

Lil Warriors Preschool



Parent Handbook



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Lil Warriors Preschool

*1201 Hawkins Blvd.
El Paso, Texas 79925
(915) 778-6160*

Welcome!

Thank you for choosing ICS to provide
daycare for your preschool-aged child.

This handbook contains important information
about our preschool program. Please take the
time to read it carefully and completely.

Arrival and Departure



- ◆ A parent/guardian must sign the child in and out each day in the preschool classroom
- ◆ If the child's teacher is not on duty when the child is dropped off, please write down any special instructions needed that day and give them to the teacher on duty.
- ◆ If the child is to be picked up by an unauthorized person, please notify the office *in writing* before leaving the child at school for the day.



Birthdays

- ◆ Goodies may be brought to share with others in celebration of a child's birthday. Please make sure the treats are individually packaged. The food items will be enjoyed during afternoon snack time.
- ◆ If a child is going to have a birthday celebration outside of school, the invitations can be distributed by the teacher provided each child in the class is invited.

Child Abuse and Neglect

- ◆ Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or to local law enforcement. Confidential reports can be made by calling 1-800-252-5400. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.
- ◆ Each year all childcare staff participate in training on preventing abuse and neglect.
- ◆ April is designated as Prevent Child Abuse month in Texas. Our center participates in this event by making information available to our families, participating in DFPS events, and notifying families of community events.
- ◆ The following information is provided for you to obtain local assistance:

El Paso Emergency number: 9-1-1
Child Abuse Hotline: 1-800-252-5400
Child Crisis Center-El Paso: 915-562-7955
Local CPS office: 119 N. Stanton, 915-542-4535



Class Schedules

- ◆ Each child will be given a schedule of class activities. The schedule will also be posted in the classroom.
- ◆ Preschool classes participate in music and visit the library each week.

Clothing



- ◆ Each child is to have an extra set of clothes, socks, and shoes to be kept at school. The items should be brought in a zip-lock bag with the child's name written on it.
- ◆ For safety reasons, children are required to wear closed-toe, non-skid shoes at all times.
- ◆ All clothing worn should be comfortable and suitable for playing in. Children should not wear "Sunday best" to school.



Communication

- ◆ The school calendar is posted on the ICS website at www.immanuelwarriors.org. Information can also be found on the board outside of the classrooms. Please be on the lookout daily for important updates.
- ◆ Parent/teacher conferences are encouraged, but must be scheduled ahead of time. Attempting to meet with a teacher during class time draws the teacher's attention away from the children which is a safety concern.
- ◆ Parents/guardians are welcome to observe their child's class any time.
- ◆ Concerns regarding policies or procedures can be discussed with the director.
- ◆ Parents will be notified in writing of any policy changes.

Discipline and Guidance

- ◆ A teacher will redirect bad behavior by offering an alternative behavior. (Example: "Blocks are for building not throwing.")
- ◆ A teacher will instruct children in feeling empathy. (Example: "Does Johnny feel happy or sad? Was that a nice thing to do?")
- ◆ After giving a child three warnings for unacceptable behavior, a teacher will place the child in time out.
- ◆ If it is necessary that a child be removed from the classroom due to unacceptable behavior, the parent/guardian will be informed by the teacher or the director. If the unacceptable behavior continues or causes harm to another child or staff member, the parent/guardian will be contacted and asked to pick up the child.



Emergency Preparedness Plan

- ◆ ICS holds a fire drill practice each month. When the fire alarm rings, preschool classes exit out of the emergency exit located in the preschool area. Students walk onto the back parking lot and proceed to the back as far from the building as possible. Each teacher has a “Red Book” with all parent/guardian contact information, authorization for emergency care, and a class roster.
- ◆ A code blue or severe weather drill occurs every three months. A lockdown is announced over the PA system. When this happens all classroom doors are closed and locked, children are directed away from windows and doors and are to remain quiet until a school administrator or law-enforcement official unlocks the door. Should an actual lockdown occur, ICS will issue a parent alert by text and email with detailed instructions.
- ◆ Each classroom has an emergency preparedness kit containing items necessary to keep children comfortable should an extended lockdown occur.
- ◆ If for any reason the school must be evacuated, students will be relocated to Ponder Park located on the corner of Sunmount and Viscount. All staff will be in possession of a “Red Book” to verify that all students are accounted for.



