



2023-24 PARENT HANDBOOK

Ivy Vine Preschool MISSION STATEMENT:

The mission of Ivy Vine Preschool is to provide an environment for young children to thrive developmentally while learning about Jesus and preparing for kindergarten.

STATEMENT OF SERVICES:

Our preschool program is designed for children between the ages of 6 weeks and 5 years old.

HOURS AND DAYS:

Ivy Vine Preschool operates Monday through Friday from 8:30 a.m. to 2:00 p.m. with extended day options available from 7:45 a.m. – 3:30 p.m. The 2023/2024 school year starts on Wednesday, August 9, 2023, and will end on Thursday, May 23, 2024.

BAD WEATHER DAYS:

If McKinney Independent School District closes due to inclement weather, Ivy Vine Preschool will also close. Should McKinney ISD delay opening, we will be closed for the day.

There may be extenuating weather related circumstances in which McKinney ISD does not close, but Ivy Vine Preschool chooses to close for the safety of our families and our staff.

When we decide to close Ivy Vine Preschool due to inclement weather, you will receive an email and text through your Child Pilot communication app.

OTHER CLOSURES:

Ivy Vine Preschool will follow McKinney Independent School District (MISD) holiday and staff development closures. Ivy Vine Preschool reserves the right to close without notice due to extenuating circumstances (i.e. illness outbreak) that may not affect the school district. Parents will be notified of emergency closure through the Child Pilot parent app.

IMPORTANT TUITION INFORMATION:

Tuition fees are calculated for 37 weeks of instruction and split into 9 equal monthly payments. Holidays have been accounted for and prorated in your monthly tuition rate, therefore, there is no discount or pro-rate applied during the school year. Your tuition payment will remain a constant amount from September through May. The exception is August. Since schools starts on August 9, the August tuition will be pro-rated.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your child. Ivy Vine Preschool complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. The complete guidelines may be reviewed at <https://dfps.state.tx.us/training/reporting/default.asp>

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin.

All forms provided to you upon enrollment must be completed before your child may attend Ivy Vine Preschool and annually thereafter. All requested personal information is kept confidential.

Parents are required to update all emergency data as needed using Child Pilot. This including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the preschool upon enrollment, and all immunizations must be current.

Ivy Vine Preschool must be informed of any custody situation in advance and requests that the proper paperwork be in the child's file. Only a child's parent or legal guardian may enroll them. Proof of custody or guardianship may be required.

Parents and guardians will be required to comply with all state regulations and school rules as set forth in this Parent Handbook.

ENROLLMENT & WITHDRAWAL:

Upon registration you will receive a copy of the Parent Handbook and any forms necessary to enroll your child in the school. All children shall be considered enrolled from the time of enrollment until they are formally withdrawn in writing or until the calendar school year ends. Re-enrollment is required annually.

PAPERWORK, FORMS & ANNUAL RENEWAL:

We are required by childcare regulations to have current and updated information on each child in our preschool. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Ivy Vine Preschool. At the start of each new school year, we renew all paperwork and forms as our policies are reviewed and updated annually.

Throughout the school year, parents are responsible for updating address, phone number, authorized pick-up individuals, and emergency contact information. These changes can be made through the Child Pilot parent communication app under the account tab. However, if you need assistance making these changes please stop by the office. The director or any staff member can assist you.

CARPOOL DROP-OFF:

Enter the parking lot and follow the U-turn striping, pulling as far forward as possible without blocking the entryway. A staff member will assist in getting your child out of your vehicle after taking their temperature. The teacher will accompany your student to their classroom.

For children arriving after 9:00 a.m., please park and walk your child into their classroom.

Please note:

Children will not be permitted in the building prior to opening hours, and children will not be permitted to be signed in without their parent or guardian present.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the school must be listed in the Child Pilot parent application. To avoid confusion, it is the responsibility of the parent registering the child into our school to properly fill out all forms. In a custody situation, the parent signing the child into our school takes full responsibility to ensure that this is in accordance with their specific court agreement. If there are any court orders pertaining to the custody or care of your child, we must have a copy to store in your child's folder.

PICK-UP:

Children may only be checked out by a person approved by the parent and the school. Anyone, including all parents, who are allowed to pick the child up ***must*** be listed in the authorized pick-up section of Child Pilot or be approved in writing (including text message) by a parent.

In an emergency, parents may call the school and give verbal approval of an alternate pick-up person. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to pick-up time. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is completed annually.

Anyone not recognized by sight will be asked for picture identification. The school reserves the right to restrict the access of any individual for drop-off or pick-up if they have created a problem or present safety concerns to Ivy Vine Preschool.

