



St. Philip Preschool

Parent Handbook

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## Welcome

Welcome to St. Philip Preschool. We are honored to partner with your family during these important early years. This handbook is designed to outline our operational policies, health and safety practices, and family expectations in compliance with Texas Child Care Licensing Minimum Standards and Texas Rising Star (TRS) requirements.

**Important Note:** Information related to tuition rates, schedules, fees, enrollment forms, medical authorizations, and emergency contact details is provided in the Registration Packet and Tuition Agreement.

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## Vision

St. Philip Preschool educates with the future in mind, preparing children for a successful transition to kindergarten. Serving children from 6 weeks through 5 years of age, we provide a nurturing, Christ-centered environment that supports social, emotional, academic, physical, and spiritual growth.

## Philosophy

We believe children learn best in a safe, loving, and respectful environment. Play is the foundation of learning and supports curiosity, problem-solving, independence, and self-regulation. Teachers model kindness, patience, and respect while guiding children toward responsible choices and positive relationships.

## Program Goals

- Provide a safe, healthy, and nurturing Christian environment
  - Support social, emotional, physical, and cognitive development
  - Use developmentally appropriate, play-based learning experiences
  - Partner with families in the care and education of each child
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## Licensing & Compliance

St. Philip Preschool is licensed by the Texas Department of Health and Human Services (HHSC) and operates in full compliance with Texas Minimum Standards for Child Care Centers.

The preschool maintains written policies and procedures addressing: - Supervision and safety - Staff qualifications and ongoing professional development - Health, sanitation, and communicable disease control - Emergency preparedness and disaster response - Child guidance and discipline - Safe sleep practices. Compliance with licensing

standards is monitored continuously and reviewed annually. Policies may be updated as required by HHSC to remain in compliance.

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## Texas Rising Star Commitment

St. Philip Preschool is committed to meeting and maintaining Texas Rising Star standards, which emphasize: - High-quality teacher–child interactions - Developmentally appropriate curriculum and learning environments - Ongoing assessment of child growth and development - Family engagement and communication - Health, safety, and professional development

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## Reporting Abuse or Neglect

All staff are mandated reporters and receive annual training in abuse and neglect prevention. Reports may be made anonymously.

- Emergency: Call 911
  - Texas Abuse Hotline: 1-800-252-5400
  - Online Reporting: [txabusehotline.org](http://txabusehotline.org)
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## Curriculum & Assessment

Our curriculum is play-based, child-centered, and aligned with the Texas Early Learning Guidelines (TELG) and Texas Prekindergarten Guidelines. Instruction is developmentally appropriate and designed to support the whole child.

Curriculum implementation includes: - Intentional teacher–child interactions - Hands-on learning experiences - Opportunities for exploration, creativity, and problem-solving - Daily integration of language, literacy, math, science, social-emotional learning, and motor development

Instructional resources include Zoo-Phonics, Handwriting Without Tears, Conscious Discipline, and God Loves Me Bible curriculum.

## Developmental Screening & Progress Monitoring

- Developmental milestone checklists are completed at least twice a year for children ages 0–5
- Observations and documentation are used to individualize instruction
- Families receive ongoing communication regarding their child's development
- Preschool and prekindergarten students will have conference days offered twice a year, younger students may have conferences as requested by parents or teachers

- Referrals for additional screening or support services are made when developmental concerns are identified
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## Guidance & Discipline Policy

St. Philip Preschool uses Conscious Discipline, a research-based, trauma-informed approach focused on social-emotional development and self-regulation.

### Guidance Practices May Include:

- Redirection and modeling appropriate behavior
- Offering choices and problem-solving support
- Teaching emotional regulation skills
- Natural and logical consequences

### Prohibited Discipline Practices

The following are never permitted: - Corporal punishment or threats - Physical force or restraint (grabbing, shaking, hitting) - Humiliation, ridicule, or verbal abuse - Withholding food, rest, or bathroom access - Isolation in locked or confined spaces

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## Challenging Behaviors & Family Collaboration

St. Philip Preschool recognizes that young children are learning to regulate emotions and behavior. Challenging behaviors are addressed in a manner that is developmentally appropriate, supportive, and consistent with licensing and Texas Rising Star expectations.

