

A Parent's Prayer

Dear God, I thank You
for the gift of this child to raise,
this life to share,
this mind to help mold,
this body to nurture,
and this spirit to enrich.
Let me never betray this child's trust,
dampen this child's hope,
or discourage this child's dreams.

God our Father,
in giving us this child
You have shown us Your love.
Help us to be trustworthy parents.
Make us patient and understanding,
that our child may always be sure of our love
and grow up to be happy and responsible,
through Jesus Christ our Lord,
Amen.

Child Development Program Parent Handbook 2013-2014



Child Development Program at Highland Park United Methodist Church

3300 Mockingbird Lane Dallas, TX 75205
Phone 214-521-2600 Fax 214-523-2105
www.hpumc.org

The Child Development Program is open 12 months a year, September through August.

CDP Contacts:

Carol Herrman, Director 214-523-2251
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Patti Hill, Office Manager 214-521-2600
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Christi Hernandez 214-523-2178
Preschool, Threes, Fours & Bridge to Kindergarten Coordinator
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Important numbers:

Medical, law enforcement and fire emergencies 911

Poison control 1-800-222-1222

Child abuse hotline 1-800-252-5400

Texas Dept. of Family & Protective Services 214-267-3912

Consumer Product Safety Commission www.cpsc.gov

HPUMC main number 214-521-3111

A copy of the Minimum Standards of the Texas Dept. of Family and Protective Services and of the most recent Licensing inspection report are available in the CDP office. Texas Dept. of Family and Protective Services website is www.tdfps.state.tx.us.

Parking

An HPUMC parking sticker is required to park in the HPUMC lot and the Meadows Museum lot. Please do not park in fire lanes or handicapped area. Please drive slowly with cell phones turned off.

**Tentative Schedule
2013-2014 School Year**

These dates are tentative; please check with the CDP newsletter and posted calendars for the most up-to-date schedule.

Aug. 26, 2013	First day of classes for Fall 2013
November 27-29	CDP closed for Thanksgiving holiday
Dec. 20 – Jan. 5	CDP closed for Christmas holiday
Jan. 6, 2014	Classes resume
January 20	CDP closed for Martin Luther King, Jr. observance
February 17	CDP closed for in-service training (Presidents' Day)
March 10 - 14	Spring break for preschool classes
April 18 - 21	CDP closed for Good Friday and Easter Monday
May 16	Last day of classes for preschool classes
May 26	CDP closed for Memorial Day holiday
July 4	CDP closed for Independence Day
August 15 & 18	CDP closed for Teacher In-service

Please note: In-service training days will be scheduled during the year, and all-day classes will open at 9:00 a.m. on those days. A schedule of these dates will be given to all-day parents at the beginning of the school year. Please mark these dates on your calendar.

Discipline and Guidance Policy

Discipline and guidance are a part of the overall plan for nurturing the healthy growth and development of each of our children. To that end, the discipline used in guiding a child must be:

- individualized and consistent for each child
- appropriate to the child's level of understanding, and
- directed toward teaching the child acceptable behavior and self-control.

In order to accomplish the mission of CDP, our teachers and caregivers may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, including these and other appropriate methods:

- using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- reminding a child of behavior expectations daily by using clear, positive statements
- redirecting behavior using positive statements and alternate choices
- using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Because we believe that children are a precious gift from God and that our responsibility is to create a loving, safe environment, our classroom guidance will include none of the following:

- corporal punishment or threats of corporal punishment
- punishment associated with food, naps or toilet training
- pinching, shaking or biting a child
- hitting a child with a hand or instrument
- putting anything in or on a child's mouth
- humiliating, ridiculing, rejecting or yelling at a child
- subjecting a child to harsh, abusive, or profane language
- placing a child in a locked or dark room, bathroom or closet with the door closed
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Teachers and parents will read and sign that they have read and understand the policy.

Welcome to the Child Development Program!

Children are a gift of the Lord. Psalm 127:3

The Child Development Program is a ministry of Highland Park United Methodist Church dedicated to providing a caring, Christian environment in which young children can learn and grow. Because we believe each child to be a unique gift of God, our program is designed to provide developmentally appropriate learning activities that allow each child to become the person God created him or her to be. The child's spiritual, intellectual, emotional, physical, social and aesthetic growth is nurtured through activities that meet the highest standards of early childhood education.

