

# PRESBYTERIAN DAY SCHOOL PARENT HANDBOOK

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## **PRESBYTERIAN DAY SCHOOL PHILOSOPHY**

First Presbyterian Church of Victoria, Texas established the Presbyterian Day School in 1946. The school is committed to providing an excellent early childhood education with emphasis on spiritual, social, emotional, educational, creative and physical development. Basic Christian education will be provided daily in the classroom and during weekly chapel sessions.

All teachers at all levels will use a developmentally based curriculum. The curriculum will be presented in ways to foster self-confidence and build self-esteem. Classrooms will be arranged in learning centers such as art centers, creative play centers, block centers, sand and water tables, science and math manipulative centers, etc. Music, Kid-Fit and Spanish will be taught by qualified teachers.

Children will be taught to respect the rights of others and interact in a positive way with their peers. Much emphasis will be placed on creative play, developing expressive language and listening skills. Development of good coordination and gross motor skills will be encouraged through exercise.

Presbyterian Day School is licensed through the Texas Department of Protective and Regulatory Services for a maximum of 92 students on any given day.

The school functions under the guidance of a Governing Board of Directors and the school bylaws and policies of First Presbyterian Church.

## **ADMISSION**

The registration packet along with the registration fees shall be completed and brought to Presbyterian Day School, located at 2408 North Navarro Street, Victoria, Texas 77901. A child's position on the waiting list is determined by the date the application forms and fees are received.

## **CLASSES AVAILABLE**

- **18 MONTH OLD PROGRAM** – Three(Monday/Wednesday/Friday) or five days(Monday-Friday) a week designed for children 18 months old by September 1<sup>st</sup>. They MUST be 18 months of age to enter the program.
- **TWO YEAR OLD PROGRAM** - Three(Monday/Wednesday/ Friday) or five(Monday-Friday)days a week designed for children two years old by September 1<sup>st</sup>.
- **THREE YEAR OLD PROGRAM** - Three(Monday/Wednesday/Friday) or five(Monday-Friday)days a week designed for children three years old by September 1<sup>st</sup>.

- **PRE-KINDERGARTEN-** Three(Monday/Wednesday/ Friday) or five days(Monday-Friday) a week designed for children four years old by September 1<sup>st</sup>.
- **KINDERGARTEN** - Five days a week designed for children five years old by September 1<sup>st</sup>.

## **CLASS PLACEMENT**

Placement in the different groups will be based on the age of the child, his/her development and his/her needs. Changing from one group to the other will be determined by conference with the parents, teacher and Director.

Class size will be limited according to space availability. Smaller class size will be enforced for the 18 month and two year olds.

## **DRESS CODE**

ALL children are asked to bring one change of clothing, one change of underwear, and a pair of socks in a bag with the child's name.

Children are asked to wear shorts or bloomers under dresses and skirts.

All of the children's outer garments must be labeled with the child's name.

Children are to come to school in play/work clothes ready for school activities. They should be free to use clay, paint, water, and to get a little dirty.

Children will go outside to play every day that weather permits. Parents are asked to dress their child appropriately for the weather each morning.

## **SCHOOL HOURS & CALENDAR**

Presbyterian Day School Board of Directors will be responsible for establishing starting and ending times for classroom hours, Before and After School Care and E.A.S.E.

All classes begin at 8:30 a.m. Please make every effort to have your child in the classroom between 8:20 a.m. & 8:30 a.m. If your child arrives at school before 8:20 a.m., he/she must go to Before School Care. The time between 8:00 a.m. & 8:20 a.m. is reserved for teacher preparation time and staff meetings. DO NOT send your child to the classroom before 8:20 a.m. as there is no one to supervise the children. If you are going to bring your child late please do not bring them after 9:30am. This will disrupt their whole day as a lot of their activities start at 8:45am such as chapel, snack time, curriculum time. This also includes not bringing them after noon if they stay for extended care. In order for them to be able to stay for after care that have to be here for the whole day. Students who check out early (for any reason)are not allowed to return to school that day.

It is the parent's responsibility to see that a Presbyterian Day School staff member is aware of your child's arrival each morning.

All classes are dismissed at 12:00pm.

Please call the Day School office when your child will be out.

PDS follows a calendar specific to our day school campus.

