



SCHOOL FOR LITTLE CHILDREN

Bellaire United Methodist Church

4417 Bellaire Boulevard Bellaire, TX 77401 713.666.1111

Mother's Day Out and **Preschool**

2019-2020 Parent Handbook

Note:

If English is not your first language, please provide us with contact information of a person that can serve as an interpreter for any printed communication.

Philosophy

School for Little Children provides a safe nurturing environment that promotes the development of the “whole child”. Experienced teachers provide developmentally appropriate activities and experiences that encourage intellectual, social, emotional, physical, and spiritual growth.

NAEYC Accreditation

Our programs are accredited by the National Association for the Education of Young Children (NAEYC) National Academy of Early Childhood Programs. Accreditation is a voluntary program for centers that choose to meet the high quality standards defined by NAEYC Accreditation criteria. The criteria can be found on the NAEYC website at www.naeyc.org

Mission Statement

The School for Little Children staff and families will work as a team to provide quality early childhood education in a Christian environment as an extension of the Bellaire United Methodist Church family outreach ministry.

Licensing

We are licensed by the Texas Department of Family and Protective Services and meet all Texas Minimum Standards for Child-Care Centers. A copy of these standards and our licensing inspection reports are available in the School for Little Children office. For more information these numbers may be helpful:

Childcare Licensing 713.940.5200
Child Abuse Hotline1.800.252.5400
(from across the United States)
TDFPS Web site: www.dfps.state.tx.us

Enrollment

Registration for all School for Little Children programs for the next school year takes place in February.

Applications and registration information is available at bellaireumc.org/preschool for all current families and other interested parents in late January. A random drawing, done by School for Little Children Board members, takes place the first week of March. Priority for registration is given to church members and currently enrolled families. All other places are filled in the order of their drawing number.

Parents will be notified of their status by the middle of March. Registration is complete when all fees have been paid, and when we have received the coming year's May tuition which is due in April.

Waiting lists are created from applications remaining after all places have been filled. Any openings during the school year are filled from these lists.

Withdrawal Procedures

If it is necessary for a child to withdraw from the program, you must submit notice in writing **at least 2 weeks in advance**. Please note that the May tuition paid prior to the start of school is non-refundable upon withdrawal. Not all children are ready to enter a group program. We reserve the right to determine if a child should not attend. In this case, refunds will be made for the unused days.

Tuition

Monthly tuition is due, on the first day of each month. Tuition is an annual amount which is divided into nine equal payments for your convenience. (*Note: May tuition is paid prior to the start of school.*) Families may also make one payment at the first of the year or divide the year into two payments. Tuition is due regardless of days missed. It is important that payments be made promptly. **A late fee of \$50 will be charged for tuition received after the 10th of the month.**

Families with two or more children in School for Little Children programs receive a five percent discount. The annual registration fee is in addition to tuition. In cases of unusual needs we can discuss scholarships.

Tuition may be made electronically through SmartCare by credit/debit card. Parents can establish auto-pay electronically each month or pay by check in the School for Little Children office. Checks should be made payable to **School for Little Children**. We do not accept cash.

Communication

We will make every effort to provide ongoing communication throughout the year. Please let us know if we can improve our communication to you in any way. Following are some ways we communicate with you:

- Our Facebook page at BellaireSLC
- Email
- Visitation days for students before school begins
- Parent Orientation Meeting in September
- Fall phone conferences
- Parent/Teacher conferences for preschool students in February (Mother's Day Out parents will conference via phone)
- Dry erase boards outside each classroom give parents information about weekly classroom activities
- Photo sharing
- "Parents Ask Us" information sheets provide parent education about frequently asked topics. These may include:
 - Getting Off to a Good Start
 - Discipline
 - Toilet Training

Grievance Procedures

All grievances should be brought to the attention of the Director. Every effort will be made to resolve problems and issues related to the children, the school, and the staff, while giving the best interest of children the utmost importance. In the event of a lack of agreement between a parent and the School for Little Children staff, the Director will ask the School for Little Children Board of Directors to arbitrate and will abide by their decision.

Confidentiality

School for Little Children ensures confidentiality of child and family information. Children's files are kept in a locked file cabinet in the office. Only School for Little Children staff and regulatory authorities have access to this information. A "Consent to Share Information" form must be filled out by a parent in order for any information to be shared with outside professionals or schools.

Curriculum

We know that children learn best through play.