Our Christ-centered program, supported by the congregation of Highland Park United Methodist Church, accepts children without regard to race, color, national or ethnic origin and does not discriminate on the basis of these factors in the administration of its policies, hiring or admissions.

<u>Program</u>	<u>Age as of 9-1-13</u>	<u>Days</u>	<u>Time</u>
All Day Classes	6 weeks - Five	Monday-Friday	7:30 a.m. - 6:00 p.m.
Preschool	18 - 23 months as of 4-30-13 (Transitional 2s)	Mon.& Wed. or Tues. & Thurs.	8:45 a.m. – 2:00 p.m.
	2 1/2 - 4 years (See p. 24 for age requirements.)	Mon. & Wed., or Tues. & Thurs. Mon., Wed., & Fri. Mon.—Friday (varies by age)	8:45 a.m.- 11:45 a.m. with Stay-and-Play option Mon.—Thurs. until 2:00 p.m.
	5	M-F	8:45 a.m. - 2:00 p.m. Mon.— Fri..

Enrollment

The following forms must be completed and turned in by July 1, 2014, for those beginning on the first day of school, and by the first day of attendance for those starting later in the year:

Registration form and photo ID form for those authorized to pick up child	Information on this form must be kept up-to-date at all times. This includes persons to contact in case of an emergency, Discipline and Guidance statement, and CDP Policies and Procedures agreement.
Physician's statement	This form must be completely filled out and signed by child's physician and parent. The physical exam must have been given between Aug. 2013 and July 2014. Four-year-olds must have results of vision and hearing screenings.
Immunization form	All immunizations must be up-to-date for the child's age.
Custody agreement and visitation schedule	Children of families in which parents are divorced or separated must have these forms on file.

Please find the amounts of enrollment fees and tuition for each program listed in its individual section.

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*Then Jesus took the children in His arms and blessed them
placing His hands upon them.*

Mark 10:16

Tuition Policies

- Tuition for preschool classes is due on February 22, 2013 for fall 2013, and Aug. 9th for spring 2014. Email reminders of these dates will be sent, and parents will need to refer to the school calendar sent by email and in class newsletters.
- A \$25 late charge is added after February 22nd and Aug. 9th .
- Tuition checks should be made payable to HPUMC CDP and brought or mailed to the CDP office. Please write your child's name and CDP on the memo line. There is a drop box near the front desk for your convenience.
- Bank drafts are welcome. There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- All application, enrollment fees and tuition paid in advance are **non-refundable**. The amount of tuition already paid is transferred to the Allison Anne Herrin Fund as a tax-deductible contribution.
- Should you decide to enroll in Stay-and-Play after the semester has begun please consult the CDP office for availability and rates. Students enrolling up to Oct. 25 will pay for the entire semester. If you decide to begin Stay-and-Play at mid semester, the tuition is \$200 for Oct. 28 through the remainder of the semester. S&P days are set after the second week of school based on enrollment and will not be changed after that point.
- No refunds will be made if the school is closed due to unavoidable circumstances such as bad weather or building maintenance problems.
- Thirty-day written notice is required for a child's withdrawal from the program.

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*Jesus loves me! This I know,
for the Bible tells me so.
Little ones to Him belong.
They are weak, but He is strong.
Yes, Jesus loves me! The Bible tells me so.
Anna B. Warner*

Tuition and Fees

Preschool (September – May)

All new students pay a \$50 application fee in addition to the fees listed below.

Class	Days	Enrollment Fee	Tuition Semester	Annual Total
Transitional twos (18-23 mo. by 4/30/13)	MW 8:45 am—2:00 pm	\$450	\$1750	\$3950
Transitional twos (18-23 mo. by 4/30/13)	TTh 8:45 am—2:00 pm	\$450	\$1750	\$3950
Older twos (two by 4/30/13)	MW 8:45-11:45 am	\$450	\$1350	\$3150
Older twos (two by 4/30/13)	TTh 8:45-11:45 am	\$450	\$1350	\$3150
Threes (three by 9/1/13)	MWF 8:45-11:45 am	\$450	\$1650	\$3750
Threes (three by 9/1/13)	M-F 8:45-11:45 am	\$450	\$1950	\$4350
Fours (four by 9/1/13)	M-F 8:45-11:45 am	\$450	\$2175	\$4800
Bridge to Kindergarten (five by 9/1/13)*	M-F 8:45-2:00 pm	\$450	\$2500	\$5450

Stay-and-Play Option for Preschool classes

(11:45 – 2:00 p.m.) M T W Th \$375 per afternoon/semester
Ages Older 2s,3s and 4s

*Please note that full payment for the nine-month Bridge class is required on March 15, 2013. If registering after March 15, full tuition is due at time of registration. A refund after that is dependent upon whether the spot can be filled by another child.

