

# LITTLE RANCH PRE- KINDERGARTEN

Love God, Love Others, and Reach the World

at Cinco Ranch Church of Christ



## PARENT HANDBOOK

## **Introduction**

### **Letter of Welcome**

*Dear Little Ranch Pre-Kindergarten Parents,*

*We are so pleased to have the opportunity to work with your child this school year. God has blessed you with your beautiful child and we are humbled to be a part of these early years. Our teachers and school board have a common goal of loving God, loving others, and reaching out to the world. We hope you will see our love in action during this school year.*

*It is our intention to be a positive influence on your child. We want to make a difference in their lives and at the same time hope to be a part of yours. Partnering with you will enable us to bring a smooth transition from home and school.*

*Little Ranch Preschool Staff*

### **Important Note:**

**Little Ranch Pre-Kindergarten is a separate program from Little Ranch Preschool. LRP Pre-K participates with Little Ranch Preschool in activities on Mondays and Wednesdays.**

## **Our Purpose**

The **Little Ranch Preschool** is to be an outreach for Christ to our community and church family, by loving, nurturing and teaching children to know the awesome love that God has for all of us. We will strive to help each child feel good about himself/herself and the world around them. We want children to experience God's love for them through loving relationships and happy times, at school, in a Christian environment.

## **Nondiscriminatory Policy**

The Little Ranch Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.

## **Children with Disabilities**

Little Ranch Preschool will accept children in compliance with the American with Disabilities Act (ADA), its regulations and any other applicable local state or federal laws pertaining to the provision of services to those with disabilities. However, due to financial limitations (funding for additional staff or special education training for staff), there may be situations in which enrollment of a student with a disability would constitute an undue financial burden on Little Ranch Preschool. Each situation will be handled on a case-by-case basis during any school year.

## **501(c)(3) Tax-exempt Status**

The Little Ranch Preschool is a non-profit corporation and is recognized as tax-exempt 501(c)(3) organizations by the internal revenue service. We operate within the guidelines and tax requirements necessary to maintain our non-profit status. This allows us to accept tax-deductible donations as well as grants and foundation funding. If there are any questions or concern please contact us by phone or email.

## Registration, Supply, and Tuition Fees

<b>Registration Fee</b>	\$100.00 per child (non-refundable)
<b>Supply Fee</b>	\$120.00 per child (non-refundable)
<b>Tuition:</b>	\$330.00/month

**Registration:** *Registration and supply fees are non-refundable. Registration is online at [littleranchpreschool.org](http://littleranchpreschool.org). Registration/supply fee is paid at that time by credit card, debit, or ACH transactions.*

**Tuition:** *By enrolling your child in the Little Ranch Preschool, you are committing to a nine-month program. Tuition for the program is paid in nine equal payments of **\$330**. Tuition is due the first of every month starting September 1st through May 1<sup>st</sup>. Credits, refunds, or make-up days cannot be granted. A \$25.00 fee will be added for all returned checks and payments made after the 7<sup>th</sup> of the month. Holidays and school closings have been considered when tuition is set. If you have multiple children enrolled, you do receive a 10% discount for your additional child.*

**Payments:** *Please make payments online on the 1<sup>st</sup> of the month beginning September 1<sup>st</sup>. Payments can be made using credit card, debit or ACH transactions.*

**Late Fee:** *There will be a \$25.00 late fee added to your payment if your tuition payment is received after 7<sup>th</sup> of the month.*

**Credit Card Fees:** *There will be an additional fee of 2.7% plus \$.30 for each credit card transaction.*

**Absence:** *If your child is absent for 2 weeks without notice of intent, your reservation will be eliminated and given to a child on the waiting list.*

# Operation Procedure

## Class Schedule

- Open Mondays, Tuesdays and Wednesdays
- Closed on days KISD is closed
- Hours of operation: 9:20am – 2:35pm
- LRP Office Hours: 8:30am – 2:40pm

## Daily Admission

Little Ranch Preschool's doors will be open at **9:20 am**. Parents will drive through the drop off line and a teacher will take the child out of the car. The teachers will return to their classrooms at **9:40**. If you arrive after 9:40, please park in the parking lot and bring your child to the building. Please call the school at 713-806-2092 or email your child's teacher through ProCare if your child is going to be absent or will arrive after 9:40.