PARKING POLICY:

We strongly urge you to turn your car off and lock it when you park to enter our school. Ivy Vine Preschool is not responsible for items lost or stolen from vehicles, the parking lot, or facility.

EMERGENCY MEDICAL CONSENT FORM:

This form gives us your consent to call an ambulance, doctor, or dentist if emergency care is needed. Please list your child's doctor, dentist, and your hospital preference. Also, include phone numbers, addresses, and additional emergency numbers of contacts. Emergency contacts also need to be listed in the Child Pilot parent app.

If your child has any allergies, please include this information on the medical consent form. In addition, we require a physician's food allergy emergency response plan. These forms will be resubmitted annually.

INFORMATION CHANGE

Parents are to update any change in home or work phone numbers, addresses, or emergency contacts using the Child Pilot communication app. This is for your child's safety so that we may reach you in an emergency. If you are unable to access the app to do so, please visit the office for assistance.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an original exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide a form signed by a health care provider indicating your child meets all health requirements to be in a group setting.

Employees of Ivy Vine Preschool are not required to provide documentation of personal immunization history as this is a violation of HIPPA rules and regulations. In accordance with Collin County Department of Health Services, and current Health and Human Services standards, our staff is not required to provide initial or ongoing TB testing.

HEARING/VISION SCREENING:

Hearing and vision screening documentation is required from your pediatrician for children who are four years of age.

MEDICATION:

All medicines must be handed to the Director at the time of arrival so that an authorization form can be completed. Please do not leave medications in your child's backpack. This is a safety hazard for all students.

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine, including prescription and over-the-counter medicines, must be in the original packaging and cannot be expired. All prescription medication must have that child's name on it. All non-prescription medicine must have a permanent label with the child's name and the date the medication was left at the school.

A Medication Authorization Form is required prior to the administration of any medication and each medication must have its own unique form. Medication Authorization Forms are available on our website and in our office.

Ivy Vine Preschool can only administer medications in accordance with the prescribing directions. Ivy Vine Preschool reserves the right to request a doctor's consent via handwritten prescription for any non-prescription medications.

ALLERGIES:

We must be aware of known allergies that affect your child, food or otherwise. If your child has any known food allergies, you will need to submit a Physician's Emergency Response Plan. This allows us to alert all of our staff to be on guard of the allergy. You will also need to fill out a "Medication Authorization" form if your child requires an Epi-pen, inhaler, or other emergency treatment. These forms must be updated annually.

If your child has any non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually.

ILLNESS AND CONTINUED HEALTH:

In order to provide a safe and healthy preschool we rely on our parents to monitor their children with these guidelines in mind:

- Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for school.
- A child that has a temperature of 100.5 degrees or above should be kept at home. The child will be sent home if he/she is running a temperature of 100.5 degrees or higher.
- Children who are vomiting, experiencing diarrhea, or are suspected of having a contagious disease should be kept at home.
- The presence of nits or lice requires your child to be kept at home.

In the event you are called to come pick up an ill child, we request that you pick your child up within 60 minutes. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the authorized pick-up list. Ivy Vine Preschool reserves the right to request the child to see a physician or have a physician's note prior to returning.

EMERGENCY MEDICAL ATTENTION

Despite everyone's best efforts in monitoring their children, we recognize that some illnesses or incidents will occur after a child has been dropped off. In the event of a life-threatening or severe emergency (such as profuse bleeding or unconsciousness), we will first call 911 and locate your authorization for emergency medical treatment. Once we are certain Emergency Medical Services have been dispatched, the director will call the child's parents to provide the details of the situation. If the parents cannot be immediately located, the emergency contacts will be notified in the order they are listed on the registration form.

For non-emergency illnesses requiring pick-up, we will supervise your child and provide first aid, as necessary, until a parent or other authorized pick-up person arrives. If the parents cannot be notified after 30 minutes, the emergency contacts will be notified in order they are listed on the registration form.

ACCIDENT REPORTS:

Safety is a top priority of Ivy Vine Preschool. Yet, there are times when a child will have an accident/incident while here at school. If the accident/incident requires "more than a hug and a kiss," our teachers will complete an incident report in Child Pilot detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you.

This system is aimed at ensuring communication on all levels and can be a good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

EMERGENCY PREPAREDNESS:

Tornado – Using the marked route posted in each classroom, students will be led by teachers to the “safety zone” as designated on their classroom evacuation plans. Children will sit facing the wall leaning over their laps. Nap mats will be placed over their heads and backs for protection. The director will be the last person into the safety zone after ensuring all classrooms and bathrooms are clear. The lead teachers will be responsible for grabbing nap mats on the way out of the classroom, and the director will bring extra. Each student with special needs will be assigned to an assistant teacher as an emergency buddy. The assistant teacher will go directly to their emergency needs buddy to direct them and supervise them during the tornado emergency.