We offer a play based curriculum based on

- NAEYC guidelines for Developmentally Appropriate Practice
- High/Scope Key Experiences for Infants/Toddlers and for Preschoolers
- Texas Education Agency Curriculum Guidelines.

These three curricula sources provide objectives which are offered daily through play activities in classroom learning centers. Children are offered a variety of materials to explore new concepts. Activities include language, literacy, creative representation, initiative and social relationships, music, movement, classification, and a variety of pre-math skills.

Assessing the Developmental Growth of Children

Teachers assess the growth and development of children through classroom observations throughout the year. Teachers are trained to use assessments, and parents have an opportunity to see the assessment instrument and learn how it is used during the Parent Orientation meeting in September. We use a variety of assessment methods in order to assess learning across differing cultures, experiences and abilities. These include a developmental checklist, anecdotal notes, the documentation of children's learning activities, and anecdotal contributions of parents.

We find assessment helpful for several reasons. It helps parents and teachers communicate effectively about the growth, needs, and interests of the child. When outside screenings and diagnostic testing are needed, assessments provide helpful information. They also give teachers valuable information needed to adapt and design lesson plans to meet the developmental needs of individual children or the class as a whole. Assessments help teachers gather information on all areas of a child's development and learning. These areas include cognitive skills, communication skills, approaches to learning, health, and physical development, as well as self-help skills.

When special services require information from classroom observations and/or norm-referenced/standardized tests for eligibility for services, other professionals may be granted permission to assess the child in the classroom setting. We ask that parents notify us in advance when scheduling outside professionals.

Assessment information is exchanged with parents twice yearly. You will receive the developmental checklist at the Parent/Teacher conference in February and then again at the end of the year in May. These records are kept confidential and stored in a locked file to be viewed by parents and the School for Little Children staff. When it is necessary, parents may request records to be shared with other professionals.

Educational Evaluations, Learning Differences, Special Needs

We want to make sure that School for Little Children is the best learning environment for your child. If your child has had an educational evaluation, please share the results with our Director. While we are able to meet the educational needs of most children, School for Little Children is not the optimal environment for every child. Early intervention in the right setting is vital for optimal success. When a parent, teacher and the Director agree there is a need for a professional evaluation, we are glad to provide a list of referrals. For children who have identified learning differences or special needs, we are glad to work with professionals to carry out IEPs.

Discipline and Guidance

At School for Little Children we take a “whole child” approach to learning. We teach and foster growth in all areas of development. The domains of social and emotional development are no exception. At SLC “discipline” means teaching. Every day we help children learn to express their feelings, negotiate conflict, self-regulate, and have appropriate social interactions. We use a variety of positive guidance methods which include redirection, modeling, coaching and direct teaching so that children may fully participate in our program.

Physical punishment, psychological abuse or coercion is not permitted in any circumstance except when restraint is necessary to protect a child from harming him/herself or others. **At no time will teaching staff use physical punishment or engage in psychological abuse or coercion.** When a child displays challenging behavior we will make every effort to address the behavior. We will first assess the function of the behavior through observation and documentation. We will then work with parents and, if needed, other professionals to develop a plan to address the behavior using positive support strategies. We will have regular follow-up meetings to assess progress. In the rare event that these methods are unsuccessful, the Director, the child’s teachers, and parents will work together to find another suitable school setting.

School for Little Children complies with federal and state civil rights laws. A child will be immediately excluded from our school if he or she is found to be in possession of a weapon or incendiary device as these are unlawful and in conflict with Bellaire United Methodist Church’s stated policy.

Health

Records

Health records are kept confidential and may be accessed by School for Little Children staff and emergency medical personnel only.

Hearing and Vision Screening Requirements

All four year old classes will have vision and hearing screening by a certified screener. Parents will be notified only if there is a problem.

Note—All School for Little Children staff regularly complete an Employee Health Assessment with their physician. Teachers will receive adult immunizations if a risk to a child is identified.

Immunization Requirements

All incoming students **MUST** be up to date on their immunizations at all times, as defined by the Texas Health Department and Child Care Licensing. **Parents are responsible for providing current immunization records.** Bellaire United Methodist School for Little Children will not accept affidavits or exemptions, except documented current medical reasons, at the discretion of the School for Little Children Director. A letter, signed by the child's physician, documenting the reason for the delay or omission must be submitted to School for Little Children prior to the start of school and will be kept on file. If a child falls out of compliance with immunizations, he or she may not attend school. An updated immunization record must be submitted to the school office before the child can return to school.