### Program Approach

- Teachers proactively teach social-emotional skills
- Positive behavior supports are embedded into daily routines
- Classroom environments are designed to prevent challenging behaviors
- Staff respond calmly, consistently, and respectfully

### Family Collaboration

Families are essential partners in supporting children's success. When challenging behaviors arise: - Teachers communicate concerns promptly and respectfully - Families and staff collaborate to identify strategies and supports - Behavior support plans may be developed when appropriate - Progress is shared regularly through conferences, reports, and Brightwheel communication

If additional support is needed, families may be referred to community or developmental resources. If a child's needs cannot be met safely despite reasonable accommodations,

alternative care options may be discussed. Reasonable notice will be provided when possible.

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## Health & Safety Practices

A current, validated immunization record must be on file prior to the first day of attendance. As your child receives new immunizations and/or has an updated physical, please update the record on file in the St. Philip Preschool office. A physical exam must be completed (well check) within the last year of their initial registration. Immunization exemptions must have a notarized affidavit.

## Illness & Exclusion Policies

Children must be well enough to participate in daily activities.

Children must stay home with the following:

- fever (100.3°F or higher)
- Vomiting (2 or more) or diarrhea (3 or more)
- Contagious illness or unexplained rash
- lethargy or breathing difficulties
- lice
- red, encrusted, or runny eyes

If you receive a call to pick up your child due to illness, please make arrangements to have them picked up within 30 minutes of notification.

Children must remain symptom-free for 24 hours without medication.

If a child has a medical issue that is recurring, such as a rash, runny eyes, or an allergy, St. Philip Preschool must have documentation from a physician stating the issue is not contagious and that the child may attend even when symptoms are present.

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## Medication Administration

- Prescription and non-prescription medication is administered only with written authorization
- Medication must be in original containers and properly labeled
- Emergency medical authorizations are maintained in each child's file

## Safe Sleep Practices

St. Philip Preschool follows all Texas Child Care Licensing safe sleep requirements to reduce the risk of Sudden Infant Death Syndrome (SIDS) and ensure infants are protected while resting.

Safe sleep practices include: - Infants are placed on their backs for sleep unless a signed physician's order is on file - Each infant sleeps alone in an individual crib approved for childcare use - Cribs contain only a firm mattress with a fitted sheet; no blankets, pillows, toys, bumpers, or positioning devices are allowed - Infants are not placed to sleep in swings, bouncers, car seats, or other equipment - Room temperature, lighting, and ventilation are monitored to ensure comfort and safety - Infants are visually checked every 15 minutes while sleeping - A Safe Sleep Policy acknowledgment is maintained in each infant's file

All staff complete annual Safe Sleep training as required by Texas Child Care Licensing and Texas Rising Star. Families will be notified immediately of any concerns related to infant sleep or rest routines.

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## Supervision & Staffing

- Children are actively supervised at all times
- Staff meet background check and training requirements (at least 24 hours annually)
- CPR, First Aid, and Safe Sleep certifications are maintained
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- Staff meet background check and training requirements
- CPR and First Aid certifications are maintained

## Emergency Preparedness

### Inclement Weather & District Closings

In the event of inclement weather or emergency conditions, St. Philip Preschool follows the closure decisions of Hurst-Eules-Bedford Independent School District (HEB ISD) to support family consistency and staff safety.

When HEB ISD is closed due to inclement weather or emergency conditions, St. Philip Preschool will also be closed.

When HEB ISD delays opening, St. Philip Preschool will follow the same delayed start schedule when feasible. Specific details will be communicated to families.