CDP—A Developmentally Appropriate Environment

- Because children learn most effectively in a play-oriented environment, each classroom provides a place that is both safe and developmentally appropriate for the age of the children.
- Teachers plan for daily experiences by using their knowledge of child development to meet the needs of a variety of temperaments and learning styles.
- Activities and materials are designed for specific age groups. Topics for each class are those which hold meaning for the child in his/her daily living and which incorporate behavioral and educational goals for each child.
- As children mature, the classes add more structured dimensions to assure school readiness, including activities in math, science, language and literacy, fine and gross motor skills, computer activities, art projects and cooperative play.

Enrichment Programs

- Enrichment activities offered at no additional cost include music, movement, physical fitness and Spanish, depending on the age and program in which the child is enrolled.
- All-day students, depending on their age, have the option to take dance classes in the afternoon for an additional charge. These special classes vary from year to year and will be publicized at the beginning of the year.
- Speech screening and therapy are also offered by a licensed speech therapist. A licensed family counselor is also available.

Celebration

The cornerstone of our life together is weekly worship in Cox Chapel. Each class from age two through five spends time worshipping God through song, prayer, beginning lessons in spiritual formation and Bible stories. Families are welcome to join us, especially once a month for Family Celebration, as we begin to understand how “God loves me and God loves everyone!”

Lunchtime

Each child brings his/her own nutritious cold-pack lunch and a drink cup with a sipping lid.

Naptime

- Following lunch, children have a quiet transition to naptime.
- Soft music, a blanket and “lovey” from home and the gentle voices of our teachers make this a time to unwind from the morning’s activity.
- CDP has Happi Nappi’s which may be purchased for naptime. Please check the office for availability.
- Parents are requested to pick up at 11:45 before naptime begins if you do not plan for your child to stay until 2:00 or if your child does not take a nap.
- In some cases, children who continually disrupt at naptime will need to be picked up after lunch at 11:45.

Dismissal

- Transitional Twos classes end at 2:00.
- Parents sign their children out at the room and pick up their belongings.
- Children who have not been picked up by 2:00 will be taken to the office.
- Late fees begin at 2:00, a \$10 charge per family for every five minutes that children remain after the designated pick-up time. We will begin calling emergency contacts if parents cannot be reached.
- After the third late pick-up, late fees are doubled, and after the fifth time, an appointment with the director will be scheduled. Late fees triple at this point.
- In case of a true emergency when tardiness cannot be avoided, the office must be notified as soon as possible as to when pick-up can be expected.

Transitional Twos

18-23 months by 4/30/13

Arrival

- **Transitional Twos** classes begin at 8:45 on a Monday & Wednesday or Tuesday & Thursday schedule.
- Children who stay for naptime in these classes are asked to bring the following items, each clearly marked with the child's name: a nutritious cold-pack lunch, a drink cup with a sipping lid, a change of clothes, diapers, appropriate outdoor clothing, and a blanket and "lovey" for naptime.
- Initially the time of saying goodbye in the morning may be difficult, but children usually adapt to "big school" within a few weeks and are excited about being at school with their friends.
- Parents can assist in this transition by staying no longer than two minutes, gently but firmly saying "I love you" and then leaving the room.
- Remaining outside the room where your child can see or hear you can make his/her integration into the activities in the room more difficult.

Morning Activities

- Daily routines include age-appropriate stories, games, music, art, puzzles, and outdoor play.
- Teachers encourage the children to participate in activities which develop their language, social and emotional growth as they interact with others.
- A healthy snack will be provided mid-morning each day. Typical snacks include muffins, graham crackers, fruit, pancakes, toast and milk.
- Please notify your teacher if there are food allergies of which she should be aware. CDP does not serve any food containing nuts, peanut butter or nut oil.

Beginning the School Year

An open house for all-day children, a parent meeting for all-day parents and a preschool preview will be scheduled in August so that children and their families have an opportunity to visit their classrooms and meet their new teachers. You will receive information on dates by email or by mail.