The following immunizations are required:

DTP (Diphtheria, Tetanus, Pertussis), HepB, HiB, MMR, Polio, Hepatitis A, Varicella, Pneumococcal conjugate (PCV7)

If a disease for which an immunization is available is reported, any underimmunized child will be separated from exposure.

Health

When to Keep Your Child Home

You will be notified immediately if your child becomes ill. Please help us provide a safe and healthy environment for all children by keeping your child at home if he or she has:

- had a fever greater than 100 degrees in the last 24 hours
- had diarrhea or vomited in the last 24 hours
- been on an antibiotic for less than 24 hours
- heavy nasal discharge
- a constant cough
- any symptoms of a possible communicable disease
- irritability or is generally not himself/herself

Children may return to school after they are symptom free for 24 hours without medication. Please notify the Director if your child has a communicable disease so that other parents may be alerted.

Food Allergies

If your child has food allergies, please provide an individualized care plan from your child's health provider. Include your written permission for School for Little Children to post your child's name and food allergy in the classroom as a visual reminder for teachers and staff.

Health

Administration of Medications

We follow State Guidelines regarding the administration of medication including over-the-counter products. Pick up a copy of the guidelines in the school office if your child needs medication while at school. **Do not send any medication for your child to administer to himself or herself. Medication should never be sent to school in a backpack. Please send any medication to the School for Little Children office.**

Trained staff will administer both prescription and over-the-counter medications only if the child's Health form documents that the parent or legal guardian has given written permission. This record should include instructions from the licensed health provider who has prescribed or recommended medication for that child; alternatively, the licensed health provider's office may give instruction by telephone to the trained staff.

If your child needs to be medicated during the school day, please bring the medication to the school office and we will ask you to complete a medication form.

Health Emergency Procedure

All teachers and staff are certified in CPR and First Aid. In the event of a medical emergency, we will call 911 and then notify you immediately.

Arrival

Accompany your child to the classroom door. Your child's teacher will be at the door to greet him/her at 9:00 a.m. **Please arrive on time.** It is difficult for a child to enter a group when morning activities have begun. Children should not be left in the classroom if the teacher is not there to receive them.

Pick-Up

To ensure a safe and orderly transition at pick up time, please wait outside the classroom door unless the teacher invites you inside. Siblings and carpool children should not go into the classroom. **Pick up children on time at 12:00 p.m. They become worried when they are not picked up and teachers have other obligations after school.**

If it is necessary for you to pick your child up early, please let us know in advance. Come to the school office and your child will be brought to meet you there.

Please notify the office and teachers in advance when someone other than a parent or carpool driver is to pick up a child. Those picking up a child must be authorized by the parents and designated as an Authorized Pickup Person. Anyone not designated as an Authorized Pickup Person must report to the office.

School Schedule

Basic hours of operation are 9:00 a.m. – 12:00 noon (Monday, Wednesday, Friday)
and 9:00 a.m. – 2:00 p.m. (Tuesday, Thursday).

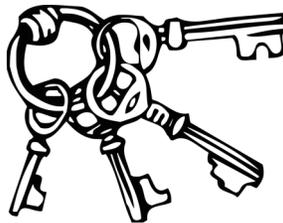
| MDO | | Preschool | | |
|------------|------|------------------|----------------|---------------|
| | | M-T Classes | W-Th-F Classes | M-F Classes |
| Mon | 9-12 | 9-12 | | 9-12 |
| Tues | 9-2 | 9-12 12-2* | | 9-12 12-2* |
| Wed | 9-12 | | 9-12 | 9-12 |
| Thurs | 9-2 | | 9-12 12-2* | 9-12 12-2* |
| Fri | | | 9-12 | 9-12 |

* optional Stay & Play

Security - Building Information

The school doors in the back parking lot will be opened at 8:30 each morning. Parents should use the back lots when bringing children in the morning. Doors to the building will be locked at 9:15 each morning. The **only** open doors after that time will be the church office door near Newcastle at the rear of the building. There will be no exceptions to this procedure. If children arrive later than 9:15, you must enter through these doors. A security guard will be on the premises from 8:30 until 12:30 on Monday, Wednesday and Friday and from 8:30 a.m. to 2:30 p.m. on Tuesday and Thursday.