## Procedure for Release of Children

### Daily Dismissal

**Pick-up:** *Children may be picked up starting at **2:20 pm** in the classroom and must be picked up by **2:35 pm**. All parents must sign out their child before being able to leave.*

**Late Fee:** *Parents must come into the LRP office and check out their child when it is after **2:35pm**. A late fee of \$1 for every minute increment will be charged after that time. This policy will be enforced from the first day. After 3 late fees, your child can be unenrolled from preschool at the discretion of the director.*

**Alternate:** *Children will only be released to people named on the ProCare App. Parents must put that person's first and last name and phone number into the ProCare App prior to 2:00 on the day of pick up. The alternative person must show their photo identification to ensure the safety of the child. \*Any alternative person picking up a child does not include their parents or legal guardians.*

# Supplies

## Class Supplies

- Most class supplies are provided by the school.
- A wish list of items to be used in the classroom will be provided by the teacher. This is on a voluntary basis.
- A **take-home folder** will be sent home on the first day of school. This folder will be used to transfer child's work as well as any info that is needed to communicate to parents. Parents can also use this to send notes, forms, checks, etc.

## Items to Send with Child to Class

Please label all items below.

- Change of clothing put in a Ziploc bag labeled with child's name. **Note- Pre Kindergarten Students must be fully potty trained to attend school.**
- Lunch
- Water bottle
- Backpack large enough to hold daily folder, change of clothes, and lunch box

## Food

### Lunches

- Lunch boxes clearly labeled with child's name with sandwiches and finger foods.
- We do not heat or refrigerate lunches.
- No soft drinks
- No glass containers
- No peanut or tree nut products **\*\*\*WE ARE A NUT FREE CAMPUS\*\*\***

### Snacks

Unless instructed by your teacher, your child needs to bring a snack daily. This can be placed in their backpacks or in a separate container in their lunch box. Please send healthy snacks. No peanut or tree nut products.

**IMPORTANT:** Please don't send food with peanut byproducts. Be aware that there might be students with other food allergies in your child's class. Consult the teacher if you are unsure.

## General Information

### Dress Code

- Students should be dressed in appropriate clothing for playground or gym.
- We suggest students should wear closed-toed shoes (no flip flops, sandals, or crocs) for safety reasons. Dress shoes and boots are not recommended.
- Girls wearing dresses and skirts should wear shorts or leggings under them for modesty.

### Personal Belongings

Please label all items. Little Ranch Preschool is not responsible for items brought to school if lost. Clothing, backpacks, lunch boxes, etc. should be labeled.

### Potty Training and Restroom Policies

For the safety and protection of our students and teachers, no teacher is allowed to be in a bathroom stall with a child. Children in our PreK classes must be fully potty trained. Children need to be able to use the restroom, wipe themselves, and pull up their clothing.

Although accidents do occur, if a child has consistent accidents, they will be asked to unenroll from Little Ranch without tuition reimbursement.

### Birthdays

Birthday parties are not to be held at school. Parents will need to consult with teacher in advance if sending birthday treats.

Birthday invitations may be sent home IF every child in the class receives one.

**IMPORTANT:** Please don't send food with peanut byproducts. Be aware that there might be students with other food allergies in your child's class. Consult the teacher if you are unsure.

### Curriculum

The **Little Ranch Preschool** curriculum is designed to help your child develop in all areas appropriate to their age level. We use Frog Street Press and Handwriting Without Tears for all our classes. LRP Pre-K teaches KISD sight words, beginning reading, writing, and math skills. We also teach science, social studies, and Spanish. Our classes are for children 4 and 5 years of age and are arranged into structured academic learning through centers, individual teaching and group instruction. Children are able to make choices and participate in small group activities.

We also include Bible lessons into our daily learning through large group instruction, small group instruction, crafts, activities, and songs. Each Bible lesson is geared towards young children.

