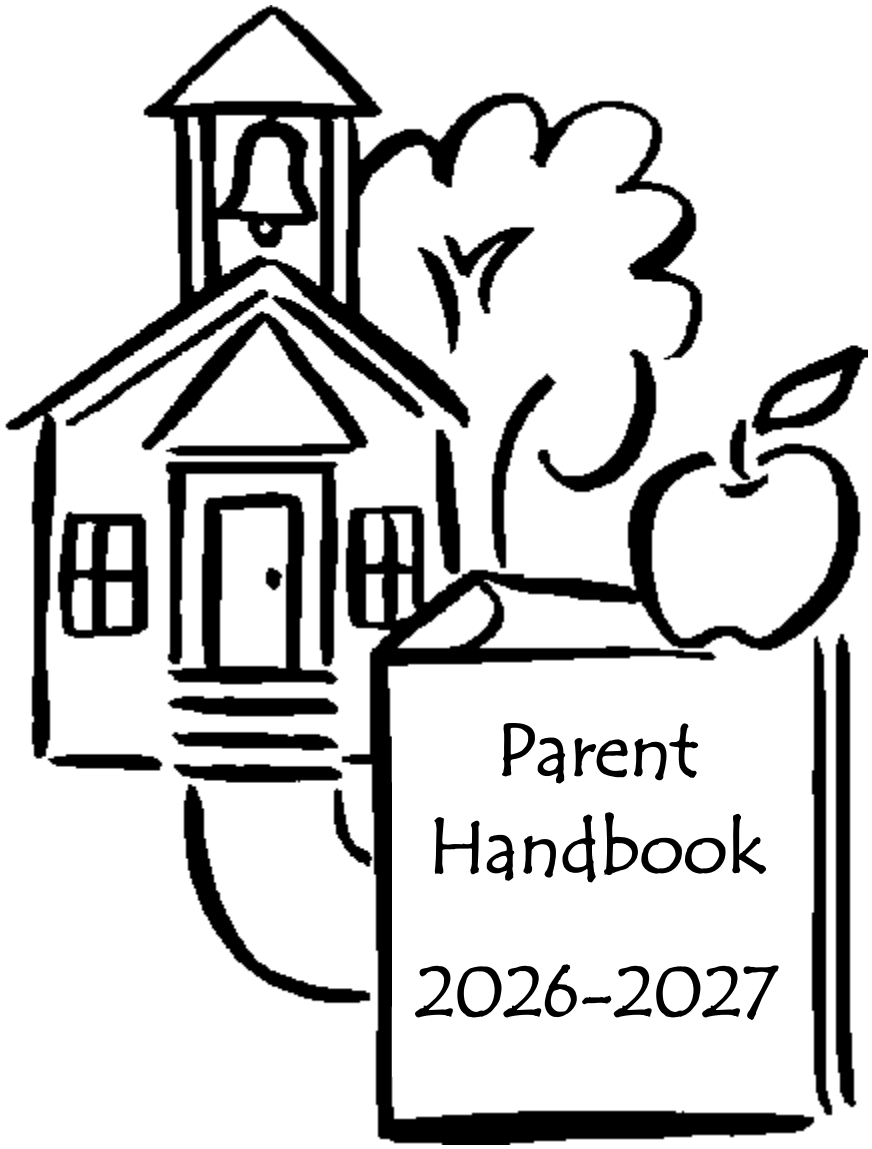
Edge Park United Methodist Preschool

(est. 2007)



Edge Park United Methodist Church Preschool

5616 Crowley Road * Fort Worth, TX 76134 * (817) 924-4580

2026-2027 Preschool Staff

Director

Sandra Sullivan

Two's

Ja Doi Labya

Three's

Shelly Jones

Pre-K

Sandra Sullivan

Assistant Teacher

Substitute Teacher

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Philosophy

Edge Park United Methodist Preschool regards each child as a capable and unique child of God who deserves a nurturing environment in which they can flourish physically, emotionally, socially, and spiritually. Christian values, unconditional love and acceptance should be at the core of the young child's learning experience.

Mission Statement

Edge Park United Methodist Preschool provides a Christian environment where each child can learn, grow, and flourish as their physical, emotional, social, and spiritual needs are met. Edge Park United Methodist Preschool strives to equip each child with a love of learning and Christian values to provide a foundation for future endeavors.