Fire – Using the marked route posted in each classroom, students will be led out of the building into the parking lot east of the building as far back from building as safely possible while remaining on the asphalt. If the main doors to the parking lots are obstructed by the fire, we will exit through secondary emergency doors into the parking lot away from the building. Once away from the building, students will sit on the ground until given instructions.

The Pre-K teacher designated as the “Emergency Communicator” will call 911 in the event of a fire. The director will be the last person out of the building to ensure that the classrooms and bathrooms are clear.

If we are not able to re-enter the building, we will move to our evacuation location at 5871 Virginia Pkwy, McKinney, Tx 75071. To get to our evacuation location, employees will use personal vehicles to transport children. Each employee has been assigned a group of students to transport or a watch post position at either the evacuation location or the preschool location. Teachers in watch post positions are responsible for supervising children who have been transported or are awaiting transportation.

Each student with special needs will be assigned to an assistant teacher emergency buddy. The assistant teacher will go directly to their emergency buddy to guide them out of the building and supervise them during the evacuation. If we have a student who needs assistance with mobility, their assistant teacher emergency buddy will be responsible for helping that student through the evacuation process.

The director will be the last person to evacuate the premises after ensuring all students and staff members have safely been evacuated.

Dangerous Person – During a lock down, the director will dial 911 and each classroom teacher will escort their class into their designated lockdown area. Due to our security needs, we do not publicly disclose details of our lockdown locations.

Evacuation location – In the event we must vacate the building, we will evacuate to 5871 Virginia Pkwy, McKinney, Tx 75071 using employee vehicles. Once we have arrived at our evacuation location, we will complete a roll check and set up an official parent sign out table.

While we await your arrival, students will be divided in groups by class. Their regular teacher will be responsible for their care, safety, and activities until you arrive. After we have ensured the safety of all students during an evacuation, we will communicate via the Child Pilot parent app and phone calls to all parents. Upon arrival at our evacuation site, you will proceed to the sign out table and we will bring your child to you.

The main phone number to our school will be available during emergencies. This is the number that will be calling our state licensing office, authorities, and parents. Please program 214-317-1470 into your phone so you recognize Ivy Vine Preschool in the event of an emergency phone call.

In any kind of emergency, we will be relying on the contact information we have in Child Pilot. Please make sure this information is always accurate and up to date.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Ivy Vine Preschool complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations provided it is within our power and authority to do so.

Accommodations can be a specific treatment prescribed by a professional or a parent, a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our school, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

DISCIPLINE:

At Ivy Vine Preschool, we adhere to the Texas Health and Human Services minimum standards with respect to discipline guidelines. These standards are in your enrollment packet and will need to be signed and returned with your enrollment packet. In addition, our staff continually participates in professional development to ensure our discipline procedures are developmentally appropriate and effective.

SUSPENSION AND EXPULSION:

You will be made aware of any behavior concerns as soon as they arise. Once a concern is identified, the director will request a parent meeting to discuss how we plan to address the situation consistent with our discipline practices. The director will also gain insight from the parent's perspective of what might be triggering the situation, what works at home to alleviate the situation, and answer any questions. Our goal in this meeting is to establish a consistent behavioral plan of action across environments. The meeting will be documented to provide clarification to all parties, not as a punishment or threat to your child or their enrollment at Ivy Vine Preschool.

After all avenues are exhausted in trying to alleviate a behavioral concern, your child may be suspended from Ivy Vine Preschool for one school day. On the day your child returns, he/she will be welcomed with open arms and an opportunity for a fresh start. After three suspensions during the 2023/2024 school year, your child will be expelled. When a child is suspended or expelled, there is no tuition refund.

Please understand, our goal is to provide a safe and fun learning environment for all students. Students are not suspended/expelled for developmentally appropriate but undesirable behaviors. This policy applies to extreme or potentially dangerous behaviors.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and the preschool. Toilet training usually begins around 2 years of age or when children show an interest.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at Ivy Vine Preschool. Several complete changes of clothes should be kept in your child's backpack or school locker during this process.

TOYS:

Ivy Vine Preschool has a wide variety of toys, games and other resources to offer children during their time at school. Please leave personal toys at home, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Ivy Vine Preschool is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys, weapons or other toys of destruction.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration, your child WILL get dirty!! Children will have opportunities for outdoor play every day, weather permitting. Children will go outside if the temperature is above 40 degrees and below 100 degrees with the wind chill and heat index taken into consideration.

