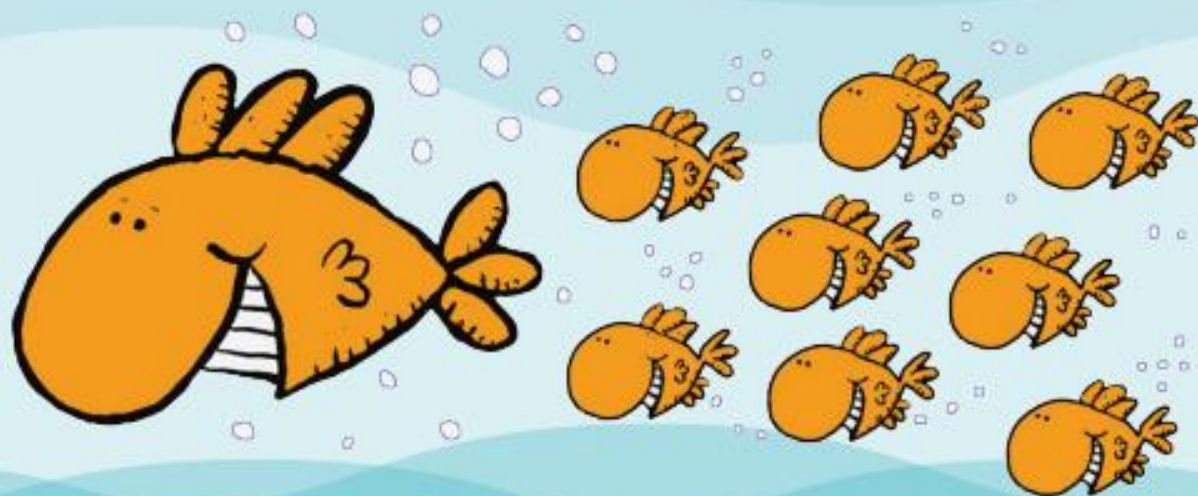


Oak Hills Church  
**PRESCHOOL**  
2022-2023



**PARENT HANDBOOK**



*Let the little children come...*  
*Matthew 19:14*

Oak Hills Church  
**PRESCHOOL**

<b>OHC Main Number</b>	210-698-6868
<b>OHC Preschool</b>	210-698-4685
<b>OHC Fax Number</b>	210-698-1323
<b>Selma Rivas</b> Children's Minister <a href="mailto:selmar@oakhillschurch.com">selmar@oakhillschurch.com</a>	210-698-4684
<b>Kendra Kunkel</b> Preschool Director <a href="mailto:kendrak@oakhillschurch.com">kendrak@oakhillschurch.com</a>	210-698-4685
<b>Leah Carabajal</b> Administrative Assistant <a href="mailto:leahc@oakhillschurch.com">leahc@oakhillschurch.com</a>	210-698-4681

**Mailing Address**

19595 IH 10 West  
SA, TX 78257

**Phone**

210.698.4685 or 210.695.4681

**Fax**

210.698.1323

[kendrak@oakhillschurch.com](mailto:kendrak@oakhillschurch.com)

# Parent Handbook

Dear Parents:

Welcome to Oak Hills Church Preschool. You have chosen an early childhood program where your child's growth and development will be fostered in a developmentally appropriate way by teachers and staff who love God and have a passion to serve him through teaching.

This handbook has been prepared to acquaint you with school policy.

Please read this handbook so you will understand our school policy, and your role as a parent(s) in supporting our preschool program. Please keep this handbook as a guide.

Any changes made to policies and procedures throughout the school year will be sent home in the form of an amendment which will require your signature as a parent of a preschooler enrolled at Oak Hills Church Preschool.

If you have questions or concerns regarding policies and procedures, please contact the Preschool Director at 698-4685.

Sincerely,

Kendra Kunkel  
Preschool Director  
210-698-4685

Oak Hills Church Preschool does not discriminate based on race, color, creed, nor national or ethnic origin in the administration of programs or employment.

## OAK HILLS CHURCH PRESCHOOL

Oak Hills Church Preschool offers quality early childhood education in a Christ centered setting.

Oak Hills Church Preschool was founded in 1999 as a ministry of Oak Hills Church to serve the families of our community by offering quality early childhood education in a safe, loving, Christian environment. Oak Hills Church Preschool is licensed by Texas Health and Human Services (THHS). The Department of Family and Protective Services (DFPS) is a department of THHS and oversees Child Care Licensing. The state licensing offices may be contacted at 210-337-3399. You may review the latest minimum standard and licensing inspection upon request. You may go to the DFPS website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org) to learn more about DFPS. Our license and our most recent licensing inspection report are posted in the preschool office. The DFPS abuse hotline is 800-252-5400.

Oak Hills Church Preschool is managed by the School Director and is overseen by the Children's Minister at Oak Hills Church.

### HOURS OF OPERATION, HOLIDAYS, CLOSURES

The first day of school in September is on the Wednesday after Labor Day, and the last day of class in May is the Friday before Memorial Day. Please note that a "Get Acquainted Meeting" is held prior to the first day of class. An Oak Hills Church Preschool calendar is published yearly that coincides with Northside ISD calendar for most major holidays, with the exception of the first and last day of school.