Our goal is to provide a safe and nurturing environment that promotes the physical, social, emotional, cognitive and spiritual development of young children allowing them to grow and develop. The **Little Ranch Preschool** will be a positive beginning to a learning experience at school.

If you would like to review the specific lesson plans, you may request a meeting with the Director and/or your child's teacher.

### **Newsletter and Daily Report**

- A monthly newsletter will be sent through ProCare each month to keep you posted about the latest happenings at school. Post this where you can refer to it weekly. Updates will be sent home in child's folder and a weekly school news email will be sent out through the ProCare App. Calendar updates and additions can also be found through the ProCare App.
- You will receive a brief daily report of your child's activities for the day through the ProCare App.
- We will be sending pictures through a PRIVATE Facebook Group for Little Ranch parents. We will not use those pictures without permission on our business page, website, or any other promotional platform. Although parents can opt out of allowing their children's photos to be on our business pages, we will not have an option for parents to opt out of photos on the private group page.

### **Transportation**

Parents are responsible for all transportation of their own child. The Little Ranch Preschool does not transport children on field trips.

### **Drills**

Fire Drills, Intruder Drills, and Bad Weather Drills will be conducted each semester. We will use these drills to help the children get used to emergency situations in a friendly environment.

### ***Praise and Worship Time***

Praise and Worship Time is held each day. This time consists of interactive songs and movement as well as a 2-3 minute Bible Lesson. This is a special time for children to sing, listen and learn about God's word. Our hope is that the children will learn about God's wonderful love.



## **Story time**

Story time is used to encourage young children to develop a love for reading. The books may be told with interactive tools such as a storyboard, puppets, etc. Our intention is for the children to have exposure to many types of books and stories.

## **Orientation for Parents and Meet the Teacher**

Your child will meet their new teacher on this day. The teacher will briefly go over classroom schedules and policies with you. There will also be a brief ProCare App tutorial that will be held during Meet the Teacher. Check with the school calendar for Orientation Day.

## **Parent Visitation**

Parents are always welcome to observe the classroom. You must come to the LRP office and receive permission from the director to enter the classroom.

Parent visits, drop off, pick up and events may be restricted during times of local pandemic or emergency.

## **Solicitation**

School policy prohibits any information or literature to be sent home with our children without the approval of the Director.

## **Grievance Procedures**

Grievances should be brought to the attention of the Director. Every effort will be made to resolve any issues. The School Board will arbitrate in cases of unresolved issues.

## **Guidance and Discipline**

We at the Little Ranch Preschool understand that discipline 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.

The Little Ranch Preschool will only use positive methods of discipline and guidance that will encourage a child's self-esteem, self control and self direction.

Positive guidance teaches children skills that help them get along in their physical and social environment. Our goal is to develop personal standards in self discipline, rather than simply enforcing a set of inflexible rules. Giving children understandable guidelines and re-directing their behavior helps them develop internal control of their actions and encourage acceptable behavior.

We will use the following guidance and discipline methods:

1. Praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding the child of behavior expectations daily by using clear positive statements.
3. Redirecting the child's behavior using positive statements.
4. Use of brief supervised separation from the group or 'think time'

Any child with excessive behavior resulting in the injury to him/her, any other child or any LRP staff will be dealt with in the following manner:

Incident to be confidentially recorded and will include detail of time, date, name of student(s) involved.

1. Parents of student(s) involved will be informed and meeting with teacher will take place.
2. If aggressive behavior continues then the teacher and director will meet, and depending on each circumstance, decide what actions to take including, but not limited to, suspension of the child or other recommendations the School Board determines necessary for the particular circumstance. Every effort will be made to work with parents to resolve the situation. After 3 incident/behavior reports, the director has the discretion to unenroll the child from preschool.