Parent-Teacher-Child Relationship

Early childhood education is a three-way relationship among the parents, the child and the teacher.

- If there is something that is occurring at home that affects your child, please be sure that your child's teacher is informed.
- Likewise, if you have a question concerning something at school, we encourage you to contact your child's teacher by leaving a note for the teacher. The teacher will contact you within 24 hours by phone, as long conversations at drop-off and pick-up times take teacher focus away from the children.
- A child feels more secure in an open, friendly home-school relationship, and we will work with you in every way to make your child's school experience as enriching as it can be.

Separation from Parents

- The beginning of school may bring a few tears as children adjust to their new friends and surroundings, but this usually ceases after a few weeks.
- Some children have a more difficult time, and you can be assured that the teachers and staff will do everything possible to make this transition time one of growth for your child.
- Parents are asked to keep goodbyes short and consistent at the classroom door in the mornings. Returning for "one more goodbye" can confuse and upset a child, so your loving hug with a promise of "I love you, and I'll see you soon!" will help your child to grow in his or her capacity to adapt to new situations in a healthy manner.

Parent-Teacher-School Communication

- CDP sends out regular newsletter to each family via email or as a hard copy. Important information concerning the school schedule, activities, Celebration focus and emphases are included; please be sure to read it carefully.
- Important messages are most often sent by email. Please be sure that we have your correct e-mail address and that you read these messages carefully. Please contact Patti Hill at hillp@hpumc.org with changes in email address.
- Depending on the age of the class, classroom memos and calendars will be sent home as well. Special events, weekly themes, enrichment classes and other info are included.
- All classes also have “What We Did Today” boards outside the room to give you ideas for discussing the day’s activities with your child.
- Weekly lesson plans are posted in each class’s Parent Information area.
- Please check your child’s mailbox, cubby and/or backpack daily for school-wide communications and notes from the teacher.
- Should you need to speak with your child’s teacher individually, please use one of the “Notes to the Teacher” next to the sign-in book. Teachers will contact you within 24 hours. Please do not ask for your child’s teacher to take her attention away from the children at drop-off or pick-up time by engaging in conversations that distract from safety and supervision responsibilities.
- Parent conferences are scheduled twice a year for each child. More frequent conferences can be scheduled by leaving a note for your child’s teacher.
- Available in the office at all times are the state’s minimum standards for licensing, most recent fire and health inspections and the most recent licensing visit report.
- Parents are welcome to contact the director with any concerns regarding policies and procedures by calling 214-521-2600.

Weather-Related School Closing

- CDP and HPUMC will follow the school-closing decision of Dallas ISD.
- For the safety of our staff, when we have a school closure due to ice or snow, the earliest CDP will open is 9:00 a.m. the next morning.
- Please go to www.hpumc.org by 7:00 a.m. to view a message

Toilet Training Requirement

- Children enrolling in preschool classes for ages three and four must be fully toilet trained to attend. Those who begin the year and are not fully toilet-trained will need to take sufficient time off from school to accomplish this developmental step. The child’s place in the class will be saved.
- Children who wear Pull-ups are not considered toilet-trained. CDP does not allow Pull-ups to be worn, as they do not allow children to know that they have had an accident.

Dismissal

- **Preschool classes** end at 11:45. Please pick up your child promptly at that time.
- Children who do not stay for Stay-and-Play and who have not been picked up by 11:50 will be taken to the office. Late fees begin, a \$10 charge per family for every five minutes that children remain after the designated pick-up time. We will begin calling emergency contacts if parents cannot be reached.
- After the third late pick-up, late fees are doubled.
- In case of a true emergency when tardiness cannot be avoided, the office must be notified as soon as possible as to when pick-up can be expected.
- **Stay-and-Play classes** end at 2:00. Please pick up your child promptly at that time.
- Children who have not been picked up by 2:00 will be taken to the office. Late fees begin, a \$10 charge per family for every five minutes that children remain after the designated pick-up time.
- After the third late pick-up, late fees are doubled.
- In case of a true emergency when tardiness cannot be avoided, the office must be notified as soon as possible as to when pick-up can be expected.
- Please note that children are usually tired and ready to go home at 2:00. Please be sensitive to children’s needs and arrange alternate times to visit with other parents.
- At 2:00 pick-up when all-day children are sleeping, parents are asked to escort their children quietly from the building.