Pre-K 3's, 4's, and 5's students attend school two or three mornings a week, 8:30/8:45 a.m. to 12:30/12:45 p.m. Extended day is available on Wednesdays until 2:15 p.m. for an additional \$35 charge. All students are expected to be prompt and to attend classes regularly. Children should be picked up promptly at 12:30/12:45 p.m. A late fee will be assessed at 12:55 p.m. We charge \$5.00 for the first 10 minutes and \$1.00 for every minute after 1:05 p.m.

#### School Closing

When inclement weather requires special precaution, the school may be forced to close. If Northside ISD closes due to bad weather conditions, Oak Hills Church Preschool will also close. Listen to your local TV and radio stations for information about school closing. Oak Hills Church Preschool will not make up bad weather closure days regardless of how NISD handles it. In the event we must close the school after the school day has begun because of electrical outage, plumbing, water shut off, natural emergency, or any other reason, the school office, through use of our phone tree system, or your child's teachers will call and notify parents that they must immediately pick up their child. (It is a health requirement that there be running water in order for school to be in session.)

## **Office Hours**

The school office is normally open from 8:15 a.m. to 2:45 p.m. on school days. If we are not in, please leave a message on the voice mail, and your call will be returned as soon as possible. In an emergency dial 210-380-4273 and/or 210-698-6868 (church office).

## **ENROLLMENT REQUIREMENTS**

Before the child's admission to the school, three forms must be completed and returned to the school office. The forms are: the admission form (electronic form), which includes emergency medical authorization, the medical record form including shot record which must be signed and dated by a physician, and an emergency data card (electronic form). Forms must be received before your child can attend class. All students four years of age and older will need a vision and hearing screening, as required by the state. These screenings can be done through Stone Oak Speech and Language Center, shortly after school begins, in our facility for a nominal fee.

A child is considered enrolled when his/her name has been written into the appropriate class list and the required fees have been paid. These fees include May prepaid tuition, a supply fee and registration fee.

Please note that diapering facilities are not readily available; therefore, independent toileting must be mastered before a child can attend our school. If you have concerns about this matter, or if your child has a medical problem, please notify the Director.

The school makes an effort to accommodate all children, but our school reserves the right not to accept a child whose needs require individual attention that cannot be provided for by available staff. We do not have a registered nurse on staff. The school reserves the right to refuse care for a child if the parent's account is delinquent, and the parents have failed to pay outstanding charges.

Each parent must provide a current telephone number where he/she can be reached in the event of an emergency. Two alternate persons shall also be indicated and have a current phone number and address listed on both the enrollment form and emergency card. The emergency card will be sent in a link to your preferred email. If you prefer not to have your phone number released in the class directory, please notify the school by checking the appropriate box on the Parent Handbook Acknowledgement form.

## **REGISTRATION POLICY INFORMATION**

Registration is held in February for the following fall (September). The school year is from September through May.

Registration is on a FIRST-COME FIRST-SERVED basis. When a class is filled, a waiting list will be established. The list will remain in effect through the current school year only. It does not carry over to the next school year.

The annual registration fee and supply fee are NON-REFUNDABLE. The registration fee is \$100 for the first child, \$75 for the second child, \$50 for the third, and no cost for the fourth child in the same family. The supply fee is \$150 (3-day classes) or \$125 (2-day classes).

Included in the registration fee is May tuition. We take May tuition up front to secure a spot and tuition paid in advance will be refunded **ONLY** if the following criteria are met:

1. The school is notified before July 1 that you are withdrawing your child.
2. If school has started a 30 day notice is required.
3. We are able to fill the place vacated by your child.

### **TUITION AND FEES**

Oak Hills Church Preschool is a nonprofit organization and is a ministry of the church. Our budget is set annually, and we are totally dependent on the tuition generated yearly for school operating expenses. Tuition is based on a full year and collected in nine equal payments.

Regular tuition (September - April) is due on the 1<sup>st</sup> school day of the month and will be considered late on the 10<sup>th</sup> day of each month. After the 10<sup>th</sup> day of the month, a \$10.00 late fee will be charged. A 5 percent discount is available for paying a year in advance. There are **NO** credits for illnesses or vacation time. Tuition payments may be paid online, mailed or brought to the school office. Credit/debit card payments are accepted online by using the link e-mailed to you monthly. If payments are mailed, be sure they are addressed to Oak Hills Church PRESCHOOL, 19595 IH 10 W San Antonio, TX 78257 and include the child's name in the memo line of the check to eliminate confusion in the church office.

Each January new tuition rates and fees will be published for the following school year.

### **DROP OFF & PICK UP**

If someone other than persons designated on the enrollment form is to pick up your child, please notify your child's teacher in writing by filling out the Permission to Release form. Late charges will be assessed in the event you are late picking up your child. Please refer to the section entitled "Hours of Operation" in this Handbook for further explanation of late fees. Parents are not to leave unattended child(ren) in the vehicle. If you need assistance with this, please call the school office.

#### **Saying "Goodbye" (Separation)**

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children age two and older:

- If possible, children should be walked in, not carried.
- Present your child to the teacher on arrival. The greeting between teacher and child is invaluable. Many things about the child's health and state of mind can be

determined in that brief time and nothing should interfere with it. The teacher will then help the child join into classroom activities.

- Goodbyes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.
- Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilt or disloyalty.

## **CLASS ASSIGNMENTS**

Student class assignments are made after thoughtful consideration for each child individually and as a class member. We are unable to guarantee teacher requests. Please base your registration on the 2-day or 3-day class option rather than a specific teacher.