Please bring one set of extra clothes for your child in case of a spill or accident. Even fully toilet trained children should have spare clothes in case messy activities render their clothes dirty/wet and uncomfortable. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in preschool issued clothes, please wash the clothes, and return them within one week. **It is strongly suggested that all clothing brought or worn to the school have the child's name on it.**

FOOTWEAR:

Tennis shoes/sneakers are necessary so that children may run, jump, and climb comfortably during outdoor activities.

SUNSCREEN AND BUG REPELLANT:

If your child needs sunscreen or bug repellant, please apply it at home. Should your child need it reapplied during school hours, send sunscreen or bug repellant labeled with your child's name. Notify the teacher through the Child Pilot app that reapplication is needed. You will receive a notification when the products are used on your child. You will also receive a notification when the items need to be replaced.

DIAPERS:

Please send diapers, wipes, and diaper ointment (if needed) in your child's bag daily. All items must be labeled with the child's first and last name. If you run out of diapers, we will provide them to you automatically for a fee of \$2 per diaper. If you have any questions, please check with the office.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Ivy Vine Preschool. Each semester, in August and January, a supply fee will be billed to your account. Since we enroll students on an on-going basis, the supply fee will be pro-rated based on the starting month.

Additional personal items which are needed include:

- 1) Lunch
- 2) Refillable water bottle or cup (children UNDER 2 years of age)
- 3) A nap mat of your choice (all children EXCEPT pre-k students)
- 4) A small pillow, blanket or a stuffed animal/doll for resting is optional

Please mark all items clearly with your child's name.

CURRICULUM:

Children learn by doing. They learn through play, experimentation, and exploration. Learning should be a joyful, natural experience. We have chosen Creative Curriculum for the toddlers, twos, and threes classrooms and Big Day in Pre-k for our pre-kindergarten classroom. These curricula serve as a framework to guide our teachers in planning activities based on the developmental needs of the children in each classroom. Each classroom's lesson plans and schedule are posted on the parent board in the classroom. We incorporate current theory of early childhood development and structure the curriculum to meet the individual needs of each student in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

PRESCHOOL CURRICULUM:

Our curriculum will cover the following content areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Create art
- Look at and talk about art
- Participate in artistic exploration

Bible

- Bible stories
- Practical application of the Bible
- Learning scripture

SCREEN TIME POLICY:

Students two and younger will not have access to screen time while at Ivy Vine Preschool. Students three and older may have supervised screen time for up to 20 minutes per day. All screen time activities will be directly related to educational curriculum lessons and learning objectives.

During summer camp, television programming (i.e., age-appropriate movies, educational videos) may be used for entertainment in the Pre-K aged classrooms for up to 45 minutes per day.

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the classroom curriculum guided by the teacher and child-led free play in centers supplied with items such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities are designed to encourage development of academic skills and social emotional skills.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Mealtime: Staff supervises children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest after lunch. Realizing each child's rest needs are different, we offer alternative ways of resting by providing soft music, books, or puzzles for those who do not sleep.

Children enrolled in the pre-k classroom receive a 20-minute quiet period after lunch to participate in a teacher guided activity (i.e. molding play doh, listening to an audio book, reading quietly).

ACTIVE TIME:

Active and outdoor play are important to healthy development during early childhood. Outdoor play provides greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. It also extends opportunities for large and small muscle development and social-emotional development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Each day, students will participate in 60-90 minutes of active play through a combination of indoor and outdoor activities. This includes:

- 30 minutes of outdoor recess each morning on the porch, playground, or garden area
- 60 minutes of outdoor recess each afternoon on the porch, playground, or garden area
- 30 minutes of indoor physical activity each day in the classroom

Structured, teacher planned activities (i.e., music and movement, games) and child-directed free-play activities will be available during physical activity time.

When inclement weather occurs, outdoor play will take place on our covered porch. When severe weather occurs, we will move outdoor recess into the classroom. Educators will use activities like obstacle courses and dance parties to encourage vigorous play during indoor recess.

To facilitate active play for your child, please have them wear loose, comfortable clothing that they can move freely in and get dirty. Tennis shoes/sneakers are also needed daily.