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*Beloved, if God so loved us,
we also ought to love one another.*

1 John 4:11

Preschool

Arrival

- The doors of preschool classes open at 8:45 each morning.
- If you arrive at HPUMC before 8:45, you are welcome to visit the garden in warm weather or to use the benches in the promenade of Wesley Hall and the aquarium hallway to read and visit with your child.
- Please bring your child to his/her classroom at 8:45 and not before, as the teachers need time to set up the rooms before children enter.
- Please sign in and be sure that the teacher knows that your child has arrived.
- If you need to speak with a teacher, please leave a note for her so that she can call you later. Our teachers want to remain focused on the arrival of the children at drop-off time.

Snacks

- A healthy snack will be provided mid-morning each day, including muffins, a variety of crackers, fruit, yogurt, bagels, cereal and milk.
- Please notify your teacher if there are food allergies of which she should be aware. CDP does not serve any food containing nuts, peanut butter or nut oil.

Stay-and-Play

- Children enrolled in morning preschool classes have the option of staying until 2:00 on Monday, Tuesday, Wednesday and/or Thursday for an additional charge.
- Children are to bring a nutritious cold-pack lunch and drink and will enjoy less structured playtime with their friends.
- Classes of the same age group are sometimes combined for this special time.
- Stay-and-Play days missed for any reason may not be made up on another day. Single-day drop-in for Stay-and-Play requires 24-hour notice if there is space available. There are no exceptions. Daily rate will be available in the CDP office.
- The charge for Stay-and-Play for the entire semester is \$375 until Oct. 25th. The tuition for Stay-and-Play after October 25th is \$200 for the remainder of the semester. Stay-and-Play will no longer be prorated. S&P days are set after the second week of school and will not be changed.

Security and Safety

Parents may visit the Child Development Program at any time during normal hours of operation in order to observe their child, the center's operation and program activities without having to secure prior approval. Parents are asked to check in at the office before going to the classroom and to consider the emotions of the child when the parent leaves.

Your child's safety and the security of our entire community are of the utmost importance to us. Please abide by these guidelines:

Daily Sign-in and Sign-Out

- Parents are required by law to sign their child in and out each day in the notebook outside the classroom.
- Please list a legible phone number at which you can be reached in case of emergency. If possible, leave your phone on during the day.
- Please make it part of your daily routine to speak with the adult in charge as you pick up your child. She needs to know that your child is leaving, whether it be from the classroom, from an enrichment class, or from the playground.

Authorization to pick up a Child

- In addition to a parent, only those persons listed on the registration form will be allowed to pick up a child. If anyone else needs to pick up a child, the parent must complete an "Authorization for Release of a Child" form and present it to the staff person in the office.
- A handwritten note or verbal instruction to a teacher is NOT sufficient to assure your child's safe release.
- CDP teachers and staff will ask for identification of those with whom we are not familiar.

Cell Phones

- In the interest and safety of all children, parents are asked to refrain from using cell phones in the parking lots, parking garage, walkways and building so that your attention may be focused on your child.

Visitors in the CDP Area

- Visitors other than parents during drop-off and pick-up times are asked to pick up a visitor's badge and sign the book in the office.

Access to the CDP Area

- All families should enter our school through the main CDP door near the office using a key card issued by CDP or a PIN number.
- Those without cards or PIN numbers must push the button for camera-assisted access and communicate with the office manager to be allowed into the building.
- The east inner doors are locked at all times. Please do not allow anyone to enter as you enter or exit doors that remain locked, including the main CDP door.
- Report suspicious behavior to the office immediately.

Health

- It is very important that we be able to reach parents promptly in case of emergency. If possible, please leave cell phones on.
- Please be sure that all phone numbers, including those of home, office, cellular and other adults authorized to pick up your child, are correct and up-to-date in the office.
- All teachers have a negative tuberculin test result on file.

Illness

- Please do not send your child to school if he/she appears to be ill or overly tired.
- If a child is not well enough to play outside, he/she should be kept at home.
- Parents will be notified if a child becomes ill at school and needs to be picked up within the hour of being called.
- Children with elevated temperatures or who have diarrhea or vomiting will be sent home for the remainder of the day. Those who have diarrhea must have had a normal bowel movement and those throwing up must have held down food before returning.
- Children must be free of fever for 24 hours without the use of fever reducing medication before returning to school. Please tell your child's teacher if you have given your child a medication that could cause drowsiness or a change in toileting habits.
- If a communicable disease is diagnosed in your child's classroom, parents will be notified by letter or email. Please keep this letter on hand in case your child develops symptoms.
- If your child develops a communicable disease at home, please notify the school so that we can inform other parents in the class.