A "BACK TO SCHOOL" mail-out will be sent in mid-summer. Your child will also receive a post card invitation to a "Get Acquainted Meeting" before the start of school. The school is located within the Northside Independent School District boundaries, and we follow their calendar for major school holidays. Holiday and School closure dates are listed on our website at <https://oakhillschurch.com/preschool>.

## **EDUCATIONAL PHILOSOPHY**

Our goal is to provide a Christ centered program that combines developmentally appropriate teaching techniques and current educational philosophy within a secure and stimulating environment. Each child has the opportunity to grow spiritually, physically, emotionally, mentally, and socially at his/her own rate.

Time and space are organized to encourage active exploration by each child. Freedom of choice and self-directed time are scheduled in addition to teacher-directed time and structured activities. Children will build self-esteem and self-confidence as they explore and discover. Hands-on learning and discovery provides the conceptual background necessary for the later development of all abstract learning. Children will use all senses to be actively involved in the learning process. Children will develop at their own pace as they learn about life and how they relate to the community and the world around them.

## **CURRICULUM**

Each teacher plans the preschool curriculum around topics that are developmentally appropriate for the age group they are working with, based on a yearly outline of suggested topics. Social development, cognitive skills, language skills, and perceptual skills are all emphasized through play in independent play as well as large group activities. Each child is unique and develops at his/her own rate. Because "play" is a child's "work," the classroom is divided into learning or "work" centers, which provide opportunities for learning through various challenging activities. The children are provided with daily experiences that will promote their overall level of development.

## **ENRICHMENT CLASSES**

Music, Life Skills and Motor Skills classes are provided for children to enhance their learning experience. These enrichment classes are taught by teachers hired for these specialty areas.

## **CHAPEL**

Oak Hills Church is a non-denominational body of believers who strive to be fully devoted followers of Christ. Preschool chapel is held weekly. This time of worship consists of praise and worship, Bible stories, memory verses from the Bible, and prayer.

Our goal is for every child to know there is one God who loves them deeply and he sent his Son Jesus to make a way for eternal life with him.

## **DISCIPLINE**

At Oak Hills Church Preschool, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child's ability to become self-disciplined, which is our ultimate goal. Modeling the expected behavior, redirecting children to an acceptable activity, and setting clear limits are a few of the methods used at Oak Hills Church Preschool to guide children. Children are given opportunities to develop social skills such as cooperating, negotiating and talking with the person involved to solve interpersonal problems. Children are taught to express their feelings and self-regulate in a socially accepted manner. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. A negative choice will result in a negative consequence. Oak Hills Church Preschool prohibits corporal punishment of any kind, cruel or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of the Preschool Director.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home. When dangerous or disruptive behavior persists, brief time out periods are used in the classroom or the school office. Corporal punishment is never used. In cases of extreme behavior problems, parents will be notified. Cooperative plans for resolution will be developed. We believe in a positive atmosphere for learning. Students will be taught to respect one another's rights and privileges so that acceptable discipline can be maintained during all school activities.



Discipline problems which have reached a level to warrant a visit with the Director will result in a note sent to the parent(s) and a phone call home each time the child is brought to the Director so that the parent(s) are aware of the situation at hand. The note must be signed and dated by one of the child's parents and returned to the school. In the event that serious behavior problems cannot be resolved, the student will be dismissed from Oak Hills Church Preschool.

### **DAILY SCHEDULE**

Each classroom has a daily schedule posted. The schedule has been designed to alternate between large and small group time, active and quiet activities, and to allow sufficient time for centers and outdoor play. Changes to this schedule will be sent home in your child's tote as well as posted in the classroom.

### **INDOOR AND OUTDOOR PHYSICAL ACTIVITY**

Every class will play outdoors for a minimum of 20 minutes, regardless of the temperature, unless something is falling from the sky. In the case of inclement weather, we will use the indoor playscape for free physical play time. Every class offers an hour of uninterrupted center-based play inside the classroom on every school day. Unstructured physical activity takes place both indoors and outdoors on every school day throughout the day. Gross motor skills class is offered every Friday for each class for 20 minutes in a large, open space allowing for large muscle movement. Please make sure your child has clothing that is comfortable, no strings or drawstrings which can be a choking hazard, shoes that allow them to run and jump safely, and coats, hats, and mittens as needed for cold weather.

### **SCHOOL PICTURES/SNAPSHOTS**

The teachers do take pictures at school of the children involved in their daily activities. These pictures are used for bulletin boards, memory books, and classroom activities. If you do not want your child photographed, you must fill out a photograph denial form in the office. This will then be placed in your child's file and a copy will be given to his/her classroom teacher as well as all special teachers.

### **CHILD RELEASE REGULATIONS**

Staff members can release a child only to other adults who have been authorized in writing to pick up your child. Authorized persons are identified on the enrollment form and the Pickup Authorization form. Children must be signed in and out every school day by the adult who brings and picks up.

Children should be picked up promptly at 12:30/12:45 p.m. depending on your drop off time. Late pick up is discouraged, and at 12:55 a late charge will be assessed. Late charges are \$5.00 for the first 10 minutes and \$1.00 for every minute after 1:05 p.m. If you arrive after 12:55 p.m., you will pick your child/children up from the school office.

## **PARENTS RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Oak Hills Church Preschool, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Oak Hills Church Preschool must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with the Preschool, both parents shall be afforded equal access to their child as stipulated by law. Oak Hills Church Preschool cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Oak Hills Church Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The Preschool Director will contact the local police should a conflict arise.