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based on student's age on September 1.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are regulated by guidelines set forth by Texas Department of Family Services. We have opted to provide ratios that are significantly lower than what is required by minimum standard guidelines. Our ratios as of August 2022 are:

Infant Classroom ratio: 4:1

Toddler Classroom ratio: 5:1

Twos Classroom ratio: 7:1

Threes Classroom ratio: 10:1

Preschool Classroom ratio: 10:1

OUR STAFF:

At Ivy Vine Preschool we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, highly qualified staff are an integral part of providing this environment. Our current staff is

- Interviewed and screened
- Experienced in the field of early childhood development and/or education
- Approved by the state of Texas through a background analysis that cross references state and federal criminal records as well as child abuse reporting records.
- Certified in CPR and first aid

We believe firmly in training and continued education for all our employees and staff. Each teacher stays qualified and up to date with current trends in early childhood development through completion of continuing education coursework. We emphasize training, and we encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue working in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

Ivy Vine Preschool considers it inappropriate for parents and clients to solicit our staff to work for them in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Ivy Vine Preschool.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We aim to keep you informed concerning your child's day and overall development through several written means.

- Weekly parent newsletters to keep you informed of the overall program.
- Parent Board – updated with current information about Ivy Vine Preschool and curriculum.
- Written communication in the form of daily updates through our Child Pilot parent digital app.
- Virtual Parent/Teacher conferences twice each year.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

VERBAL COMMUNICATION:

We strive to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime from 12:00pm – 1:00pm. Management is always available for you to talk to in person or on the phone. You may also e-mail the director at jstockemer@ivyvinepreschool.com.

PARENTAL INVOLVEMENT:

Parental participation is key to any successful preschool program. We typically have an open-door policy that allows parents access to the school during operating hours. Below is a sample list of some of the opportunities for involvement in our school. Parents are not limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Ivy Vine Preschool office with their suggestion.

1. Two individual conferences/year
2. Programs and special activities, such as the Christmas Program
3. Special family involvement activities, such as our annual Lemonade Stand
4. Party Day Volunteer
5. Classroom Volunteer
6. Send special treats for snack or meals (please notify the teacher at least a day in advance)
7. Participation in a parent groups
8. Reverse field trips (we bring a "field trip" to our school)

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

If a parent feels like they would like to be more involved in the school but are unable due to their work schedule or other conflicts, we will help them find a project which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions based on their interests and time.

FAMILY FEEDBACK:

For us to best serve the needs of your family we need your input. Any time you have suggestions, comments, complaints, or ideas please stop by the office to discuss them with our director. An appointment is not necessary. You are also welcomed to communicate with our director by emailing her directly at jstockemer@ivyvinepreschool.com.

At the beginning and end of each school year, you will be asked to complete a brief survey that will be used to inform our plans and policies. You may also be asked to complete brief surveys throughout the year on special topics as needed. The surveys are voluntary but provide us with valuable feedback, so we strongly encourage your participation.

CHILDREN'S BIRTHDAYS

1. Birthdays are special days for children, and we want to celebrate with them! If you wish to celebrate your child's birthday at Ivy Vine Preschool, please make early arrangements with your child's teacher through Child Pilot messaging. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food from Home" on the following page for more specifics concerning food snacks brought for parties.)
2. Birthday celebrations will take place at the end of the school day or during snack time at the teacher's discretion.
3. All birthday treats must be prepared in a commercial bakery.

VISITING THE SCHOOL:

Typically, you are welcome to visit the preschool at any time during operating hours to observe your child, preschool program activities, building premises and/or equipment. When this option is limited due to COVID-19, we will alert you.

We do kindly ask that you check in with the office before going to your child's classroom. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. Persons not listed on the "Pick-Up Permission" form will not be allowed to visit your child. Extended family members (i.e., not guardians), such as grandparents, are welcomed as visitors in certain pre-arranged situations. Feel free to contact a member of the management team if you wish to set up a visit from an extended family member.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their workday
- 2) A registered child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during the course of regular drop-off or pick-up
- 4) Delivery personnel – From a regular or expected company delivering items to the school (should be in eyesight of an employee at all times and arriving at an expected time)
- 5) Visitor – Must be approved by the office and should be accompanied by an employee at all times
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” more than once a month or for over 2 hours.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a “visitor”, a “volunteer”, or an “intruder.”

VOLUNTEERS:

Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, a background check, fingerprinting, and reference check. Any “visitor” who spends extended periods of time in the school will be considered a volunteer and be required to go through the screening process.

Any parent wishing to help chaperone an event must go through our screening process.

INTRUDERS:

The safety of our student's is our first concern. Although we have an open-door policy, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “Intruder” portion of our policies.

MEALS AND SNACKS:

All meals are to be brought from home and labeled with your student's name. Ivy Vine Preschool is not responsible for the nutritional value of those foods or for meeting your child's daily food needs. However, we encourage you to provide meals with adequate nutritional lunch value. Sample meal plans and meal pattern charts can be viewed at <https://www.myplate.gov/> and in Appendix A of this handbook.