Medications

For children in all-day classes, parents should:

- Bring the medication to the office in its original container with physician instructions to be dispensed by the CDP office staff.
- Fill out a daily authorization slip.
- If a physician prescribes an over-the-counter medication, it must be accompanied by a signed directive from the physician.
- All medications are stored in a secure area in the office.
- Children in preschool classes are here for a short period of time; please give their medications at home.
- Because of the great responsibility involved in giving medications to children, we ask that parents give any necessary medication to their own children at home whenever possible.
- **CDP staff can only dispense the amount written on the prescription or by the doctor.**

Tuition Policies

- Tuition for all-day classes is due on the first of each month. A \$25 late charge is added after the 10th of the month for the late payment.
- Tuition checks should be made payable to HPUMC CDP and brought or mailed to the CDP office. Please write your child's name and CDP on the memo line. Bank drafts are welcome. There is a white steel drop box near the front desk for your convenience.
- There will be a \$25 charge on all returned checks, payable with cash or a certified check.
- All application, enrollment fees and tuition paid in advance are **non-refundable**. The amount of tuition already paid is transferred to the Allison Anne Herrin Fund as a tax-deductible contribution.
- No refunds will be made if the school is closed due to unavoidable circumstances such as bad weather or building maintenance problems.
- Thirty-day written notice is required for a child's withdrawal from the program. Parents are responsible for the entire amount of tuition through the thirty-day period.

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*Jesus is our childhood's pattern;
Day by day, like us, He grew.
He was little, weak and helpless;
Tears and smiles, like us, He knew.
And He feeleth for our sadness,
And He shareth in our gladness.*

"Once in Royal David's City,"
Cecil Frances Alexander, 1848

Tuition and Fees

All-Day Classes (September – August)

All new students pay a \$50 application fee in addition to the total listed below. **Please note that for new families joining the program, the tuition payment for August 2014 is due by June 1, 2013.**

Class	Days	Enrollment Fee	Tuition Monthly	Annual Total
Infants (6 weeks – 10 mos.)	M – F	\$450	\$1340	\$16,530
Toddlers (10 – 23 months)	M – F	\$450	\$1240	\$15,330
Twos (two by 9-1-13)	M – F	\$450	\$1140	\$14,130
Threes (three by 9-1-13)	M – F	\$450	\$1040	\$12,930
Fours (four by 9-1-13)	M – F	\$450	\$940	\$11,730
Bridge to Kindergarten (five as of 9-1-13)	M – F	\$450	\$990	\$12,330

Infant Toddler All-Day Program

Our infant-toddler classes provide a safe, nurturing environment for children six weeks to two years old. We are committed to providing a discovery-based program in which children are able to explore their environment through everyday, individualized experiences. Parents and teachers work together to provide the best possible beginnings for our youngest children. Breast-feeding stations are located on both the first and second floors.

Injuries

- When a child sustains a minor injury, the child is brought to the office, appropriate minor first aid steps are taken, and the child is comforted. The child's name, date, time, steps taken and office person receiving the report are logged in the minor injury book.
 - Scrapes: wash with soap and water, bandage
 - Cuts: wash with soap and water, bandage
 - Bumps: ice or cold towel, observe child carefully, call parent if bump is on neck or head
- For injuries requiring outside medical treatment, immediate first aid is provided while ascertaining the seriousness of the injury or illness. Emergency medical services will be called immediately if necessary. The parent is called as soon as possible, and a report is filed with the Texas Department of Family and Protective Services.

Vision, Hearing and Speech Screening

- All children who have reached their fourth birthday must be screened for vision and hearing. This service is provided at our school by a licensed agency each Fall with the results passed along to parents and kept in the CDP office, or parents may have this done at the pediatrician's office. Parents must provide a copy of the screening results if these tests are performed at the pediatrician's office when school starts for children entering our four year old classes.
- The CDP staff speech therapist screens any child age three and older whose parents desire this service. Screening takes place early in the school year, and speech therapy is offered at parent expense to children needing it during the course of the school day.