## **BEFORE & AFTER SCHOOL CARE**

In an effort to accommodate the parents who need to drop their children off early or have them stay later, PDS will provide Before & After School Care. The school is open at 7:00 a.m. and will remain open until 5:20 p.m. for pick up. You may use this service daily or on a Director approved drop-in basis. The students will be supervised at all times by qualified staff member(s).

### **E.A.S.E. (EXTENDED AFTER SCHOOL ENRICHMENT)**

A vibrant after school enrichment program can be a very important part of a child's school experience and development. It can, among other things, give him/her an opportunity to explore and nurture new talents and promote creativity, social interaction and positive reinforcement. Presbyterian Day School offers E.A.S.E. Monday through Friday (12:00pm – 5:20pm) for your convenience. The students who register for E.A.S.E. need to complete the E.A.S.E. contract and bring the appropriate items required. If your child will stay until the end of the day please make sure that your child is picked up promptly by 5:20pm as we close doors at 5:30pm. Our extended day staff are not able to stay after 5:30pm due to other commitments to be at, such as other jobs, college to attend or families to get home to.

Contracted and Drop-In E.A.S.E. students must be picked up no later than 5:20 p.m. or a \$5.00 late fee for every 5 minutes late will be assessed.

## **FEES**

The Presbyterian Day School Board of Directors will establish all fees for services provided by Presbyterian Day School.

Monthly tuition is for a place in the program, not for the days in attendance. All parents or guardians are responsible for tuition at all times, regardless of attendance. This includes the months of December/January (Christmas Break), March or April (Spring Break) and May (End of School) or any closures for Teacher Workdays, bad weather days, funerals or building issues.

The registration fee provides equipment and supplies for the classrooms and In-Service Training for the staff and is NOT refundable. The workroom supply fee pays for consumable supplies used throughout the school year.

Tuition is due between the 1<sup>st</sup> and the 10<sup>th</sup> of every month. Your child will bring home a statement at the beginning of every month. Contracted Before Care, Contracted After Care and Contracted E.A.S.E. will be added to the current months tuition invoice. Drop-in Before Care, After Care and E.A.S.E. fees for the current month will be included on the following month's statement.

All fees on the monthly tuition statement are due no later than the 10<sup>th</sup> of the month. After the 10<sup>th</sup> of the month, if prior arrangements have not been made with the Director, a \$15.00 late fee will be added to your total amount due. A late tuition notice will be sent home with your new total posted on the notice. If the fees are not paid by the 10<sup>th</sup> of the month, the child will be dismissed. In some matters, the determination of following this guideline will be decided by the Director.

A tuition discount of \$10.00 per month is given for the second child. Written notice is required for withdrawal of a child prior to the end of the school year. Written notice must be received by the first day of the month to avoid liability of tuition for that month.

Children registering before or on the 15<sup>th</sup> of a given month will pay a full month's tuition. Children registering after the 15<sup>th</sup> of the month will pay half tuition for that given month.

Drop In Fees for Before School Care are as follows:

If your child is dropped off between 7:00 – 8:20 a.m.      \$10.00

Drop In Fees for After School Care are as follows:

If your child is picked up between 11:45 – 1:00 p.m.      \$10.00

Drop In Fees for After School Care are as follows:

If your child is picked up between 3:15 – 3:30 p.m.      \$15.00

Drop In Fees for E.A.S.E. are as follows:

If your child is picked up between 12:00 – 5:20 p.m.      \$20.00

Before and After School Care and E.A.S.E. contracts are available in the Day School Office. Using these services on a regular contract basis will save you a substantial amount each month.

## **GANG FREE ZONE**

Certain criminal offenses, including those involving organized criminal activity such as gang related crimes, will be enhanced to the next highest category of offense if they are committed in a gang free zone. For purposes of the school, a gang free zone includes a location in, on, or within 1,000 feet of any school owned or leased property or campus or playground

## HEALTH RECORDS

All students entering Presbyterian Day School are required to present immunization records signed by a licensed medical physician. This dated record must include DPT, Polio, MMR, Hib, Hepatitis A and B and Varicella. If your child has had chickenpox, please provide the school with a written statement with the date of onset.

Students returning to PDS must have health records updated each year. The attending physician must also sign a "well child" statement for each new school year.