Note: *School for Little Children and Bellaire United Methodist Church is a non-smoking facility. Firearms are not permitted on the grounds.*



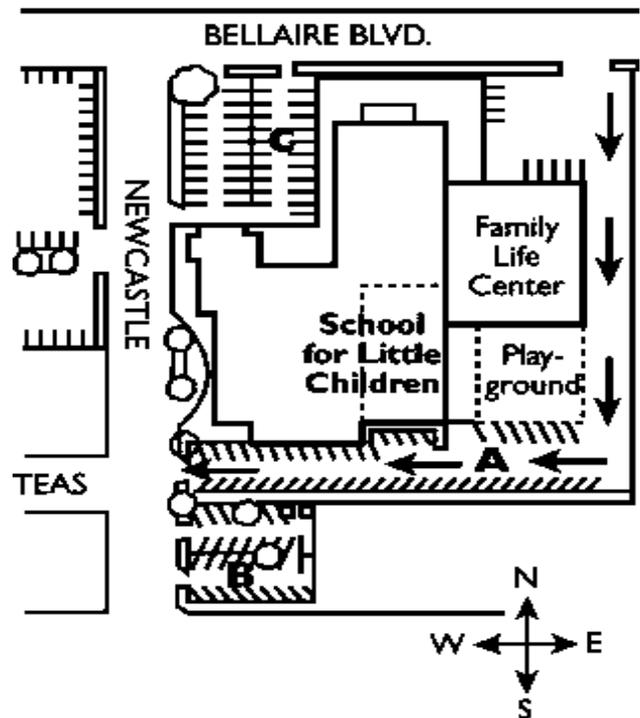
Parking Lot Safety

Because the safety of children is our highest priority you are asked to follow these guidelines when leaving and picking up children:

1. Parents are welcome to use parking lots A and B on the map.
2. The back lot (A) is **One Way** to be entered on Bellaire Blvd. **Do not enter from Newcastle.**
3. This church has many active senior adults. Please **do not** park in handicapped spaces.
4. **Drive very slowly in the parking areas at all times!**
5. Do not park in the No Parking spaces which are marked with red or yellow curb paint.
6. **Do not leave unattended infants or children in cars.** This is against the law as well as unsafe.
7. **Do not leave valuables in your car.**

*Please share this information with all persons who take and pick up your child from school!

Parking Lot Map



Emergency Plans and Procedures

First and foremost, we will do all in our power to keep your children safe and comfortable.

- School for Little Children teachers and staff are trained in CPR and First Aid, and we have first aid supplies available.
- If evacuation of the building is required, we will follow our regular fire drill procedures. (We practice fire drill procedures once a month as well as inclement weather and emergency lock-down drills quarterly). If necessary we will relocate to the parking lot across Newcastle.
- If we are required to “shelter in place” we will move to the gym. If necessary, the building will be locked down and we will seal doors and vents. Emergency food and water supplies will be available.
- For weather emergencies, we will gather in the Family Life Center hallway until it is safe to return to the classrooms.
- In case of emergency, we will contact you by email through our SmartCare platform which gives us direct access to all emergency contacts for children.
- Parents can help us by keeping emergency contact information current at all times.
- In most cases School for Little Children will follow HISD’s lead in closing school due to inclement weather or other emergencies. You will be notified by email about closures and when school will resume. School closure may also be posted on the School for Little Children Facebook page (facebook.com/BellaireSLC)

Evaluation

At the end of the year you will be given an evaluation form and asked to formally evaluate our program. We value your ideas and suggestions at any time during the year as well as on this formal evaluation.

Parent Visitation/Participation

We hope all parents will feel welcome at school. In order to maintain classroom security we ask all parents and other visitors to check-in in the school office before a class visit. Please sign the Visitor Log in the office, get a nametag, and wash hands before visiting a classroom. Watch for notices near classroom doors for opportunities in addition to the following:

- **Parent Orientation** is a parent information meeting held in September. It is an opportunity to visit your child's classroom and hear about activities and plans for the year. This is an important "Adults Only" meeting and there will be **no child care** at the church that evening.
- **Book Fair** is a fund raiser held in the Fall. The Book Fair committee is an opportunity to plan this wonderful event and get to know other parents in the process.
- **Class Activities** are enriched by parents who are willing to talk about careers or hobbies, help with cooking projects or field trips, or read to children in the classroom. Outdoor Days in May are another way to volunteer. Tell us about your interests and talents!
- **Open House** is a big celebration in the spring. Children come with families, relatives and friends! Classrooms are open for visitation. Cookies and punch are served outside the Parlor.
- **Classroom Coordinator** may be one or two parents that help the teacher coordinate any classroom volunteer activities. They also relay relevant information to other families when asked by the Coordinator Chairperson.