Water Play

During the summer when water play is scheduled, parents will be notified in advance, and a child must have the following items in order to participate:

swimsuit, towel, water shoes or rubber-soled shoes, additional clothes to wear after water play, sunscreen if desired, a bag for wet clothes.

Parties

Birthdays are special days to celebrate! In order to be consistent and mindful of each family's means and needs, the following birthday party policies define acceptable celebrations:

- Contact the teacher in advance.
- Balloons, candles, favors or decorations are not to be brought. Candy, sheet cakes with gooey frosting and anything with nuts are not allowed.
- A simple food treat such as fruit, doughnut holes, cheese and crackers and muffins are good choices to be shared at snack time. All food must have an ingredient label.
- Please avoid any food that could contain nuts or nut oils.
- Any food items brought to school must have an ingredient list so that the teacher can check for allergy-causing ingredients.
- Invitations to outside parties may not be distributed at school, even if every child is invited.

Holiday parties are planned and hosted by several parents who sign up at the beginning of the year.

- Parents are requested to refrain from wearing costumes, as they can frighten young children.
- Siblings should not attend class parties because of concerns for their safety.

Still and Video Cameras

- Because of privacy concerns, video cameras are not allowed at school at any time.
- Cameras may not be used in Cox Chapel during Celebration, as it is a service of worship.
- Please do not post photos of children other than your own on social media.
- CDP Parent's Club has a closed Facebook page that once they join, parents can view approved photos from school.

Animals visiting school

If an animal is to be present in a classroom or at school as an appropriate extension of learning, parents will be notified in advance. Complete documentation for the animal's health and up-to-date inoculations will be onsite at the school during the visit, and at all times proper care will be taken with the animal so as to keep children safe.

Naptime

- A two-hour naptime is a requirement of the state licensing agency for children in all-day programs up through the four-year-old program.
- Children at each age level in all-day classes will have specific times for rest and naps. Times will be posted on the daily schedule in each room.
- Parents are asked to bring their children early enough in the day so that they will be ready to sleep with the rest of their class.
- Children may not be dropped off or picked up during naptime, as it is disruptive to other sleeping children: 12:30-2:30 for infants and toddlers, 1:00-3:00 for twos, threes and fours, and 2:00—3:00 for Bridge to Kindergarten

Dismissal

- All-day classes end at 6:00 p.m. At 5:55, all children will be taken to the office for pick-up.
- At 6:00, late fees begin, a \$10 charge per family for every five minutes that children remain after the designated pick-up time.
- Parents should be prepared to call someone to pick up their child in case of a significant time delay.
- After the third late pick-up, late fees are doubled.
- The director will visit with the parents after five late pick-ups to determine if CDP's schedule works for the family. Late fees triple at this point.
- In case of a true emergency when tardiness cannot be avoided, the office must be notified as soon as possible as to when pick-up can be expected.
- Other than at naptime, when picking up or dropping off is highly discouraged because it wakes other sleeping children, parents may pick up their children at any time.
- Please be sure to sign out your child in the book outside the classroom. This is a requirement of the state of Texas.
- If the class is on the playground or in a special class, please be sure to sign out before leaving the building.
- Parents are requested to remain outside the playground fence for safety and security reasons.

All-Day Classes

Arrival

- All-day classes are open from 7:30 a.m. until 6:00 p.m.
- Children may not be in class any longer than ten consecutive hours, a CDP policy for your child's sake.
- Parents are requested not to bring their child to the room prior to 7:30, as teachers are preparing for the day.
- Parents should sign in and leave a legible phone number at which they can be reached. Should you need to visit with your child's teacher, please leave a note for her so that her focus can remain on the children.
- Parents are asked to remain no longer than five minutes at drop-off time so that children can make a healthy transition into the classroom activities.

Food service

- Children in all-day classes are served a healthy morning snack and drink, a hot lunch that meets state licensing requirements, and a healthy afternoon snack and drink.
- Menus are sent home quarterly and posted on the website.
- Parents are asked to note any food allergies of which the school needs to be aware.
- Children are encouraged to try new foods and to eat healthily.
- CDP provides a nut-free menu for lunch and snacks and requires that only nut-free food be brought into CDP for birthday and holiday celebrations.
- Water is provided on the playgrounds in hot weather.

Toilet Training Requirement

- Children who enroll in the all-day classes for ages three and four must be fully toilet trained to attend class. This means that a child does not have more than the very occasional accident and can change his/her own clothes.
- Children who wear Pull-ups are not considered toilet-trained. Pull-ups are not allowed in CDP.
- Children in twos classes who are being toilet-trained need to have several complete sets of clothes at school.