## **SAFETY PRECAUTIONS**

Never leave children unattended in your car. Please do not allow your child to walk into the building alone. We ask that you walk your child to the door of his/her classroom. This is for the safety and well-being of your child/children.

### **Gang-Free Zone**

Oak Hills Church Preschool is designated as a gang-free zone. A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law. Parents may contact their local municipality to obtain a copy of the map if they choose to do so.

### **Firearms and Weapons**

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on church property for any reason unless they are police officers required to carry these weapons as part of their uniform/job and disclose this information to the Director and the classroom teachers. Violation of this policy will result in immediate dismissal from the program.

## **PREVENTING AND RESPONDING TO ABUSE**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Oak Hills Church Preschool are considered mandated reporters, under this law. The employees of Oak Hills Church Preschool are not required to discuss their suspicions with parents prior

to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Oak Hills Church Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Oak Hills Church Preschool staff receive annual training on how to identify and report suspected child abuse or neglect.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Failure to bathe a child
- Sending a sick child to school, medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation
- Children who are repeatedly picked up after the school's official closing time.

Parents of a child who is a victim of abuse or neglect should contact: Texas Abuse/Neglect Hotline (800) 252-5400. It is open 24 hours a day, 7 days a week, nationwide. Abuse can be reported by going to [www.txabusehotline.org](http://www.txabusehotline.org). Or your local law enforcement office, or 911, if threat of imminent danger or ask an Oak Hills Preschool staff member.

## **FIELD TRIPS**

We do not take class field trips outside of our building. However, special guests are brought in to enhance our curriculum from time to time. There is a possibility of one off-site party at Easter, and it is the responsibility of the parent to transport them to and from this party.

## **CLOTHING**

As you plan your child's wardrobe, consider the variety of activities that your child participates in on a typical day. Children should be dressed in comfortable play clothes when attending school. We will be using a variety of messy media like food color, paint,

and shaving cream. We suggest comfortable and washable clothes that are free of complicated fasteners. Be sure that your child has adequate clothing for outdoor play. A light jacket is often required for outdoor play and should be labeled with his/her name. A heavy coat, gloves and hat are needed in the winter months and all should be labeled. Closed toed shoes, preferably tennis shoes are best for preschool but are essential for motor skills which takes place every Friday.

## **ILLNESS AND HEALTH PRECAUTIONS**

### **Health and Medical Requirements**

Each child must have a current medical form on file in the office listing proof of immunizations. This form must be signed and dated by your physician and must indicate the status of your child's immunizations.

In addition, we require that all employees consult the recommended immunization schedule and work directly with their health care provider as to which vaccinations are best for each individual. Unless a vaccination is REQUIRED for an adult by the CDC (Centers for Disease Control and Prevention) or the City of San Antonio Health department, all Oak Hills Church Preschool employees have the right to make their own informed decisions. All employees are expected to follow the same illness policy that is set forth in our parent handbook. A copy of the recommended adult immunization schedule is included in our handbook and redistributed each year at in-service training. For further information you may check:

<http://www.sanantonio.gov/Health/HealthServices/Immunizations/VaccinePreventableDiseases.aspx>.

- Tetanus, diphtheria, pertussis (Td/Tdap): a booster is needed every 10 years. Tdap should be given in place of Td for adults 19-64 years old who have never received Tdap in the past.
- Varicella (chickenpox): two-dose series given to adults with no evidence of immunity to the chickenpox virus. Pregnant women should not get this vaccine.
- Measles, mumps, rubella (MMR): one or more doses given to adults with no evidence of immunity. Pregnant women should not get this vaccine.
- Influenza (flu): yearly vaccination.
- Hepatitis A: two-dose series given to adults with certain medical, occupational, lifestyle, or other indications including chronic liver disease, illegal drug use, and health care workers.

An employee may show proof of an exemption due to a medical condition or for reasons of conscience, including a religious belief. Exemptions will be filed in the personnel folder and reviewed annually. An exempt employee will not be discriminated against nor will retaliatory action against such employee take place.

### **Health**

Please be sure your child is well before bringing him/her to school. Your child's health is a matter of major importance to us. State licensing requires that precautions be taken to safeguard the health of all children enrolled. This includes excluding children from

attendance who come to school sick or isolating children who become ill at school. It is the teacher's responsibility to question the parent at drop off if a child appears to be sick, and it is also the teacher's responsibility to ask a parent to take a child back home if the child is deemed not well enough to be at school. The school does not employ a school nurse; therefore, any first aid administered or medication given will be done by the child's teacher or the office personnel. Please see the specific requirements for administering medication in the section entitled "If Your Child Needs Medication Administered at School," located in this handbook.

### **Communicable/Infectious Disease**

Oak Hills Church Preschool follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Managing Infectious Diseases in Childcare and Schools guide. Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Please keep your child at home if he/she has any one or more of the following symptoms:

- A fever OR has had a fever during the previous 24 hours – see school policy stated below
- Diarrhea (two episodes of loose, watery stool) OR has had diarrhea during the previous 24 hours – see school policy stated below
- Has vomited within the last 24 hours – see school policy stated below
- Is taking the first day dosage of an antibiotic
- Onset of a cold
- Heavy nasal discharge – see school policy stated below
- Fussy, cranky, and generally not himself/herself
- Exhibits unexplained rash
- Head lice
- COVID-19 symptoms when completing daily screening

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics.

Children must present a doctor's note stating they are no longer contagious and can return to the program. We reserve the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program. Parents, please notify the school when your child is out sick. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be

notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Oak Hills Church Preschool will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not) the reason for your child's absence from school.