When HEB ISD remains open, St. Philip Preschool typically remains open; however, the preschool reserves the right to close independently if conditions are determined to be unsafe.

### **Notification Procedures**

Families will be notified of closures or schedule changes as soon as possible via Brightwheel.

Families are responsible for monitoring Brightwheel for timely updates.

### **Tuition & Attendance**

Tuition is not prorated or refunded for closures due to inclement weather or emergency conditions.

Make-up days are not provided unless otherwise determined by administration.

- Fire drills conducted monthly
- Severe weather and lockdown drills conducted as required
- Emergency evacuation and relocation plans are posted in each classroom

### **Relocation Site**

In the event of evacuation, children will be relocated to a designated nearby safe location. Parents will be notified immediately via Brightwheel.

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### **Safe Environment Policies**

- Daily cleaning and sanitizing of classrooms and materials
- Age-appropriate equipment and learning materials
- Routine safety inspections of indoor and outdoor spaces

### **Prohibited Substances**

The use of tobacco, alcohol, illegal drugs, or firearms is prohibited on campus.

### **Arrival, Departure & Attendance**

#### **Scheduled Days & Attendance**

- Children are enrolled based on a **fixed schedule of days** selected at registration
- **Scheduled days may not be changed** once enrollment is confirmed
- Requests for additional days are considered **drop-in care** and are subject to availability and applicable fees
- If your child will be late or absent, please send a message to their teacher via Brightwheel.

## Doors, Drop-Off & Pick-Up Times

A consistent arrival time is very important and should be before the educational portion of the day begins whenever possible to limit disruption and help children prepare for kindergarten.

- **Extended Care Program doors open at 7:00 AM**
- **Preschool classroom doors open at 8:25 AM**
- **Drop-off begins promptly at 8:30 AM** for the Preschool Program
- **Preschool dismissal is at 2:30 PM**
- **Extended Care Program ends at 5:30 PM**

Children must be accompanied by an authorized adult at all times during arrival and departure. Running is not allowed in the preschool hallways and children are not permitted to exit the building without an authorized adult. Please refrain from using your cell phone when picking up/dropping off.

## Late Drop-Off & Pick-Up Policy & Fees

Our school day and meaningful instruction start promptly at 8:30, as such, chronic late drop-offs disrupt the school day. Timely pick-up is essential for the safety of children and for maintaining appropriate staffing ratios.

- **A \$10.00 late fee will be assessed for students that chronically arrive after 9:00 am.**
- **A \$10.00 late fee is assessed immediately at 2:35 PM** for Preschool Day students
- **A \$10.00 late fee is assessed immediately at 5:30 PM** for Extended Day students
- **Each additional minute after 2:35 PM or 5:30 PM is charged at \$1.00 per minute, per child,** until the child is picked up

Late fees are billed through Brightwheel and must be paid promptly. Repeated late pick-ups may result in termination of care.

## Sign-In / Sign-Out Requirements

- Parents or guardians **must** sign children in and out daily using Brightwheel as mandated by Texas Childcare Licensing regulations. If a parent or guardian fails to follow this procedure more than 5 times, a \$5.00 fee per occurrence will be assessed for each subsequent instance.
- Only individuals listed and authorized in the child's file may pick up a child
- Valid photo identification is required for verification

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## Food Allergies & Restrictions

- Families must disclose all food allergies or dietary restrictions

- A physician's food allergy action plan is required for documented allergies

## Lunch & Water

- Lunches must be sent daily and contain nutritious food or purchased through the catered lunch program
  - Please send your child with a reusable sports type water bottle with a flip top and straw
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## Snack Policy

### Birthday Celebrations

St. Philip Preschool recognizes birthdays as a special milestone and welcomes families to acknowledge their child's birthday in a way that is safe, developmentally appropriate, and compliant with Texas Child Care Licensing Minimum Standards.

All birthday celebrations must be coordinated in advance with the classroom teacher.