Curriculum

We are licensed by the state of Texas and all teachers are required to attend 24 hours of training each year. At least 6 of these hours must be in one or more of the following topics:

1. Child growth and development
2. Guidance and discipline
3. Age-appropriate curriculum
4. Teacher/Child interaction

Program Credentials

- Licensed by the Texas Department of Protective and Regulatory Services
- The Edge Park Preschool program and its director are accountable to a Preschool Board. The Preschool Board operates under a set of bylaws and meets quarterly throughout the regular preschool year.

Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Preventing Abuse & Neglect of Children

- State law requires the preschool and/or any individual associated with the preschool to report any suspicions of or observations of child abuse and/or neglect.
- All employees are required at least one training hour per year on prevention, recognition, and reporting of child abuse and neglect.
- If you suspect a child is being abused or neglected, please report it by calling the Texas Abuse and Neglect hotline at 1-800-252-5400.

Information is available to all staff and parents in the following areas: Increase awareness and warning signs; Prevention techniques; Coordination between community organizations; Actions that the parent of an abused/neglected child should take.

Preschool Hours and Operation Procedures

Preschool Program Hours & Schedule (Sept-May)

9:00 a.m. – 2:15 p.m. (Monday - Thursday)
9:00 a.m. – 12:15 p.m. (Friday)

- Two's through Pre-K will choose a 3 (MWF) or 5 (M-F) day program
- Edge Park Preschool follows the FWISD traditional school year calendar. If FWISD cancels school due to bad weather or any other unforeseen reason, then Edge Park Preschool will cancel as well. If FWISD has a delayed opening, we will remain closed. We also closely watch Crowley ISD, Burleson ISD, and Joshua ISD as our teachers live in these neighboring communities. If the teachers cannot make it to work, we cannot open. Preschool may close under the discretion of the director due to weather, building issues, spread of contagious illness, etc. You will be notified of such closings.
- Please notify the Preschool Director if your child will be absent from school via text, call, or app.
- There is no adjustment in tuition or make-up days due to school closings, illness, or vacation.

Tuition Policy

- **Tuition is figured on an average of days for a 9 month period.** Enrollment is for the 9 months (Sept – May) and will need one month's notice for withdrawal. Full tuition amounts are due regardless of school closings, illness, or vacation.
- TUITION IS PAID MONTHLY AND IS DUE BY THE 5TH DAY OF EACH MONTH. Tuition paid after the 5th is late, a penalty of $25 for each week late will be due.
  Child will be subject to withdrawal until all tuition and late fees are paid.
  MWF class - $360/month
  M-F class - $480/month
- Tuition is to be paid by check, money order, or exact cash (no coins please). Please put tuition in an envelope with your child's name on it.
- Returned checks need to be replaced, with cash or money order, and accompanied by a $30 fee. After the 2nd returned check, all payments must be cash or money order.

Registration & Supply Fees

- **Registration Fee** - **nonrefundable fee** due upon enrollment to ensure a spot:
  $75, if paid by May 31st $100, if paid after May 31st
- **Supply Fee** – **nonrefundable fee** collected at the first of September and January
  MWF class - $75/semester
  M-F class - $100/semester

Arrival & Departure Procedures

- **Children must be signed-in and signed-out every day.**
- **Doors will open at 9:00 a.m. Children must be in the building, with all belongings, before 9:10. Doors are locked at 9:10.**
  Preschool starts at 9:00. Arrivals after 9:10 will not be permitted to stay.
- **No cell phone use during drop off and/or pick up.**
- **Dismissal is at 2:00 M-Th/12:00 F.** Preschool closes at 2:15/12:15. **Pick-up after 2:10/12:10 will result in a charge of $10 + $1 cash per minute late picking up.** Please notify the school if you are running late.
- **Release of Children** – Children will be released to parents or persons listed on the emergency authorization. Make arrangements with the preschool if someone not on your list will be picking up your child. Identification will be required for verification. We will ID until we recognize. Let us know of any court orders regarding pick up of your child. We will need a copy of the court order.

Rest Time Policies & Procedures

Days: Monday-Thursday Hours: 12:30 p.m.-1:45 p.m.

- Children will need a 1" Kindermat and blanket for rest time. No oversized blankets and pillows. A nap roll works perfectly on top of the plastic mat. Our storage space for these items is limited.
- Children will rest for approximately 1 hour.