### **Medication to be Administered at School**

Only medication prescribed by your doctor will be administered to your child while at school. Medication must be in the original bottle with clear indication of the dosage and the time the medication is to be administered. You must sign a medication permission form in the school office and notify your child's teacher of the time the medication is to be administered. If over-the-counter medication is to be used in the case of an allergic reaction, this must be outlined by the child's physician in the physician's orders and in an Emergency Care Plan outlined specifically for your child. The Emergency Care Plan must be signed by both the physician and the parent.

### **Emergencies**

In case of accidental injury or severe illness, we will first contact the child's parents, then, if need be, the designated emergency persons. If necessary, the school will arrange for emergency medical care and/or emergency transportation. It is the parent's responsibility to keep the school records updated with current telephone numbers and emergency information.

### **Allergies**

For the safety of your child, parents of children with severe allergies are required to provide a signed copy of an "Allergy Special Care Plan," detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This plan must be updated annually, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. If there is a change in allergic sensitivity (it is determined by physician that the child is no longer allergic to something), this information must be communicated in writing on letterhead from the physician. Parents are discouraged from making these determinations on their own for the health and well-being of their child. Any medication required to treat an allergic reaction must be provided.

### **The school's policy with regard to specific symptoms is as follows:**

- Diarrhea: Parents will be notified when the first episode of watery bowel movement occurs. Parents will be informed that if a second watery movement occurs during the school day, parents must pick up the child. Parents will be asked to pick up a child immediately if abdominal pain, fever, or vomiting accompanies the first or second occurrence of diarrhea. To be certain that the diarrhea does not reoccur, children are to be excluded from the program for 24 hours from the time the diarrhea occurs. For example, if a child has had diarrhea during the previous day or evening, the child will

not be allowed to attend school the following day. He/she must remain at home for 24 hours, free from diarrhea symptoms.

- Vomiting: if vomiting occurs within the previous 24 hours, the child shall be excluded from the program. If vomiting occurs during the school day, parents will be called and asked to pick up child immediately. Gagging due to excessive crying does not constitute vomiting.
- Eye/Nose Drainage: If thick mucus or pus is draining from the eye or nose, a child is prevented from attending school. Green or yellow mucus may indicate an infection or allergy. If the doctor indicates that mucus is due to allergy and is not contagious, a note from the doctor must be brought to school in order for the child to attend school.
- Sore Throat: If the child complains of sore throat that is accompanied by a fever, the child is prevented from attending school.
- Fever: If the child has an oral temperature of 100.4 degrees or higher, the child is prevented from attending school and may not return until he/she is fever free without fever reducing medication for 24 hours.
- Skin Rashes: If the child has undiagnosed skin rashes or sores, the child is prevented from attending school. If the child has persistent itching of skin or scalp, the child is prevented from attending school.
- Appearance or Behavior Changes: If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation.
- Lice: If a child contracts lice, treat as physician recommends, and child must be nit free before returning to school.

### **Accidents/Injury**

The teacher will treat the injury and send home an accident report if the injury is minor. In case of a more severe injury, the appropriate first aid measure will be taken immediately to care for the child, the parents will be notified, and if necessary parents will be asked to pick up the child for further medical treatment. Emergencies will result in a call to 911. It is very important that all telephone numbers and emergency information be kept current so that parents can be reached at all times. Please be sure cell phones are turned on and accessible while your child is attending school.

### **Hand Washing**

The most important thing teachers and children can do to prevent the spread of illness is to wash hands thoroughly and often. Teachers are given the following guidelines regarding hand washing.

#### How to Wash Your Hands:

1. Rub your hands together vigorously for at least 20 seconds using warm running water and soap.
2. Wash under fingernails, between fingers, backs of hands and wrists.
3. Rinse your hands well under running water.
4. Dry your hands with a single use paper towel.

5. For hand-held faucets, turn off water using a paper towel instead of bare hands to avoid recontamination of clean hands.

#### When Teachers Should Wash Your Hands:

1. When you arrive at the program.
2. After you change an undergarment.
3. After you handle items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes.
4. After you clean up messes.
5. After you handle a sick child.
6. Before you prepare food or serve food.
7. Before you eat or drink.
8. After handling any pets or animals.

#### When You Should Wash the Children's Hands:

1. When they arrive at the program.
2. After they use the toilet or have their under garments changed.
3. After they have touched a child who may be sick or have handled soiled items.
4. Before they eat or drink.
5. Before and after using the water/discovery table.
6. After handling any pets or animals.

#### **Insurance**

Oak Hills Church Preschool meets all state requirements regarding insurance coverage for children enrolled in a licensed facility. The liability insurance coverage is reviewed annually.

#### **Safety**

The safety of the children at Oak Hills Church Preschool is of the utmost importance. Procedures are in place for fire safety, severe weather, toxic fumes, intruders, injury to a child, release of children, playground safety, and national alerts.

- Fire Safety – Fire drills are conducted monthly and all classes participate. Every room in the school displays the emergency procedures regarding fire and notes the primary and secondary evacuation routes. The Oak Hills Church building is equipped with a fire/smoke alarm system that notifies the City of San Antonio Fire Department when activated. There are fire extinguishers strategically placed around the building, and teachers are trained in how to operate them. The school complies with all legal requirements regarding installation of smoke detectors, extinguishers, and alarms.
- Severe Weather – The school is required by licensing to conduct a severe weather drill every three months. Teachers are trained in what to do in case of a tornado or high winds. The school's policy is that children will be gathered in the preschool classroom away from windows or exterior doors until the danger has passed. In case of a school closure due to weather emergency, the school follows the directive of the Northside Independent School District. If NISD schools are closed due to flooding, snow, ice, or



any emergency, our school is closed as well. In case of thunderstorms, teachers are to bring children inside and may not return outside until 30 minutes from the last sound of thunder or flash of lightening.