Medical records are required for each child within one week of enrollment as required by the Texas Department of Protective and Regulatory Services. Failure to provide these records is grounds for automatic dismissal with no refunds.

PDS meets the requirements of the Texas Department of Human Services. These standards deal mainly with the health of children, safety of the school, and record keeping. The school's responsibility is to comply with the requirements. Your careful attention to the following information will insure smooth operation of the school.

## HEALTH PRACTICES

A child who appears ill or exhibits any of the following symptoms will be called and asked to take the child home immediately.

Parents should **NOT** send their children to school if he/she:

- **Has an illness preventing the child from participating comfortably in daily activities;**
- **Has an illness resulting in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children in care;**
- **Has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in activities:**
  - **(a) Oral temperature of 101.0 degrees or greater, (b) Rectal temperature of above 102 degrees; (c) Armpit temperature of above 100 degrees, accompanied by behavior changes or other signs or symptoms of illness;**

- **Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, vomiting, behavior changes and/or rash with fever within the past 24 hours;**
- **Has been diagnosed with a communicable disease by a health-care professional, and the child does not have medical documentation to indicate that he/she is no longer contagious.**

PDS reserves the right, in any case, to ask parents to provide documentation from a health-care professional indicating the child is not contagious.

Children with serious and/or infectious illnesses should stay home until all symptoms or danger of transmission has passed. If you have questions, please consult your physician.

If a child enrolled at PDS exhibits special needs, procedures set by the School Board of Directors will be followed; which may consist of parent/teacher conferences, testing by a third party, and/or referrals in order to insure that the child's educational needs are being met.

We do not administer medication to the children at PDS. This includes prescription as well as over the counter medication. If your child requires oral medication, a parent or guardian must administer this medication.

Presbyterian Day School will administer rescue medication or ointment when provided by the parent (i.e. EpiPen, rescue inhalers, diaper rash ointment). All rescue medication or diaper rash ointment must be in the container showing the child's name, date, physician's name (if prescribed), and instructions for dosage. A medication authorization form must be completed and signed. These forms are available in the day school office. We do not have any unassigned EpiPens on campus, however if your child requires one, then an allergy emergency form must be filled out and kept in your child's file.

We do not care for infants here at PDS, but for infants, we recommend safe sleeping on back, no blankets with tight fitting sheet.

All staff are required to be trained a certain amount of hours and topics of training continuing education hours each year which is assigned by Child Care Licensing.

Tuberculin testing is not required for staff members of Presbyterian Day School. COVID-19 vaccines are not required for staff members of Presbyterian Day School. Presbyterian Day School does not require vaccines for preventable diseases for employees.

## **MEDICAL EMERGENCIES**

If a child becomes ill during the day, the contact person(s) on the student's emergency care card will be contacted immediately.

If necessary, the student will be transported by EMS to the hospital indicated on the student's emergency care card.

All staff members of PDS are certified in CPR and First Aid.

## **HEARING & VISION SCREENING**

The Special Senses & Communications Disorders Act, Texas Health and Safety Code, requires that all **four** and **five** year old children enrolled in a Texas Department of Protective and Regulatory Services licensed child care (school) center and child care home in Texas complete vision and hearing screenings.

If there is a problem, the parents will be notified and encouraged to have the problem addressed as soon as possible.

## **FIELD TRIPS**

AT THIS TIME~ PDS HAS DISCONTINUED ALL FIELD TRIPS. WE WILL PROVIDE EXTRA ENRICHMENT ON CAMPUS IN PLACE OF FIELD TRIPS.

IN THE EVENT OF AN EMERGENCY SITUATION THAT WOULD REQUIRE US TO EVACUATE THE SCHOOL AND RELOCATE THE STUDENTS, THE CHILDREN WILL BE TAKEN TO PAMELA OAKLEY'S OPTOMETRIST OFFICE 2407 N. NAVARRO ST. WE WILL TRANSPORT THE CHILDREN IN PRIVATE VEHICLES USING VERY PRECAUTION AVAILABLE TO INSURE THEIR SAFETY. IF SUCH AN EVENT SHOULD OCCUR, THE LOCAL RADIO STATIONS WOULD BE NOTIFIED AND WOULD ALSO TRY TO REACH AS MANY PARENTS BY PHONE ONCE WE HAVE THE CHILDREN TO SAFETY.