To ensure the safety of food brought from home, we have a refrigerator and microwave oven available to store and serve food at the appropriate temperature. All liquids and foods hotter than 110 degrees Fahrenheit are kept out of the reach of children.

On days Ivy Vine Preschool provides food (i.e., pizza days), prepared food that is served will be commercially prepared or prepared in a kitchen that is inspected by local health officials. On days we serve meals fresh fruit and vegetables are available to all students.

Our facility is nut free due to the commonality of nut allergies. If there is any other allergy specific to your child, notify the director. We kindly ask that you respect these instructions. The safety of ALL students is our primary concern. All staff members are educated on food allergies and they take precautions to ensure children are protected. To learn more information about foods that may cause allergic reactions, please visit: <https://kidshealth.org/en/parents/food-allergies.html?WT.ac=ctg#catfeeding>

Ivy Vine Preschool supports breast-feeding mothers. You may provide breastmilk for us to serve your child while they are in our care. Alternatively, you may breastfeed your child while they are at our preschool. We have a private area with an adult size rocking chair to accommodate breastfeeding mothers. If this does not meet your needs, please speak to the director so alternative plans can be made.

PORTRAITS AND PICTURES:

We will offer school pictures in the fall. The fall photos should be delivered in time for use as holiday gifts. You will receive proofs before purchasing. In addition, we may take pictures of the children for use on their lockers, with a project, or we may need pictures of children for promotional use. There is a Photo Release Form with your paperwork authorizing us to use your child's photograph to the degree you are comfortable.

REGISTRATION AND SUPPLIES FEES:

There is an annual **\$250 registration fee** per student (max \$350 per family) and **semester supply fee** per student. The registration fees are due upon initial enrollment, and annually at re-enrollment, starting each February. The supply fees will be billed in August, January, and May (for summer camp students) and will cover all classroom supplies for that semester's curriculum activities. For children enrolled before February 14, 2023 supply fees are based on the number of days/week your child attends school (\$125 for 2 days, \$150 for 3 days, \$200 for 5 days). For children enrolled on or after 2/15/2023, the supply fee is \$200.

Children who leave the program for a specified or un-specified length of time will be required to pay a re-registration fee of \$250 upon returning. The exception to this will be children who are physically absent from the program but whose parents continue to pay their full monthly fees to retain the spot in our program.

The registration fee is non-refundable and must be paid to guarantee your child's spot at Ivy Vine Preschool. Supply fees are non-refundable and only pro-rated for students starting after August 9, 2023. The pro-rated supply fee will be billed based on the number of months left in the semester. In January, the regularly scheduled semester supply fee will be billed in full for the spring semester for late fall registrants.

Also, there is a \$50 technology fee for students entering into Pre-k. It is a one-time fee billed in August with tuition. Technology fees are non-refundable.

MONTHLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our school. This is not based upon attendance but rather on a monthly fee that is due regardless of the attendance habits of the child who has the spot. Our tuition fee structure is based upon an annual tuition rate and divided into 10 monthly payments. Holidays and staff development days are accounted for in the annual tuition due, and tuition in those months will not vary. Contracts are renewed annually at registration. Since the monthly set fees remain the same, no bill will be given to remind you of these fees. A statement of activity will be accessible through the Child Pilot parent communication app.

PAYMENT POLICIES AND PROCEDURES:

Monthly fees are processed on the first of each month and will automatically be charged to the credit or debit card maintained on file. If you prefer a different payment schedule, please communicate that to our Director. No account will be allowed to carry a balance unless arrangements have been approved by the Director. Clients paying by credit card or debit card will be charged a 3% processing fee; ACH draft fee is \$1. Tuition not received by 3:30 on the 10th of the month will be considered late. Late tuition payments will incur a 5% late fee.

All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges. Registration fees and supply fees are non-refundable.

Declined ACH payments, a will incur a \$25 re-processing fee, which will be billed to your account.

DISCOUNTS:

Ivy Vine Preschool is pleased to offer the following discounts: 1) 5% discount for accounts that pay for the entire semester in advance by July 25, 2023 or December 31, 2023 2) 5% discount per month for each additional sibling currently enrolled in the program 3) 5% discount for teachers, first responders and military personell. Only one discount per family may be applied.

REFUNDS:

We do not issue refunds. In the event you have over-paid, the credit will be applied to your next month's tuition. In the event you have a balance after your child's last day, all applicable fees will be subtracted from any balance prior to a final refund being issued. Credits for this are processed monthly and will be completed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS:

Receipts and annual statement for tax purposes are accessible through the Child Pilot parent communication application or by request from the director.