- Weather/Temperature Alerts – The school subscribes to <http://www.tceq.texas.gov/> in order to receive daily emails regarding ozone levels. When levels are unhealthy, children's time spent outdoors will be limited to 20 minutes at a time. When the air temperature is 90 degrees and the heat index is between 91-97 degrees or the air temperature is 94 and the heat index is between 97-103 degrees, children's time spent outdoors will be limited to 20 minutes at a time. When the air temperature is below freezing and the wind chill is below 32 degrees, children's time spend outdoors will be limited to 20 minutes at a time. Children will dress for cold weather with coats, hat, and gloves if provided.
- Toxic Fumes – In the case that the school is notified that toxic fumes are present in dangerous levels in the outdoor air, the children will remain inside the building with windows and doors closed and the air condition off until the school is notified by authorities that the danger has passed.
- Intruders/ Active shooters – In the event that a person enters the building with intent to do harm to the children or teachers, staff will follow established procedures for protection of the children. Procedure includes locking classroom doors, covering the windows, radioing for assistance, and bringing children in from the playground. Teacher can either use their cellular telephone or the radios to provide a communication link between the classrooms and the school office. The program's Director and Administrative Assistant have the right to ask any person to leave the premises, and they will call church security or local authorities as well as church personnel if necessary. The school is required by licensing to practice shelter drills, and lockdown drills, every three months.
- Injury to a Child – In the case a child has an injury that requires medical treatment, parents will be notified and asked to pick up the child immediately. If parents cannot be reached, those listed on the child's enrolment forms will be called to pick up the child. If the injury requires immediate treatment by a doctor, 911 will be called. The teacher will treat minor injuries and an accident report will be sent home with the child at the end of the day. First aid kits are kept in each classroom and the school office.
- Release of Children – All persons who are authorized to pick up your child must be listed on the Enrollment Forms and will be kept on file in the school office and the child's classroom. Only adults who have been authorized by the parent and listed on this form will be allowed to pick up a child from school. Any change in pick-up arrangements, temporary or permanent, should be give immediately to the child's teacher and the school office. Permanent changes should be added to the enrollment forms. We must get a notice in writing if a person other than the ones on the permanent list will be picking up your child. Photo identification will be required of anyone picking up the child who is not known by the teacher.
- Playground Safety – Our playgrounds comply with all federal safety guidelines. Playgrounds are inspected on a regular basis, and when needed, repairs and changes are made. Children are taught the safety rules, which include keeping sand and mulch

on the ground, walking up steps, taking turns, and climbing safely on the equipment. It is important that children wear appropriate footwear while playing on the playground. We do not apply sunscreen or bug repellent at school. If you feel your child will need either for outdoor play please apply it prior to the start of school.

- National Alerts – The school has put in place guidelines that will be activated when the nation is on orange alert status or higher. If local authorities declare a shelter-in-place emergency due to release of dangerous contaminants into the atmosphere, the children and teachers will “shelter in place.” The building will be closed and will not reopen for any reason until local authorities have declared the danger passed. Do not come to the school to pick up your child during a shelter-in-place emergency; rather, seek shelter for yourself and rest assured that your child is well cared for and is safe at school. Children remain with their teachers in the safe rooms until the danger has passed and civil defense has notified the community that it is safe to be outdoors.
- Evacuation - In the unlikely event that children must be evacuated from the school building for any reason, we will go across Summer Oaks to the Student Building. Evacuation – Across the street, North of the building, and into Oak Hills Church Student Center that is located off I-10 and Summer Oaks next to the Shell Station. (Map Attached)

Parents will be called to pick up children from there, and the staff will remain with the children, care for the children and keep them engaged until all are picked up.

### **Universal Precautions**

Universal precautions will be used in handling all body fluids at the school to provide the best protection for everyone. Universal precautions consist of wearing disposable protective gloves when there is contact with blood and/or body fluids, mucous membranes, non-intact skin, or when handling items or surfaces soiled with blood or body fluids. Gloves must be changed after contact with each child. Hands must be washed immediately after gloves are removed. First Aid kits are located in the front office and all classrooms. These kits must be used when cleaning up body fluids according to the instructions in or on the kit. The First Aid kit must be restocked immediately after use.

### **Pest Control**

As part of our commitment to provide your child with a safe, pest-free learning environment, Oak Hills Church may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our pest management program and are done on non-school days by trained and licensed technicians.

## **PARENT INVOLVEMENT**

Various special events are held at the school and parents are encouraged to attend. Some of these events are the Fall Parade, Thanksgiving Feast, Cowboy Round-up, and Fiesta Parade. Parent volunteers also plan class parties and assist the classroom teacher when needed. Every child is given a tote bag to carry their personal belongings to and from school i.e. lunch, jacket, change of clothes, etc. These tote bags are also used by the classroom teacher and the school to send home notes, calendars, newsletters, and notice of

special events. This is one of the many ways we communicate with parents. Please make sure to check your child's tote bag, which will help keep you better informed and involved. We also communicate through email, texting, digital signage, and phone calls when needed. We value communication and realize the importance of relationship. If you need to speak with us at any time, do not hesitate to do so, scheduled or unscheduled.