## **POLICIES AND PROCEDURES**

If any of your contact information changes, (address, phone numbers, e-mail, etc.) please make changes personally in the office immediately.

All students will be participating in physical activity while in school. Please dress your child in appropriate clothing and shoes. We request that students wear tennis shoes or any soft-soled shoe, not boots or sandals during Kid Fit. In the event of extreme weather



conditions students will still participate in the physical activity indoors. Students will have at least 30 minutes of physical activity during morning playtime. If a student stays for extended care, they will have a second playtime of at least 30 minutes after lunch and then again after nap time. \*\*See attached weather guidelines.

All students must be checked out if leaving campus before the end of the day.

Please check your child's backpack daily for school notices.

Each student needs to bring a snack and drink to school each day unless otherwise noted by the teacher. Teachers will not be able to leave the classroom to mix powdered drinks, warm food in the microwave or get things from the refrigerator. Please do not send candy or glass containers.

Please make sure that all personal belongings and snacks are clearly marked with your child's name.

Birthdays are important in the life of children. Please feel free to send or bring cupcakes, donuts, etc., to celebrate the birthday at school. Please inform your intentions with the teacher so that she can plan accordingly. Please check with the teacher to see if there are any dietary restrictions or allergies within the classroom.

We ask that you not distribute birthday invitations in the classroom to private parties unless every child in the classroom is invited.

18 month and two year-olds need to bring disposable diapers or training pants, baby wipes, and a complete change of clothes in a labeled Ziploc bag. Three year-olds need to bring a complete change of clothes in a labeled Ziploc bag.

All children in the three year-old program must be completely potty trained when they start the school year. This means both parent and child should be confident in the child wearing underwear to school and being able to use the facility on a regular basis.

All teachers are available upon request for conferences.

If and when PDS uses a swimming pool (more than 2 feet of water) there must be at least two caregivers supervising the children if four or more children are swimming.

PDS parents will be required to sign a release form before your child can participate in any water activities at the school.

Parties for the year include Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Christmas, Presbyterian Day School Sunday and End of the Year Programs will also be held. **ONLY** (1) parent or grandparent per student will be allowed to attend

classroom parties, as these are small spaces. For events that are held outside or in larger spaces more family members will be allowed to attend.

A monthly newsletter will be distributed to the parents at the beginning of each month.

Chapel will be held weekly in the sanctuary, which will be led by the Director, Music teacher and/or different classes. There may also be special guest speakers.

Presbyterian Day School does not discriminate in its acceptance of students or in the hiring of staff members.

Items to be left at home include money, toys, candy or gum, jewelry, cosmetics, or anything else that could be a distraction for your child.

Animals are not allowed at the school unless prior arrangements have been made with the Director. A copy of the current vaccinations for the animal must be present.

## **PARENT OPPORTUNITIES**

Parent Teacher Organization (PTO)

- Each family is responsible for yearly PTO dues in the amount of \$10.00 with a signed volunteer placement or \$25.00 without a placement. These fees fund the Student Directory and other events during the year.
- We have a very active PTO, who provides support for special events and fundraising efforts.
- During the year, the PTO hosts the Open House, Boo Hoo Breakfast, and Fundraisers as well as helps with Book Fairs, PDS Pumpkin Patch, picture days, parties and splash days.
- Meetings are held each month, with the day and time decided at the first meeting.

School Board of Directors

- A new Board of Directors is elected at the beginning of each school year.
- The Board consists of church members, PDS parents, a representative of the PDS PTO, a representative of the PDS staff, a First Presbyterian Church staff member and the Director of Presbyterian Day School.

We encourage parent participation and welcome it at any time. We ask that you contact your child's teacher or the Director if you have a special talent you would like to share with our children.

Teachers will recruit parent volunteers for large projects.

## RIGHTS OF PARENT OR GUARDIAN

A parent or guardian of a child at a child care facility has the right to: (1) enter and examine the child care facility during the facility's hours of operation without advanced notice; (2) review the child care facility's publicly accessible records; (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history; (4) obtain a copy of the child care facility's policies and procedures; (5) review, at the request of the parent or guardian, the facility's: (A) staff training records; and (B) any in-house staff training curriculum used by the facility; (6) review the child care facility's written records concerning the parent's or guardian's child; (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that: (A) video recordings of the alleged incident are available; (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording; (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child; (9) be provided the contact information for the child care facility's local Child Care Regulation office; (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights. I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

## PARKING AND CAR LINE

For the safety and well being of PDS students, the parking lot policy must be followed by all.