CDP Advisory Council

The CDP Advisory Council consists of parents, CDP director and age-level coordinators, meeting regularly in an advisory capacity to assist in assuring the highest quality, developmentally appropriate early childhood program. Parents represent all segments and ages of children in the program. Dates for meetings are posted in advance, and interested parents are encouraged to pick up an application in the office when openings are posted.

Parents' Club

The CDP Parents' Club is active in many aspects of the CDP community. Parents are encouraged to participate in their child's school experience in several ways: serving as room parents, helping teachers by preparing materials for classrooms, supporting the staff and teachers through teacher appreciation projects, fund raising, outreach and caring for our families. Opportunities for fellowship among parents and children include Fall Open House, Preschool Preview, Play Dates, Dad's Night, Spring Carnival and individual class parties. Parents interested in joining may fill out a form sent at the beginning of the year or join online throughout the year.

Allison Anne Herrin Fund

The Allison Anne Herrin Fund was established in 1984 to assist CDP families who need emergency assistance with tuition. This one-time aid is provided through a gift from Allison's family and is intended to allow children to continue in CDP despite unforeseen circumstances that may affect their families such as critical illness, job loss or family difficulty. Applications for the Herrin fund are available from the CDP director, and donations are gratefully accepted.

Special Items to Remember

- Children should not bring gum, candy, money, cough drops, balloons, toys, weapons or valuables to school.
- Children should eat breakfast before coming into the school. Food may not be brought into the classrooms in the morning. Snacks are generally served between 9:00 and 10:30 in older classes.
- The school closes at 6:00 p.m. Parents, teachers and staff should be able to leave the building at that time. Please allow time to pay tuition and talk with staff and friends prior to 6:00 p.m.
- Please notify the office of any change in address, phone, email, immunization status, or family concerns that affect a child.
- Never leave a child unattended in the building, in the parking lot, or on the playground. If you arrive when the class is in another part of the building, walk your child to that class and hand him/her over to the teacher in charge.
- Please sign your child in and out every day.
- Please remind your child to walk, not run, in the hallways.
- Please call 214-521-2600 when your child is ill or will not be in school for the day.
- Families needing a teacher evaluation for application to private schools should bring those to the director who will see that they are completed and delivered to the school.
- The CDP staff is eager to assist families interested in becoming involved in HPUMC's ministries and will also pass along concerns to the pastoral care ministry and the Prayer Tower at the request of parents.

Clothing, Diapers, Jewelry, and Valuables

- Washable play clothes are our school's "uniform."
- No costumes, dress or other clothes impairing movement may be worn.
- Rubber-soled shoes with laces or Velcro closures are appropriate footwear.
- Children should not wear Crocs, boots, sandals or dress shoes.
- A change of clothing appropriate to the season is a must, including underwear and socks.
- Children who are being toilet-trained must bring additional clothes, including several pairs of underwear and clothing.

- Coats, gloves, hats and long pants are needed for outdoor play and should be brought as soon as cooler weather begins.
- A full day's supply of diapers for infant, toddlers and twos is required for a child to be admitted each day.
- We play outside except in inclement weather, when the wind chill is below 30 or the heat index above 95. In hot weather, water is provided for children outside.
- Jewelry should not be worn to school, and all valuables should be left at home.

Summer Fun—registration in early April

During the summer, CDP offers a weekly Summer Fun experience for children. Children will be involved in many kinds of exciting, age-appropriate "summer camp" activities: special projects, stories, songs, games, science and happy play with their friends. (All-day classes continue on a twelve-month schedule.)

Children enjoy a nutritious morning snack and bring a cold-pack lunch with a drink and utensils. As always, they should dress comfortably for messy play and wear only closed-toe sneakers for safety. There is no naptime during Summer Fun.

Summer Fun materials and registration will begin in late March. Priority is offered to HPUMC and CDP families and then to other friends and neighbors.

- Summer Fun begins in June of 2013.

Children age three through four (must be fully toilet trained)

Mondays through Thursdays, 9:00 a.m. until 2:00 p.m.

Children age two as of 1-1-13

Monday-Wednesday or Tuesday-Thursday,
9:00 a.m. until 2:00 p.m.

Make plans now to register your child for Summer Fun!