Emergency Preparedness Plan

Our plan includes fire drills, severe weather drills, evacuation of building/area, and lockdown procedures. A detailed copy of our plan is available in the preschool office. Evacuations are due to emergencies, within the building and/or area of the preschool, during preschool hours. Parents will be notified to pick up their children from the relocated place immediately.

Evacuation of the building: 5408 Odell Drive (across the street from the parking lot)
Evacuation of the area: Westminster Presbyterian Church: 7001 Trail Lake Drive (corner of Trail Lake & Altamesa) 817-292-1155

Potty Training Policy

- All children in the 3 year old and PreK classes must be fully potty trained, which means your child has independent bathroom skills (able to pull down/up own clothing and wipe self).
- No pull-ups allowed in the 3 year old and PreK classes.
- Occasionally accidents happen, please have a change of clothes available (leave here in the cubby or bring every day in the backpack). If no clothes are available, you will be called to pick up for the day.
- Accidents that happen every day or multiple times a day means your child is not fully potty trained. The 3 year old and PreK classes are not equipped for pull-up clean-up and changing.
- Please discuss with the 2 year old teacher when you are ready to begin potty training. She will work with you on being successful.

Health Requirements

Health Requirements

- Parents/Guardians must provide the preschool with the following items upon enrollment into the preschool program. They must be turned in before a child may attend class.
    1. A Statement of Health signed by the child's physician stating that the child is in good physical condition and able to participate in an active preschool program.
    2. A complete record of immunizations from a doctor or health department.
    3. Pre-K must have vision/hearing screening.
- Parents/Guardians will need to provide the preschool with changes in medical information (i.e. immunizations, vision/hearing screening results, contagious illness, new allergies, asthma, etc).
- Submit a signed and dated affidavit stating you have declined immunizations for reason of conscience, including religious belief. Submit signed and dated affidavit stating you have declined vision/hearing tests for conflicts with the tenets or practices of a church or religious denomination.
- Teachers/Staff are not required to receive any booster vaccines. Flu vaccine is recommended.

Management of Infectious Illnesses (This will be strictly enforced)

- **A child may not attend preschool if they have any of the following symptoms:**
    1. Fever at or above 100°
    2. Diarrhea and/or vomiting
    3. Undiagnosed/untreated rash
    4. Persistent cough, unusual lethargy and/or general signs of malaise
    5. A Communicable Disease (pink eye, COVID, flu, hand/foot/mouth, etc.) or Infestation (lice)
    6. A constant runny nose and/or thick, green discharge. This is easily spreadable to all children.
- Child must be free from all above symptoms for **48** hours without medication before returning to preschool. In some instances, a doctor's note may be required.
- A visual health check will be done as children arrive looking for any signs of illness or other health issues. If showing any signs, child will be sent home.
- Preschool staff cannot and will not administer any forms of medicine and/or ointments, including insect repellent and sunscreen.

***Exceptions to this rule are for life-threatening emergency:
such as Epinephrine delivery system and/or asthma related medication.***
(Must have medication and authorization form on file) Parent will be notified.

Medical Emergencies

In case of critical illness or injury:

1. Emergency medical services will be contacted or child will be taken to nearest emergency room.
2. First-Aid or CPR will be administered when needed.
3. Physician identified on child's record will be contacted.
4. Child's parent will be contacted.

Our teachers are all First-Aid and CPR certified.

Celebrations

- **Birthdays** – Parents are allowed to provide store-bought cookies to share with the class. We ask that you do not send cake or cupcakes. We cannot allot time for a "Birthday Party." Parties are a private matter and any arrangements (i.e. sending invitations) pertaining to private parties is solely the parents' responsibility.
- **Holiday Parties** – We will celebrate the customary holidays throughout the year: Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Parents may be asked to provide snacks and treats. Sign-up sheets will be made available, if necessary.

Field Trips

The 3 year old and Pre-K classes may take a field trip during the course of the year. Parents will be required to transport their own child to and from the field trip. The preschool does not provide transportation. Parents will need to read and sign the Field Trip Information Sheet. Notice and information regarding the field trip will be given.

Volunteer Opportunities

Throughout the preschool year, there will be opportunities for you to help with your child's class. We will need drivers/helpers for field trips, helpers for parties, or there may be a special activity planned for your child's class that requires extra hands. Please let your child's teacher know if you can help in any way.