When parking to bring in or pick up a child, **please park in the designated parking lot behind PDS. Do not park in the church parking lot, or next to the curb by the playground.** as these spaces are used on Sundays only.

When walking in to get your child, **please use the crosswalk located near the playground.** Please do not walk through the car line, as this is dangerous for both parent and child. We will implement morning car line drop off **ONLY** all year, with the exception of, the first day of school. Parents will be allowed to drop off students to the classroom **ONLY** the first day of school. If you choose to use car line on the first day of school it will be available. All other days only car line will be used to drop off students.

When in car line, **please pull all the way up** to the end of the covered area. A staff member will bring your child to you and buckle him/her up if they need help. This will keep the line running smoothly.

The Staff has a list of Parent-Approved Adults with them during car line, so please give us a call and let us know if someone other than yourself will be picking up your child. If someone comes that is not on the list, a parent will be called for approval.

**DO NOT LEAVE YOUR CAR UNATTENDED in car line.**

Please make sure that all designated adults picking up your child are aware of the PDS parking lot procedures.

**YOU MUST USE CAUTION & DRIVE SLOW WHEN DRIVING THROUGH THE PARKING LOT – LOOK OUT FOR OUR CHILDREN, CHANCES ARE THEY ARE NOT LOOKING OUT FOR YOU.**

## **DISMISSAL**

Each family will receive an identification strip with your child's name on it. Please place the strip on the dashboard so that the staff can read the name when you come through the car line.

Your child's teacher or aide will bring your child to the car, put him/her in the car and buckle him/her up.

Please do not get out of your car in the car line for any reason, other than an emergency, so that the car line moves in an organized manner.

We will implement car-line for pick up all year as well. If parents choose to pick up their child in the classroom, they will **ONLY** be allowed to come in one day per week. That designated day will be Thursday **ONLY** for Tuesday/Thursday students and Friday **ONLY** for M/W/F and Monday-Friday students.

Please remember the car line is neither the time nor the place to discuss issues with the staff. The teacher will be happy to answer any questions you might have concerning the day, but you must park in a designated space and come into the school to pick up your child in their classroom **ONLY** on the days designated. If you have a pressing matter that cannot wait, you may schedule a conference or call your child's teacher.

Our system of dismissal was designed for the safety of the children and the convenience of the parents. It has been proven successful when everyone follows the procedures.

If your child participates in a carpool, all teachers involved must have a list of all the children included. Those drivers must also be designated on the appropriate forms and must have the appropriate car seats for children they are picking up.

Please do not cause traffic to back up on Navarro. In preventing this, please pull over as close to the curb as possible so that cars can get around you to circle the church and get in line.

Your child will be sent to After School Care if he/she is not picked up by 12:15 p.m. You will be charged the following month for these services.

## **SOCIAL MEDIA**

Presbyterian Day School has an open door policy. Any concerns should be addressed with the director. Families are required to keep all social media positive. Failure to do so may result in dismissal from Presbyterian Day School.

## **BREASTFEEDING**

Parents have the right to breastfeed or provide breast milk for child while in the care of the day school. A quiet area is located in the Presbyterian Day School office for breastfeeding.

## **CHILD ABUSE**

The State of Texas requires anyone who suspects child abuse, including neglect, to report it to the proper authorities. PDS staff members are trained to identify the signs and symptoms of abuse and neglect. All suspect indicators are documented and reported to the proper authorities. PDS is required by law to cooperate with any investigation of child abuse. If your child is questioned as part of an investigation, you will be notified by the proper authorities.

## **CORPORAL PUNISHMENT**

We have never used corporal punishment as a means of discipline at PDS. Minimum standards states that corporal punishment or the threat of such is prohibited in licensed centers in the state of Texas. Parents are not allowed to spank their PDS students nor their siblings on the Day School campus or during school related field trips. Positive

forms of discipline, which encourage self-esteem, self-control, and self direction should be encouraged at all times.