### **Birthday Food Guidelines**

- All birthday food items must be commercially prepared-homemade foods are not permitted

Approved birthday food options include:

- Fresh fruit
- Vegetables
- Pizza
- Chicken nuggets

Portions should be age-appropriate and manageable for young children.

As an alternative to food, families may choose to send a small goody bag to be sent home with children.

## Snack Policy

St. Philip Preschool supports healthy eating habits and offers flexible snack options for families.

Families may choose **one of the following options:**

- 1. Parent-Provided Snacks** - Children may bring their own healthy snacks from home - Snacks should be nutritious, age-appropriate, and ready to eat - Candy and sugary treats are not allowed

**2. Preschool Snack Program (Optional)** Families may enroll in the preschool's monthly snack program, which provides nutritious snacks.

Snack program options include: - AM Snack Only - AM & PM Snack Bundle

Monthly snack rates vary based on the child's enrollment schedule (2–5 days per week) and are outlined in the Registration Packet.

Incidental Snack Fees

If a child forgets a snack on a scheduled day: - **AM Snack:** \$2.00 per occurrence - **PM Snack:** \$6.00 per occurrence (includes two items / larger afternoon snack)

Incidental fees are billed through Brightwheel.

Family Engagement & Communication

- Daily communication occurs through Brightwheel
- Families are encouraged to participate in conferences and school events
- Parents may visit the program by coordinating with staff

St. Philip Preschool has two fundraisers a year: popcorn sales in the fall and the sweetheart dance in the spring. Parent and family participation is highly encouraged! Monetary donations in lieu of sales are accepted.

Clothing & Personal Items

Please label ALL outdoor, lunchboxes, backpacks, water bottles, nap mats, etc. with your child's first and last name.

Children must wear closed toed shoes (not crocs), tennis shoes preferred

St. Philip Preschool is not responsible for lost or misplaced items. Toys are not permitted to be brought to school. A small lovey may be brought for naptime.

Inclusion & Accommodations

St. Philip Preschool is committed to providing an inclusive environment that supports children and families of diverse abilities, backgrounds, cultures, and needs, in compliance with Texas Minimum Standards, Texas Rising Star, and applicable federal and state nondiscrimination laws.

Accommodations

- Children are not excluded on the basis of race, color, religion, national origin, sex, disability, or family structure
- Reasonable accommodations are provided to support a child's participation in the program when possible
- Accommodations are considered on an individual, case-by-case basis

To ensure the health and safety of all children: - Families must disclose known medical, developmental, behavioral, or physical needs at enrollment or when identified - Written documentation from licensed medical or therapeutic professionals may be required.

## Limitations

St. Philip Preschool will make reasonable efforts to accommodate children. Accommodations must not compromise the safety of the child, other children, or staff - If the preschool determines that a child's needs cannot be met safely or appropriately despite reasonable accommodations, families may be asked to seek alternative care. Reasonable notice will be provided whenever possible, except in cases involving immediate safety or compliance concerns.

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## Termination of Care

St. Philip Preschool reserves the right to terminate childcare services for the following reasons, including but not limited to:

- Failure to pay tuition, fees, or late charges as outlined in the Tuition Agreement
- Failure to comply with scheduled drop-off and pick-up times
- Repeated late pick-ups
- Failure to submit required forms or documentation
- Lack of parental cooperation with school policies or procedures
- Providing false or misleading information
- Behavior by a child or parent that threatens the safety of children, staff, or the program
- Inability of the program to meet a child's need despite reasonable accommodations

## Notice Requirements & Financial Obligations

- Families must provide a minimum of two (2) weeks' written notice to the Director to withdraw a child
- Tuition and fees remain due and payable through the end of the two-week notice period
- Tuition is not prorated for absences, holidays, or early withdrawal

In cases of immediate safety or compliance concerns, St. Philip Preschool reserves the right to terminate care without notice as permitted by Texas Minimum Standards.

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