### **Rotating Snacks**

Parents take turns in each class providing the midmorning snacks. Wholesome crackers, plain cookies, bread, cheese, fruit and other finger type foods are preferred. Please provide snack from two (2) food groups, i.e. cheese & crackers. We will not serve beverages with added sugar, such as carbonated drinks, fruit punch or sweetened milk except for special occasions such as holiday or birthday celebrations. Milk or 100 percent juice can be included. Water will be served at every snack time. Please do not send glass containers. A class snack bag will be sent home as a reminder of the child's snack day. The children will occasionally cook items such as pizza, muffins, soup, bread, macaroni, etc. The snack menu is posted outside each classroom daily and is kept on file for one year.

### **Lunches**

Children bring their lunches from home on school days. State Licensing requires lunches meet nutritional guidelines. Lunch should include a protein (meat, cheese, eggs) vegetables, fruit, and grains. Some suggestions for a healthy lunch are a sandwich, crackers and cheese, soup in a thermos, raw vegetables and dip, fresh fruits and juices, yogurt and milk. No child will have lunch withheld for any reason. Likewise, teachers will always ask that children at least try their lunch, even if they say they do not want to eat. At least one teacher sits with children while they are eating snack and/or lunch. Children are never forced to eat what they do not want to eat. Unopened items will be returned in lunch kits; however, partially eaten or messy items will be thrown away. Children are prohibited from sharing lunches with one another.

We do not do any food preparation. If food should be served warm, it needs to be in a thermal container that will keep it at the desired temperature. Please enclose a cold pack if food in the lunch box requires refrigeration. Water will be offered to every child with snack and lunch. Please do not include carbonated beverages.

### **Classroom Parties**

The students have several seasonal parties each year that typically require parent involvement. However, due to COVID-19 restrictions the parents may be asked to provide party refreshments, games, crafts, or other activities but will not be able to attend the party. The classroom teacher will furnish a sign-up sheet and party guidelines. If COVID-19 restrictions are lifted and we are able to have classroom parties it is important to remember the room moms have planned these parties with the enrolled students in mind, and it is not appropriate to have siblings participate in the party. Following is a list of celebrations and parties: October - Fall parade & parties, November - Thanksgiving Feast, December - Christmas parties, February - Rodeo Day & Valentines parties, March/April - Easter

parties (may be held offsite) and Fiesta Parade & Carnival, May – school wide picnic or class specific end of year picnic.

### **Parents/Teacher Conferences**

Close communication between parents and teachers is essential. At Oak Hills Church Preschool, we believe that parents and teachers are partners in the education process. Parent/teacher conferences for all students are held in February. Students will have a holiday on conference day, but child-care will be offered during the scheduled conference time. Teachers will share information with parents throughout the school year as needed.

### **VISITORS**

Visitors are encouraged to make an appointment and must sign-in at the school office. Visitors are allowed in the preschool facility at the discretion of the Director and must be accompanied by a staff member while in the preschool. If a visitor stops in without an appointment, a staff member must be available to accompany them. If there is no available staff, an appointment will have to be scheduled and the visitor may return at another time. Regular parent volunteers must clear a background check before working in the classroom. Volunteers will not be left alone with the children unless they have completed a name-based and FBI finger print background check.

### **STAFF**

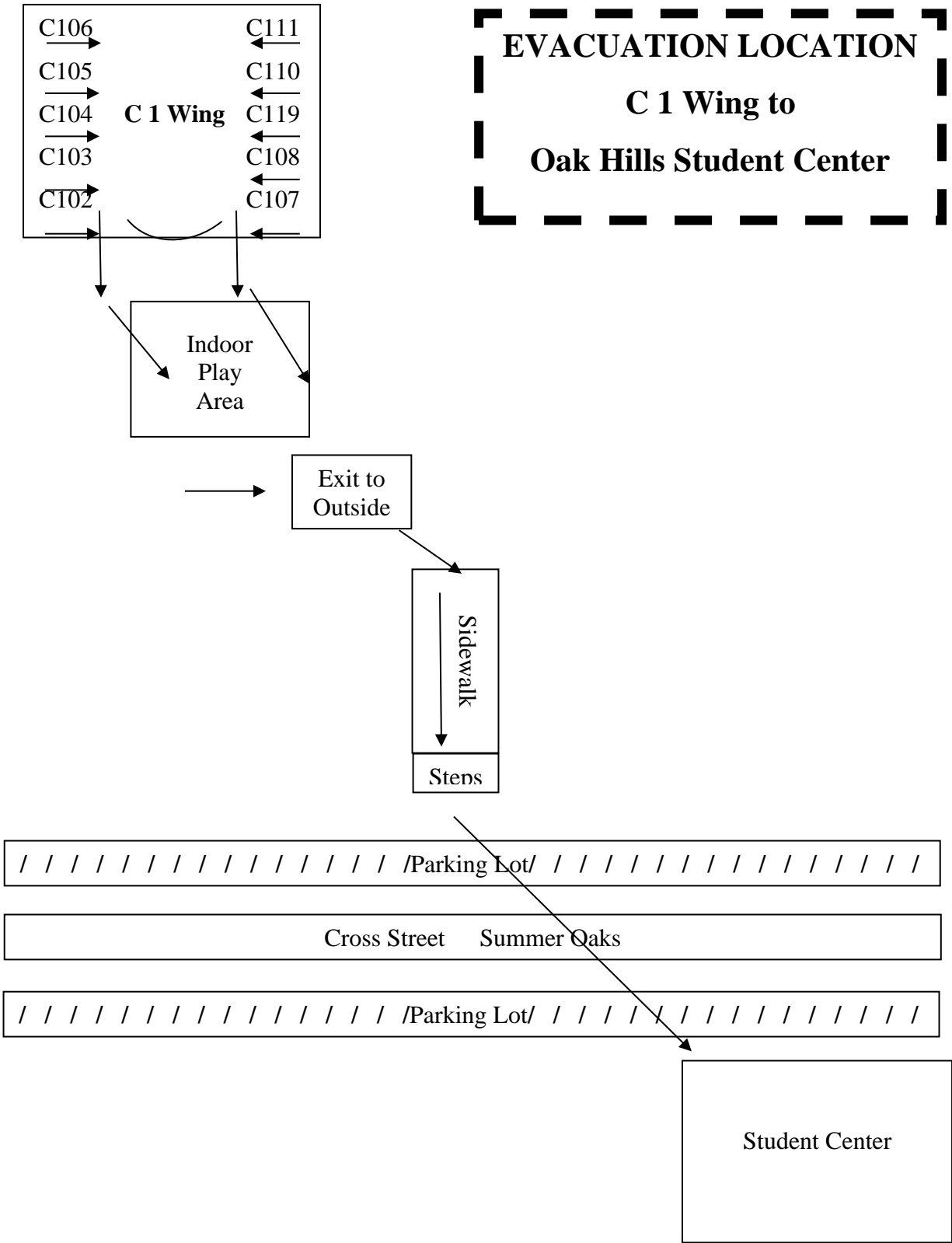
Caring, nurturing, degreed or otherwise exceptionally well-qualified teachers are on the school staff. We are fortunate to have experienced teachers who have a genuine commitment to teaching young children. Our staff builds a relationship with the children and is appropriately nurturing and affectionate. We do hug our children! All of the staff participates in 24 hours of annual training. The staff also participates in CPR and First Aid training.