## DISCIPLINE PLAN

The Presbyterian Day School discipline plan will apply to most programs at the school. We have incorporated the Behavior Card System in which each child has a pocket card with his/her name on it so as to be able to identify the child's behavior in the classroom for the day. This system is set up with color-coded cards, which the children are able to easily identify with. Parents will be informed of their child's progress concerning the discipline plan on a monthly basis. This plan is used in the Pre Kindergarten and Kindergarten classrooms. The discipline plan is as follows:

- GREEN** THE CHILD HAS HAD GREAT BEHAVIOR ALL DAY. EVERY CHILD WILL START WITH A GREEN CARD.
- YELLOW** THE CHILD RECEIVES A WARNING FROM THE TEACHER CONCERNING HIS/HER BEHAVIOR AND THE YELLOW CARD IS PLACED IN THE POCKET CARD.
- ORANGE** THE CHILD HAS BEEN TOLD A SECOND TIME TO CORRECT THE BEHAVIOR. THIS ORANGE CARD MEANS THE CHILD WILL RECEIVE "TIME OUT."
- RED** THE CHILD HAS BEEN TOLD A THIRD TIME TO CORRECT THE BEHAVIOR. THE TEACHER WILL CALL THE PARENTS OR SEND A NOTE HOME. YOU WILL BE ASKED TO SIGN THE NOTE AND RETURN IT TO THE TEACHER THE FOLLOWING SCHOOL DAY.
- BLUE** THE CHILD HAS NOT CORRECTED THE BEHAVIOR AND WILL BE SENT TO THE DIRECTOR'S OFFICE. AT THIS POINT A CHILD IS DISRUPTING INSTRUCTIONAL TIME FOR OTHER STUDENTS AND OBVIOUSLY NEEDS TIME TO THINK ABOUT THE BEHAVIOR DISPLAYED.

The Behavior Card System used in the Three Year Old class is as follows:

- GREEN** THE CHILD HAS HAD GREAT BEHAVIOR ALL DAY. EVERY CHILD WILL START WITH A GREEN CARD.

**YELLOW**

THE CHILD RECEIVES A WARNING FROM THE TEACHER CONCERNING HIS/HER BEHAVIOR AND THE YELLOW CARD IS PLACED IN THE POCKET CARD.

**RED**

THE CHILD HAS BEEN TOLD A THIRD TIME TO CORRECT THE BEHAVIOR. THE TEACHER WILL CALL THE PARENTS OR SEND A NOTE HOME. YOU WILL BE ASKED TO SIGN THE NOTE AND RETURN IT TO THE TEACHER THE FOLLOWING SCHOOL DAY.

This statement recognizes that the 18 Month Old Class as well as the Two Year Old class uses two verbal warnings and the age appropriate time out. This is the only means of discipline that is used in the classroom as well as anywhere else on campus.

If a child's behavior has not been corrected within a week's time, a parent – teacher conference may be set up to discuss the situation. If three (3) parent– teacher conferences are necessary in one (1) month's time, Presbyterian Day School reserves the option to expel the child from the school, effective immediate

## **PDS BITING POLICY**

At PDS, it is our priority to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is the following:

- The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.
- We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior.
- We work with each biting child on resolving conflict or frustration in an appropriate manner.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.
- In the event that the skin is broken and blood has been exchanged with saliva, the Director will intervene and check into both children's health history to protect all parties involved. No names will be used.

In the event that biting becomes a daily occurrence, the following action will take place:

1. Both parents will be notified verbally when the incident occurs.
2. After the second incident, a parent will have to come and observe the child during school hours.
3. After the third documented incident, the child is removed for one week.
4. Upon return if there is a fourth incident the child is removed for two weeks.
5. If there is a fifth incident the child is asked to leave indefinitely.

## **DRILLS**

1. Fire, Tornado, and Other Emergency Drills  
Presbyterian Day School will conduct fire, tornado, or other emergency drills designed



to ensure the orderly movement of students and personnel to the safest areas available. The evacuation routes can be viewed in your child's classroom.