Preventing and Responding to Child Abuse and Neglect

In accordance of the Texas Department of Family and Protective Services (TDFPS) minimum standards 746.501 (25), School for Little Children provides annual training to all staff on preventing, recognizing and reporting child abuse and neglect. Training includes warning signs that a child may be a victim of abuse or neglect and prevention techniques for child abuse and neglect. As a licensed daycare center, we are required to report all suspected cases of child abuse and/or neglect immediately to the TDFPS Child Abuse Hotline or a law enforcement agency. Failure to report suspected child abuse or neglect is a crime.

For parents and caregivers, we recommend the awareness and prevention help provided in the website "Help for Parents. Hope for Kids" at <http://www.helpandhope.org/>

If you or your child is a victim of child abuse or neglect, please refer to the reporting contact information below.

Report Abuse

- By Phone: **1-800-252-5400**
- Online: [Texas Abuse Hotline](https://www.txabusehotline.org/Login/Default.aspx) <https://www.txabusehotline.org/Login/Default.aspx>

Call our Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

We cannot accept email reports of suspected abuse or neglect.

For security purposes: If you created an account on the Abuse Hotline Website before December 18, 2016, you'll need to create a new account.

Classroom Information

Morning Welcome

High/Scope Key Experiences covered:

-  *Being sensitive to the feelings, interests, and needs of others*
-  *Building relationships with children and adults*



Morning greetings build a sense of belonging.

Classroom Information

Snacks / Lunches

Please send a small snack to school each day in a baggie labeled with your child's name. All food sent should be food that is safe to serve at room temperature. Fruit, vegetable sticks, crackers, or cheese cut into appropriate bite size pieces are good choices. Children younger than 4-years old may not be offered:

- hot dogs (whole or sliced into rounds.)
- whole grapes
- nuts
- popcorn
- Raw peas
- hard pretzels
- spoonfuls of peanut butter
- chunks of raw carrots or meat larger than can be swallowed.

Note: All uneaten food will be returned to you.

Food that comes from home for sharing must be whole fruits or commercially prepared packaged foods in factory sealed containers. Check with your child's teacher to find out about any food allergies. Sometimes the snack will be the result of a classroom cooking project.



Children feel good about completing independent tasks.

High/Scope Key Experiences:



Taking care of one's own needs



Participating in group

Classroom Information

Clothing

Please dress your child for active play which will include sitting on the floor or in the sand pile, painting, or participating in other messy activities. Shoes should have rubber soles. Flip-flops, crocs, and slick soled shoes are **not** safe for school. Cowboy boots should only be worn during rodeo week. In cold weather dress your child in clothing warm enough for outdoor play. **Please put your child's name in all removable clothing.**

Photography

We take many photographs of children in their classes. These photos are used to share with parents, document a child's learning and occasionally may be used in educational presentations, brochures or on our website. Teachers have private class photo share sites, and you will receive further details before school begins. Photos will not be used without your permission on the media release form.

Transportation / Field Trips

School for Little Children does not transport children in vehicles. Walking field trips are planned very rarely for the Pre-K classes. Before any field trips, parents will be notified of details and will be asked to sign a permission slip for their child to participate. Parents will be asked to chaperone to maintain safe adult:child ratios. Teachers will take emergency forms, a cell phone and a first-aid kit with them. Walking field trips will observe all pedestrian safety guidelines. Teachers will count children upon departure, arrival at destination, upon departure back to school and upon arrival back at school.

Classroom Information

Birthdays

Birthdays are important and are recognized at school. Ever mindful of children's food allergies, teachers will provide you with information about ways to celebrate birthdays in class. Some classes permit a birthday snack, and some have other special traditions. Remember, food that comes from home for sharing must be whole fruits or commercially prepared packaged foods in factory sealed containers. (Supermarket or bakery packaging is okay!) Do not send treat bags or other birthday favors to school. When planning your child's birthday parties, please send invitations from your home; birthday invitations may not be sent home from school.



Celebrating birthdays simply keeps the focus on the child.

