediatrician.

Parents will need to provide a water bottle and eating utensils. Cold water is always available.

Birthdays: At the discretion of the teacher, parents may bring a special treat to school, in order to celebrate their child’s birthday during snack/lunch time. Since the birthday treat is part of snack/lunch time, we suggest treats such as muffins, cookies, fruit or donut holes. Please do not send cakes or cupcakes with lots of icing. Arrangements with the teacher should be made 7 days ahead of the birthday so that the snack will not interfere with anything else being done on that day in the classroom.

Student Gifting: We ask that parents do not use the preschool to give gifts or goodie bags to students. These should be distributed at your home parties and outside of the preschool.

You may distribute birthday invitations to the students in your child’s class cubby only if all students in the classroom are invited.

Celebration Lunches: LTUMC Preschool has set aside special times and holidays in order to allow parents to eat with their children. In order to handle the volume of families, special celebration lunches have been designated throughout the year. You are encouraged to join us during the designated parent/student lunch times.

Communications

Newsletters: We will provide parents with a monthly newsletter that will highlight events and important information regarding our preschool activities. Please check for the newsletter via email. The monthly newsletter will also be displayed on our website (www.ltumcpreschool.org).

Communicating with Teachers: Since we want our teachers to be attentive to all students, we ask parents not to engage teachers in lengthy conversations at drop off or pick up. If you need to speak to your teacher, please ask them to call you after hours, or schedule a meeting. All teachers and the Director are available by appointment, for meetings or for after-hours telephone conferences.
Parent/Teacher Conferences. Teachers of ALL age groups will schedule fall and spring parent/teacher conferences. The fall conference is our opportunity to hear from parents on how they feel their child is adjusting to school. During the spring conference, we will share your child's progress with you.

Complaint Procedure. It is important that an open channel of communication exists between our Teaching Staff, Parents and Director.

The Preschool Director's door is always open and she is available to speak with and hear parents’ concerns. She will return all parent phone calls within 24 hours.

Any parents with a teacher complaint/concern will be encouraged to discuss their concerns with the teaching staff first. If they choose not to, they are encouraged to speak with the Director.

If a parent approaches a DT6 member with a concern or complaint, the parent will be redirected to the Director for handling. The Director will contact the parent within 24 hours.

Guidance & Discipline

The policy of Lake Travis United Methodist Church Preschool is for staff to be loving, accepting, and supportive of all children placed in our care.

It is our goal to help each child develop skills necessary to handle a variety of situations.

Discipline will be:
- Individualized and consistent for each child
- Appropriate to the child’s level of understanding
- Directed toward teaching the child acceptable behavior and self-control
- Positive in nature and encourage self-control

Staff will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which will include
- Using praise and encouragement of good behavior instead of focusing on unacceptable behaviors
- Reminding a child of behavior expectations using positive statements
- Using brief supervised separation from the group when appropriate for the child's age and development

Discipline Procedure. Misbehavior is natural and somewhat expected in preschool age children. In cases of continual misbehavior, the teacher will state the expected behavior, in positive terms and will repeat these expectations a reasonable number of times.

If the misbehavior is aggressive or if the child appears to be over stimulated, he/she will be taken aside and asked to sit away from the group for some quiet time. We may use this opportunity to talk to the child about the “choices” he or she has made.
If quiet time in the classroom is not effective, the child may be taken to the preschool office for a short interval we call “Recovery Time”. Parents will be notified if their child has visited the preschool office.

When frequent misbehaviors occur, the teacher may seek guidance from our staff Developmental Consultant or the Director. The teacher will meet with the parent to discuss a plan of action that will help the child within the classroom setting.

If misbehavior has resulted in injury to another child, an Incident Form will be completed and given to both parents. (Please refer to Accidents in the Parent Handbook).

Behavior Policy:

If a child has bitten or hit another child, both parents will receive an Incident Report.

Biting and hitting are common behaviors in young children. However, on occasion these behaviors become frequent. Our preschool has established procedures to help us monitor these situations, including such areas as seeking parental information, monitoring the behavior, shadowing the child, and, if deemed necessary, temporary removal from the program.

If a child hits or bites, their parents will be given a copy of our Biting/Hitting Policy.

Extended Day

Optional after school Extended Day classes are available for children who have turned three on or before September 1 of the school year.

Extended Day classes offer students an opportunity to experience specific activities that would not be part of a typical preschool day. Extended Day programs meet at the end of our school day and dismiss at 2:15pm. There will be a late pick up charge of $1.00 per minute after 2:20pm.

Students enrolled in the Fall Semester will have first choice for enrollment in the Spring semester.

If the school has to close due to inclement weather, there will be no Extended Day refunds or make up days.
Helpful Hints

* Please label all items with your child's name.
* Please send a water bottle to school every day. No glass bottles.
* No valuable possessions should be brought to school.
* We discourage children from bringing their own personal toys to school. Please tell your child you will have their toy in the car for him/her to have after pick up.
* We ask that your child not bring weapons or weapon-like toys, or super hero action figures to school as aggressive behavior is discouraged.
* Parents of toddlers and 2's in diapers are required to provide enough disposable diapers (the kind with tab fastenings) to last for the day.
* Your child will need a sturdy bag that will hold notes, artwork and lunch boxes. It should be labeled with your child's name and be easy for him/her to manage and recognize.
* Please do not send your child to school with open toed shoes or flip flops.
* Do wear play clothes. We play hard and enjoy messy art projects, so wear things that can get dirty.