## 2. Shelter-in-Place, Chemical, or Other Catastrophic Event

Sometimes accidents happen with vehicles carrying hazardous materials and/or chemicals. If there is a release of a chemical substance into the air that is hazardous to your health and is possibly life threatening, there are two ways to protect yourself; evacuation or shelter-in-place. When the students go to shelter in place, the teachers and assistants will cover any windows with plastic sheeting and tape, turn off the air conditioner and/or heater and any ceiling fans, and place towels and/or rags around the bottom door. The purpose of sheltering in place is to prevent contaminated air from entering the room. Stay in the room until you are told by the director, police, or fire department personnel that it is safe to come out.

## **EMERGENCY PLAN**

In the event of an emergency, staff will take emergency cards for each student with information for each student. Emergency cards include parent and emergency contact telephone numbers along with authorization for emergency care for each student. Each student will be accounted for using the sign in/out sheets. All staff will stay and care for children until all students have been picked up by parents or emergency contact persons authorized to pick student up. Staff will move all students to designated safe areas. In the event of relocation, staff will transport children in private vehicles using precaution to insure safety. The relocation address is Koenig Contractors 2424 N. Navarro St. If children are in need of assistance in evacuation, teachers, assistants and support staff will help carry children. Local radio stations would be notified and would also try to reach as many parents by phone once we have the children to safety. The evacuation routes can be viewed in your child's classroom, along with each procedure, whether it be natural disaster, site evacuation, shelter in place, fire or lock down. All Emergency numbers are listed on the crisis management plan chart.

In the event that students need to be evacuated the Director will instruct teachers to go to the First Presbyterian Church Sanctuary. If another evacuation is needed the Director will direct staff to relocate at the address as mentioned above.

In the event of a lock-down, staff will lock doors, turn off lights, close blinds/curtains, move students and teachers to area where you will not be seen, get cell phone, get emergency cards, get crisis plan chart, and get class sign in/out list. In the event a violent student or parent is in the classroom, all other students will be taken to another safe location. Should it be determined that students are to be dismissed during lock down, they will be transferred to the Fellowship Hall for pick-up.

In the event of a fire, staff will get purse, cell-phone, and class roster, emergency kit, crisis management plan, emergency cards, observe for any unusual items as they leave, close doors, walk students to parking lot behind church/school, contain and

maintain students, follow all instructions and wait for all-clear signal. The Director will determine the need for building evacuation.

In the event of a natural disaster, staff will move students from upstairs to lower level using stairs. Staff will go to hallway between church offices and kitchen and instruct students to get on their knees, make sure heads face interior wall and place hands over their heads.

In the event of a shelter in place, all adults and students need to proceed to Fellowship Hall. SNP kit is located in the closet of the Fellowship Hall. Air condition unit will be turned off, staff will get purse cell phone and class sign in/out sheet, emergency kit, crisis management plan, emergency cards, observe for any unusual items as they leave, lock doors, contain and maintain students, check for injuries, check roll, account for any missing students, designated teachers will use SNP kit to cover windows and/or vents, follow instructions and wait for all clear signals.

\*The Air Conditioning controls are located outside the Fellowship Hall near the North Doors in a locked closet. The Director, Reverend, Church Secretary and Maintenance Manger have keys. The Director or designated staff member will be responsible for making sure it is turned off.

## **EMERGENCY SCHOOL CLOSING/EVACUATION**

Presbyterian Day School has emergency procedures that can be implemented on short notice and designed to ensure optimum safety for students and school personnel. The Director will have the authority to dismiss school for part of a day or for longer periods of time, if necessary, in case of unusual emergency situations. Presbyterian Day School follows VISD procedures in the event of school closures for weather. In the event of a VISD delay in the school day, PDS will cancel all classes, early care, and extended day. Notification to parents/guardians of a school closing or evacuation will be made through email, facebook, or direct contact from school personnel.

## **CHILD CARE LICENSING / MINIMUM STANDARDS**

Child Care Licensing reports will be posted outside the Director's office for a minimum of 60 days.

Parents are welcome at any time to review a copy of the minimum standards for licensed child care facilities, online <https://www.hhs.texas.gov/providers/child-care-regulation/minimum-standards> or in the Director's office.

## **LOCAL LICENSING OFFICE**

In the event of questions or concerns, parents may contact  
Child Care Licensing  
2306 Leary Lane  
Victoria, Texas 77901  
(361) 572-8241

Child Abuse Hotline  
1-800-252-5400

PRS website [https://www.dfps.texas.gov/Child\\_Care/](https://www.dfps.texas.gov/Child_Care/)