Other Celebrations

Holidays are kept low key at School for Little Children. We ask that children not wear costumes to school for Halloween. We also ask that you not bring treat bags or other candy to school for Halloween or Valentine's Day. It has been our experience that these things distract children from the wonderful learning experiences that teachers have planned for them.

Classroom / Playground Information

Water Activities

Water tables/tubs are available in classrooms on a regular basis. They are emptied, cleaned and sanitized daily. Occasionally water tables/tubs may also be available on the playground. In the spring, on special Outdoor Days, we often use sprinklers, wading pools, and garden hoses. Sunscreen and insect repellent must be applied at home. Remember that DEET is not recommended for children under 2 years of age.

Playground

We invite you to enjoy our wonderful playground after school hours. Please know that food invites insects and rodents; therefore **eating on the playground is not allowed**. Evergreen Park is just blocks away for those who would like to picnic after school.

Please become familiar with our simple playground rules. We want to be united in our expectations for appropriate and safe playground behavior. For the safety of all children, please supervise your child at all times when playing on the playground.

GENERAL PLAYGROUND RULES

- ◆ Sand stays in the big sand box.
- ◆ Walk on paved areas and on structures.
- ◆ Sit in swings and swing properly..
No twisting chains.
- ◆ You may climb up the “up arrow” slide and must slide down feet first on your bottom on the “down” slides.
- ◆ Shoes must be worn on the playground.
- ◆ Toys or equipment may not be carried on the climbing structure.
- ◆ Children are not allowed to sit in the windows of the playhouse.
- ◆ Hands must be on chinning bars at all time.
No hanging by knees without hands on bars.

School for Little Children

Preschool

Information

Stay & Play

Stay & Play is an optional program for Preschool children which extends their day until 2:00 p.m. and is a relaxed, fun time. The program is staffed by our teachers and regular substitute teachers. The family provides a lunch and drink. Children do not nap, but our license requires that we provide a brief rest time. It is important that children be picked up promptly at 2:00 p.m. on Stay & Play days.

Children in three and four year old classes may participate beginning in September. Turning-three classes (Ladybugs and Cardinals) may participate beginning in January. Children who attend Stay & Play must be **reliably** toilet trained and able to successfully negotiate the afternoon without a nap. The staff will feel free to tell parents if a child would do better not to stay.

While Stay & Play is an optional program, participation is by enrollment, which allows for consistency for children, teachers, and parents. You will receive enrollment forms at the beginning of the year. If you want your child to participate, you will enroll each semester, and the cost will be added to your monthly tuition in a balanced billing format. You will be billed for all Stay & Play sessions whether your child attends or not. Each semester will have a trial period. If you and your child's teacher decide it's not a good fit, you will only pay for the sessions attended. After the trial period ends, no refunds will be given. The fee for Stay & Play is **\$17.00** per day.

Classroom Visits

Before school starts your child's teacher will call to schedule a time for a brief visit with you and your child in the classroom.

Conferences

Classes will be closed for one day (for 2-day and 3-day classes) and two days (for 5 day classes) in February so teachers can schedule individual conferences with parents in our preschool program. Conferences are scheduled for half hour slots between 8:30 a.m. and 12:30 p.m. (Mother's Day Out children will have school on that Monday.) Teachers will contact you for a phone conference in late October or early November. At other times during the year, teachers and parents may communicate through written notes,

Please see the February calendar for the conference date(s) for your child's class.



telephone calls, or scheduled conferences.

Teachers are not free to talk with you about your child when they are in the classroom. When there are questions, special concerns, or information teachers should have, please arrange a private time to talk.

School for Little Children
Mother's Day Out
Information

Visitation Day

Mother's Day Out classes will have a visitation day prior to the start of school.

Children will come with their parents in small groups on a specified schedule during the morning. Teachers will call families in late August to schedule the Visitation Day time.

Plan to bring your child and spend time in the classroom visiting with the teachers, allowing children to become familiar with a new environment, and meeting other parents.

We also welcome family caregivers who will bring children to school or pick them up in the afternoon. We feel that this short visit eases anxieties for everyone.

What to Bring

All children should bring the following items:

- Every Day**
 - A snack in a baggie labeled with your child's name
 - Labeled bag with change of clothing and ample training pants or disposable diapers
 - Labeled security items (special blanket, pacifier, stuffed animal, etc.)
 - Labeled outerwear for outside play when it is cool

- On Tuesday
or
Thursday**
 - lunch with a drink in a lunch kit or zip-lock bag
 - nap mat
 - light blanket for naptime cover-up

All possessions (including all lunch containers) must be clearly marked with your child's name.