LATE PICK-UP FEE:

Students who are enrolled in the preschool program are expected to be picked up at 2:00 p.m. Any child not picked up by 2:10 will be moved into our after-care program. The drop-in rate for after care until 3:30 is \$15 and includes an afternoon snack served at 2:15 p.m.

Students who are enrolled in our aftercare program are expected to be picked up no later than 3:30 p.m. You may pick your child up prior to 3:30 p.m., however, aftercare fees are not pro-rated.

At 3:31 p.m. a late pick up fee of \$10, plus one dollar/minute, will automatically be billed to your account.

Children left at the school later than 30 minutes past closing *without communication* from a parent will be considered abandoned and Child Protective Services will be informed.

ABSENCES, VACATIONS AND LEAVING THE SCHOOL:

We request that all absences be reported to the Ivy Vine Preschool office prior to or the day of the absence when possible. Our school year ends May 23, 2024. If you need to withdraw your child during the school year, we require a 30-day written notice. Tuition is required to be paid for the final 30 days, and your child is eligible to attend until their withdrawal date.

We staff our classrooms based on daily enrollment, and we are unable to accommodate make-up days. If your child is sick or on vacation, tuition will not be prorated or refunded.

The Ivy Vine Preschool reserves the right to require the dis-enrollment of a child according to our Discipline Policy. The school also reserves the right to require the dis-enrollment of any child whose parent and/or guardian has become a problem. Finally, we may dis-enroll a child with an outstanding balance for tuition or required fees.

CHILD ABUSE REPORTING POLICY:

The State of Texas requires that Ivy Vine Preschool and all members of childcare institutions be on the lookout for, and report to appropriate authorities, any and all suspected cases of abuse to a child.

Our teachers and staff are required to complete annual training courses to increase awareness of issues related to abuse and neglect including:

- warning signs that a child may be at risk
- methods for increasing awareness and prevention
- strategies to coordinate between the school and community organizations
- understanding actions that a parent can take to obtain assistance and intervention for a child who has experienced neglect or abuse

These trainings are informative and publicly available at no cost to you. Please visit following website to learn more:
<https://dfps.state.tx.us/training/reporting/default.asp>

At Ivy Vine Preschool our teachers and staff are mandatory reporters of child abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that parents and guardians make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and Child Care Regulations.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is charged in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the school and the individual.
- Based on the advice of our licensing representative, we will either suspend the staff member or allow them to continue their job until the appeal is completed.

If, after the appeal the decision is still founded, we will terminate the staff member from Ivy Vine Preschool.

To report abuse or neglect, call the 24-Hour Texas Abuse and Neglect Hotline number at 800-252-5400. If you have any general questions or concerns about abuse and neglect, please call the intake number at 214-583-4253.

INSURANCE REQUIREMENTS:

Ivy Vine Preschool complies with the insurance coverage required by Texas Health and Human Services and as suggested by our independent agent. For more information concerning policies and liability see management.

LICENSING INSPECTION REPORTS:

To review or discuss our most recent licensing inspection, please visit our director in the school office.

TEXAS HEALTH AND HUMAN SERVICES LICENSING OFFICE:

Our local Texas Health and Human Services Licensing office can be contacted at 469-229-6906. It is located at 550 E 15th Street in Plano, TX 75074. Our representative is Jennifer Batiste. The official website is www.hhs.texas.gov.

GANG-FREE ZONE:

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to a harsher penalty.

ADDITIONS AND CHANGES:

Ivy Vine Preschool reserves the right to edit or adapt the policies in this handbook as the need arises. The school will make all changes and additions available at the time these changes are made. Families will be notified of these changes through the normal written communication system of the school at the time they are made effective.

QUESTIONS OR CONCERNS:

Our teachers' primary responsibility is the safety and education of our students. In discussing our policies with parents, they are neglecting their duties. If you have questions or concerns with regards to our school policies, please make an appointment to discuss them with our director. An appointment can be made by emailing jstockemer@ivyvinepreschool.com or calling 214-317-1470. Any urgent situation can be immediately addressed by visiting the school office.

Appendix A – Sample Menus



United States Department of Agriculture



MyPlate Plan

Find your Healthy Eating Style

Everything you eat and drink matters. Find your healthy eating style that reflects your preferences, culture, traditions, and budget—and maintain it for a lifetime! The right mix can help you be healthier now and into the future. The key is choosing a variety of foods and beverages from each food group—and *making sure that each choice is limited in saturated fat, sodium, and added sugars*. Start with small changes—“**MyWins**”—to make healthier choices you can enjoy.