Children's Personal Items

- **Dress Requirements** – Children should come to preschool dressed in comfortable play clothes and shoes. Please no boots or sandals due to safety concerns. Please send extra clothing in your child's backpack, in case of accidents or spills.
- **LABEL, LABEL, LABEL** – ALL BELONGINGS BROUGHT BY CHILDREN TO THE PRESCHOOL SHOULD BE LABELED with their name. This will help prevent loss or mix up of items.
- **Lunches** – Each child must bring a lunch, including a beverage (no sodas). The preschool is not responsible for the nutritional value. Please do not send sodas, red jello, red juice, or shredded cheese (this includes pizza lunchables). Per the Tarrant County Health Dept, Toddlers/Twos must have all grapes, carrots, hot dogs, and any other food that is a potential choking hazard cut into bite size pieces.
- **Water Bottles** – Please bring a water bottle from home. Label it with your child's name. It will be refilled as needed.
- **Personal Toys** – DO NOT BRING TOYS FROM HOME. We are not responsible for loss or damage if a child sneaks something into preschool.

Conferences/Evaluations

Evaluations are done in the Spring semester for the Pre-K class. The evaluation will be sent home and a conference can be set up to go over it. All parents can request a conference during the preschool year and an appointment will be made.

Communication with Parents

If you would like to talk to your child's teacher for any reason, you may call or text (817-924-4580) or email (edgeparkpreschool@gmail.com) to arrange an appointment or phone conversation. The director will send home a newsletter with dates and important information for the month. Each teacher will send home a monthly calendar. Director uses the Talking Points App, Edge Park Preschool Facebook page, and our website for a source of information also. Our website is: www.edgeparkpreschool.org. Parents will receive written notice of changes to our operational policies. A copy of changes must be signed and dated for each family and will be kept in the child's records.

Parent's Rights:

- Parents may visit the preschool any time during the preschool hours to observe their child, the school's operation and program activities without an appointment or approval.
- Parents may review and discuss policies and procedures with the director.
- We are happy to provide a private, comfortable place for mothers to breastfeed.
- Parents may review a copy of the minimum standards, most recent licensing inspection report and staff training hours located in the director's office, and publicly accessible records online.
- Parents may contact the Licensing Office:
    1. Local Licensing Office – 817-321-8604
    2. Protective and Regulatory Services - www.dfps.state.tx.us
       Health and Human Services – www.hhs.state.gov
    3. Abuse hotline – 1-800-252-5400 or website info: www.txabusehotline.org

Guidance Policies

Each classroom operates within a consistent routine. Teachers will encourage and teach independence skills and social manners. Each parent signed a copy of our Discipline and Guidance Policy, which includes our suspension/expulsion policy.

**** Corporal punishment (spanking/physical punishment) is not allowed on preschool property. ****

Grievances

If a grievance with any portion of the Edge Park United Methodist Preschool occurs, resolution should start at the immediate level of the problem, including the levels of the teacher, the director, and the preschool board.

Miscellaneous Information

- The lead teachers are responsible for establishing a routine for the day and planning activities according to the children's interests, needs, and abilities.
- Children will play outside daily for 30 minutes, weather permitting. Physical activity is an important part of gross motor skill development. If we cannot play outside, we will have movement/dance in the classroom and/or hallway.
- No pets or animals at school, please!
- Recall notifications website: www.cpsc.gov/Recalls

Parents' Acknowledgement

□ This is to acknowledge that Edge Park United Methodist Preschool has provided me with a Parent Handbook. I have read and fully understand its content.

Child's Name: _____

Parent Signature: _____ Date _____

This acknowledgement is kept in the child's records. Sign and return this page to the director.

Reminders Using Talking Points App

You may sign up for reminders. Please include any cell number to be included in these reminders. You will need to download the app to receive our reminders and you may opt out at any time. The phone number for the App is for replying only – you cannot call this number. The reminder will say it is from Ms Sandra. You may still call or text the preschool number at 817-924-4580.

- ○ I would like to sign up for text or email reminders from Edge Park Preschool.
- ○ I would not like to sign up for text or email reminders from Edge Park Preschool.

Name: _____ Cell # _____

Relationship to child: _____

Name: _____ Cell # _____

Relationship to child: _____

Name: _____ Cell # _____

Relationship to child: _____

Name: _____ Cell # _____

Relationship to child: _____

If needed, please use the back for more names and numbers.