## ***Health and Medical Information***

### **Contagious Diseases**

Providing a healthy learning environment is a joint effort between parents and the LRP staff. Please inform us immediately if your child becomes ill with any contagious disease. **Your child should NOT attend school if they have:**

1. Fever – any temperature above 100 degrees should be considered fever- this may indicate that your child has infection.
2. Vomiting – This may mean your child has a viral infection.
3. Diarrhea – Frequent loose bowels.
4. Any contagious childhood disease such as: Scarlet Fever, Measles, Chicken Pox, Hepatitis, Strep Throat, Flu or Fifth disease.
5. Head Lice- Lice must be treated immediately. Children may return to school 3 days after treatment **IF** no dander, eggs, nit, or live bugs are present.
6. Sore throat and or croup, chronic cough
7. Open oozing skin infections or rashes such as boils, ringworm, impetigo
8. Pink eye (conjunctivitis)

9. Discolored nasal discharge

Sick children will not be allowed to attend classes. If symptoms of illness are observed, the child will be sent home.

Please be aware that the teacher/director are responsible for making the decision to accept or turn away children due to illness.

**We require that children be fever free, vomit free, and/or diarrhea free for 24 hours without the aid of medication.**

### Immunizations

You are required to provide the school with a current immunization record. **This must be on file before your child is admitted to class.** All immunization updates must be reported to the Little Ranch Preschool.

Little Ranch Preschool DOES NOT accept state vouchers for immunization exemptions.

See [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize) if you need more information.

### Medications

The Little Ranch Preschool cannot administer over-the-counter medicines (Tylenol, cough syrup, Benadryl, etc.). Even the simplest and safest drugs can sometimes cause a reaction.

Little Ranch Preschool will only dispense medication for the following reasons:

- Emergency medications such as those prescribed for diabetes, asthma, or life-threatening allergic reactions.
- Long term prescription medications that are required during school hours.
- Benadryl will be administered for a severe allergic reaction with the parents permission
- Neosporin will be applied to scrapes and cuts if need be.

Medication must be stored in the original container and labeled by the pharmacist. The labels must include the student's name, the physician's name, the name and strength of the drug, the amount to be given, the frequency of administration, and the date that the prescription was given.

Medication authorization forms are available in the LRP office.

**A Medication Form must be completed before the Director or someone designated by the Director can administer the medication.**

## Emergency Procedures

You will be required to fill out an emergency card prior to the start of school. In case of an accident or sudden illness, we will always attempt to contact:

- The parents at each of the phone numbers provided to us.
- The people listed as emergency numbers on the information form.

**All numbers should be current, and emergency contacts should be aware that they will be called if needed.**

The Director and parent/emergency contact will determine together what medical aid, if any, should be sought.

In the event that we are unable to reach either parent or an emergency contact, the Director will consult the child's physician for advice as to medical treatment.

**The child's parents will be responsible for all bills that might incur from emergency treatment or transportation.**

If your child experiences a minor injury at school, the teachers and/or Director will treat the wound and send home a note explaining the incident.

**911 will be called for medical emergencies.**

## Bug Spray and Sun Screen

**All bug spray and sun screen must be administered by parent before class time.**

## Staff and School Board

### Staff

All of the LRP teachers have teaching experience in preschool and/or public school. Our staff is dedicated in helping young children have a positive learning experience. We will use praise and encouragement to help build their strength and challenge their minds. We strive to make learning fun while teaching the children skills that are needed to prepare them for their next stage of development.

For your child's safety:

- LRP staff have an infant/child CPR and First Aid certification.
- Background checks are completed on all LRP staff.
- LRP staff has completed the Sexual Abuse Training.
- LRP staff has completed the Emergency Response Training.

## School Board

The School Board develops policies for the Little Ranch Preschool. The members representing the School Board are men and women who have a love for Jesus Christ our Savior. They are committed to ensuring that LRP continues its goal of being an outreach program, thus providing a service to the community.

The Director, with Little Ranch Preschool Board approval, has the right to withdraw any student, if the student, student's parent, or family member is verbally abusive, poses a physical threat, or compromises the dignity or reputation of Little Ranch with words or actions towards the director, board members, staff, or other students and parents. Refunds in these circumstances are subject to board review and approval.

# Handbook Acknowledgement Form

I acknowledge that I have read and understand the Little Ranch Preschool Pre-Kindergarten Student Handbook. I understand that failure to follow the above policies can result in the unenrollment of my child from school. I agree to uphold all of the Little Ranch Preschool student and parent policies.

Parents Signature

Date Acknowledged

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