Food Group Amounts for 1,200 Calories a Day

Fruits	Vegetables	Grains	Protein	Dairy
1 cup	1 1/2 cups	4 ounces	3 ounces	2 1/2 cups
Focus on whole fruits Focus on whole fruits that are fresh, frozen, canned, or dried.	Vary your veggies Choose a variety of colorful fresh, frozen, and canned vegetables—make sure to include dark green, red, and orange choices.	Make half your grains whole grains Find whole-grain foods by reading the Nutrition Facts label and ingredients list.	Vary your protein routine Mix up your protein foods to include seafood, beans and peas, unsalted nuts and seeds, soy products, eggs, and lean meats and poultry.	Move to low-fat or fat-free milk or yogurt Choose fat-free milk, yogurt, and soy beverages (soy milk) to cut back on your saturated fat.



Limit **Drink and eat less sodium, saturated fat, and added sugars. Limit:**

- Sodium to **1,500 milligrams** a day.
- Saturated fat to **13 grams** a day.
- Added sugars to **30 grams** a day.

Be active your way: Children 2 to 5 years old should play actively every day.

MyPlate Plan

Write down the foods you ate today and track your daily MyPlate, MyWins!

Food group targets for a 1,200 calorie* pattern are:

Write your food choices for each food group

Did you reach your target?



1 cup

- 1 cup of fruits counts as
- 1 cup raw or cooked fruit; or
- 1/2 cup dried fruit; or
- 1 cup 100% fruit juice.

☐ Y
☐ N



Limit:

- Sodium to **1,500 milligrams** a day.
- Saturated fat to **13 grams** a day.
- Added sugars to **30 grams** a day.

☐ Y
☐ N



1 1/2 cups

- 1 cup vegetables counts as
- 1 cup raw or cooked vegetables; or
- 2 cups leafy salad greens; or
- 1 cup 100% vegetable juice.

☐ Y
☐ N



4 ounce equivalents

- 1 ounce of grains counts as
- 1 slice bread; or
- 1 ounce ready-to-eat cereal; or
- 1/2 cup cooked rice, pasta, or cereal.

☐ Y
☐ N



Be active your way:

- Children 2 to 5 years old should play actively every day.

☐ Y
☐ N



3 ounce equivalents

- 1 ounce of protein counts as
- 1 ounce lean meat, poultry, or seafood; or
- 1 egg; or
- 1 Tbsp. peanut butter; or
- 1/4 cup cooked beans or peas; or
- 1/2 ounce nuts or seeds.

☐ Y
☐ N



2 1/2 cups

- 1 cup of dairy counts as
- 1 cup milk; or
- 1 cup yogurt; or
- 1 cup fortified soy beverage; or
- 1 1/2 ounces natural cheese or 2 ounces processed cheese.

☐ Y
☐ N

- * This 1,200 calorie pattern is only an estimate of your needs. Monitor your body weight and adjust your calories if needed.



Track your MyPlate, MyWins

Center for Nutrition Policy and Promotion
January 2016
USDA is an equal opportunity provider and employer.



United States Department of Agriculture




MyPlate Plan

Find your Healthy Eating Style

Everything you eat and drink matters. Find your healthy eating style that reflects your preferences, culture, traditions, and budget—and maintain it for a lifetime! The right mix can help you be healthier now and into the future. The key is choosing a variety of foods and beverages from each food group—*and making sure that each choice is limited in saturated fat, sodium, and added sugars*. Start with small changes—“MyWins”—to make healthier choices you can enjoy.

Food Group Amounts for 1,400 Calories a Day

Fruits 	Vegetables 	Grains 	Protein 	Dairy 
1 1/2 cups	1 1/2 cups	5 ounces	4 ounces	2 1/2 cups
Focus on whole fruits Focus on whole fruits that are fresh, frozen, canned, or dried.	Vary your veggies Choose a variety of colorful fresh, frozen, and canned vegetables—make sure to include dark green, red, and orange choices.	Make half your grains whole grains Find whole-grain foods by reading the Nutrition Facts label and ingredients list.	Vary your protein routine Mix up your protein foods to include seafood, beans and peas, unsalted nuts and seeds, soy products, eggs, and lean meats and poultry.	Move to low-fat or fat-free milk or yogurt Choose fat-free milk, yogurt, and soy beverages (soy milk) to cut back on your saturated fat.



Drink and eat less sodium, saturated fat, and added sugars. Limit:

- Sodium to **1,900 milligrams** a day.
- Saturated fat to **16 grams** a day.
- Added sugars to **35 grams** a day.

Be active your way: Children 2 to 5 years old should play actively every day. Children 6 to 17 years old should move at least **60 minutes** every day.

I have read, and agree to comply with, all operational policies of Ivy Vine Preschool

Parent Signature

Date

Please keep the handbook portion of this document for your reference. ONLY return this signature page.