Mother's Day Out Daily Information

Parents must send a Daily Information Sheet each day with their child. This form includes helpful information about your child that teachers need as well as an emergency number where the parent may be reached that day. **THIS EMERGENCY NUMBER IS VITALLY IMPORTANT.** If the number you leave with us is your cell phone, please make sure your cell phone is turned on during the day.

Please be sure that we have on file the **current number** of other persons who could be reached (when parents are not available) in case of illness or injury. This same form is returned to the parents on Tuesday or Thursday. The back will be filled out by teachers with brief information important to parents concerning eating, sleeping, developmental information, activities, special requests, etc.

A supply of these forms is furnished to parents at the beginning of the year. Additional forms are available online at www.bellaireumc.org

Saying Good-bye

We recognize that it can be hard for parents and children to separate, especially if the child strongly resists. Be assured that a loving, but brief and firm, good-bye is best for all concerned. Please read the parent publication "*Getting off to a Good Start*". If you would like to check on progress during the morning, the office staff is happy to look in on your child and report to you. **Sometimes just a glimpse of a parent can upset otherwise comfortable children.** We will let you know, on an individual basis, if another plan needs to be made to ease separation anxiety.

Food Suggestions

A small snack of finger food should be sent each day in a sandwich baggie labeled with your child's name on it. Teachers appreciate having lunches in lunch kits or divided covered plates rather than in many containers within children's equipment bags. Please label all lunch containers including thermos bottles and lids. We recommend drinks be sent in sipping cups with lids.

Finger Foods for ease of serving and good nutrition might include:

- Bite-size fruit. Please drain canned fruit; do not add sugar to fresh fruit
- Bite-size vegetables, cooked and drained
- Meat, bite-size pieces
- Cheese cubes; cheese and crackers

Children younger than 4-years old should not be offered:

- hot dogs (whole or sliced into rounds.)
- whole grapes
- nuts
- popcorn
- Raw peas
- hard pretzels
- spoonfuls of peanut butter
- chunks of raw carrots or meat larger than can be swallowed.

Absolutely:

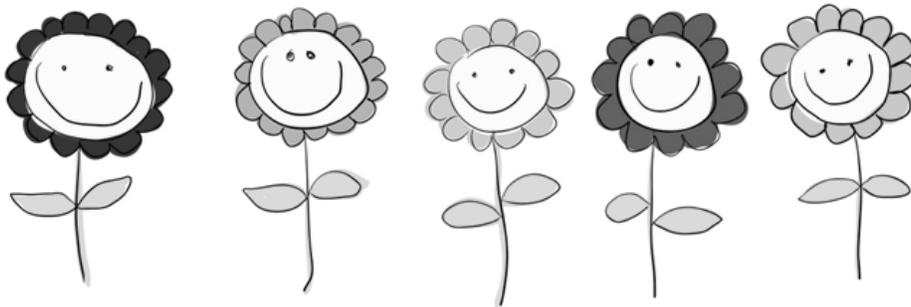
- **NO** glass containers
- **NO** juice boxes or squeeze-its
- **NO** prepackaged items - yogurt, applesauce, fruit cups, etc. Please put these items in covered containers so that uneaten portions can be returned.

Napping

Children nap after lunch on Tuesdays in the Monday/Tuesday Mother's Day Out classes and on Thursday for the Wednesday/Thursday class. Children nap on nap mats purchased by parents. Parents are asked to cover the mats. On napping days, children bring their nap mat and a light blanket to school. Teachers will arrange mats on the floor and help children settle on them. Blinds are lowered and teachers play soft music to encourage children to sleep. During this time, teachers monitor children.

Toilet Training

Children who are being toilet trained at home often regress at school during the process. This is normal and to be expected. Please send adequate clothing in preparation for toileting accidents. If your child is in the very early stages of toilet training, a diaper may be more suitable. Please talk to your child's teachers so we can provide consistency.



**School for Little Children
Bellaire United Methodist Church
4417 Bellaire Blvd.
Bellaire, TX 77401**

slc@bellaireumc.org
www.bellaireumc.org
Phone: 713-666-1111
Fax: 713-666-2118



Accredited by the
National Association for the Education of Young Children
(NAEYC)
National Academy of Early Childhood Programs