### **ADDITIONAL SERVICES PROVIDED BY OAK HILLS CHURCH**

Oak Hills Church is committed to guiding all people to follow Jesus moment by moment. We invite you to join us for weekend worship online or in-person. Please visit [oakhillschurch.com/worship](http://oakhillschurch.com/worship) to view current worship times and available Children's ministry resources. If you are new to Oak Hills Church, in need of help, or looking to take your next step with the OHC family, we're here to help! Please visit [oakhillschurch.com/connect](http://oakhillschurch.com/connect) to tell us more about your connection interest, and we'll have a team member connect with you soon! If you would like to connect with us directly, we're available via phone M-TH, 10 AM-4 PM, at 210.698.6868.

### **HANDBOOK AMENDMENTS**

Oak Hills Church Preschool will make amendments to this document as needed. The amendments will be made available to you in the school office. You will be asked to sign off on receiving the amendments if amendments are made.



## CLASS ROSTERS

We do not publish a school wide directory; however, every class has a roster which will be distributed to the other classmates. The following information will be included on the roster: child's name, parent names, address, phone number and email address, if available.

- I DO NOT want our information included on the class roster.
- I DO want our information included on the class roster.

## PHOTOGRAPHS/VIDEO TAPING

I understand that as a participant in Oak Hills Church Preschool, my child may be photographed, and these photos/videos may be used in promotional materials for Bibleland Children's Ministry and Oak Hills Church. I also understand that personal information, such as child's full name, parents' names, address and telephone number will never be published with my child's image.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Detach the last page from the Handbook.  
Complete both forms, sign, date, and return them to the Preschool.

# PARENT HANDBOOK ACKNOWLEDGMENT

I HAVE READ THE FOLLOWING POLICIES OF THE PARENT HANDBOOK AND I UNDERSTAND THAT I MUST FOLLOW ALL ASPECTS OF THIS MANUAL.

Please check that you have read the following policies:

- |  |                                     |
|--|-------------------------------------|
| ___ Hours of Operation                   | ___ Medication                      |
| ___ Enrollment Requirements              | ___ Emergencies                     |
| ___ Registration Policy                  | ___ Pick-Up Procedures              |
| ___ Parent/Teacher Conferences           | ___ Accidents                       |
| ___ Class Assignment                     | ___ Snacks/lunches                  |
| ___ Educational, Philosophy & Curriculum | ___ Discipline Policy               |
| ___ Medical Requirements                 | ___ Tuition & Fees                  |
| ___ Illness Policy                       | ___ Emergency Evacuation Procedures |

I, \_\_\_\_\_, the Parent/Guardian of \_\_\_\_\_ understand and agree that the Director and staff of Oak Hills Church Preschool, while acting in the scope of their employment, are not individually and or personally liable for any claims arising from Oak Hills Church Preschool provision of care or education to children/students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ACCOUNT AGREEMENT

Name of child: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Number: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_

The undersigned agrees and understands that the educational services rendered by Oak Hills Church Preschool are subject to the following conditions:

1. Tuition is due and payable in full on the 1<sup>st</sup> of each month.
2. Tuition not paid by the 10<sup>th</sup> of the month will result in a \$10.00 late fee.
3. The customer (parent, guardian) agrees to pay, in the event the account is turned over to an agency or attorney for collection, reasonable attorney fees, plus all attendant collection costs, or court costs.

**Agreed and Understood:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date