Enrollment and Health Records

- ◆ The enrollment form must be completed in its entirety in order for a child to be accepted into the program. The form provides important information regarding emergency care and who is authorized to pick up a child.
- ◆ If applicable, both parents/guardians must sign the Statement of Cooperation on the back of the application.
- ◆ Health and immunization records must be presented at the time of registration. Immunizations must be current and physicals must have been within the last six (6) months.
- ◆ We do not require our staff to have vaccinations, but we do provide them with the CDC recommendations for adults.

Fees

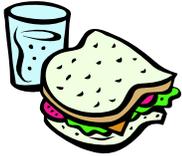
- ◆ All fees are listed and explained on the fee schedule which is included with the enrollment forms.

Field Trips, Water Activities, & Transportation

- ◆ Preschool children do not take field trips.
- ◆ A permission slip will be sent home for any activities involving water.
- ◆ The preschool does not provide transportation; however, there is a carpool sign-up sheet for parents who are interested.

Food

- ◆ Preschoolers are provided with a morning snack, lunch, and afternoon snack. Meals and snacks are provided by the cafeteria and a copy of the menu is sent home each month. Children can bring a sack lunch from home if desired.
- ◆ Children staying in after-school care are encouraged to bring an additional snack. All snacks must be nutritious and brought to school in a bag or lunch box with the child's name clearly displayed.
- ◆ We have a NO PEANUT policy in our preschool department. Please make sure that there are no peanuts in a child's snacks or meals.



Hours of Operation

- ◆ 7:00 AM-6:00 PM, Monday-Friday
- ◆ A school calendar will be provided at the beginning of the year.
- ◆ Late charges are assessed beginning at 6:01 PM.
6:01-6:05 PM—\$5.00; 6:06 PM and after—\$1 per minute
- ◆ Late charges will be added to the child's account and will be due on the following billing cycle.

Illness

- ◆ It is understood that all children get sick. For the protection of the other children and staff members, a child is to be kept home for any of the following reasons:

**Fever of 100.4 or higher*

**Vomiting during previous 24 hours*

**Diarrhea of more than 2 episodes in 24 hours*

**Pink eye (child must be cleared by doctor before returning)*

- ◆ If a child is sent home with fever, the child must be free of fever (without the use of fever-reducing medication such as acetaminophen or ibuprofen) for a minimum of 24 hours before returning to school.
- ◆ If there should be an emergency at school in which a child requires medical attention, the parent/guardian will be contacted first and then 911.



Medication

- ◆ All medications must be turned in to the first aid office.
- ◆ A medication slip indicating the times medication is to be administered and the length of time the medication is to be taken must be completed and left with the first-aid attendant.
- ◆ All medications must come from a pharmacy and be clearly marked with the child's name and the dosage amount.

Naptime

- ◆ Children nap from 11:30 AM-1:30 PM each day. Any child unable to sleep may be allowed to get up to work on a quiet activity.
- ◆ A mat for napping is provided for each child. It is required that each child bring a small, child-sized blanket that is to be taken home every weekend.



Outdoor Play

- ◆ Weather permitting, children go outside once in the morning and once in the afternoon.
- ◆ Because outdoor play is essential for a child's development and well-being, every child is required to participate in outdoor activities.
- ◆ A child's clothing should be appropriate for the weather predicted for each day.



Odds and Ends

We love parent participation! There are several opportunities throughout the year in which parents can join their children for special activities as well as family projects to be done together at home. Please ask how you can get involved.



Lil Warriors Preschool is regulated by the Department of Family and Protective Services. Visit www.dfps.state.tx.us to view information about the minimum standards that regulate our facility, our health department report, gas pipe inspection report, and our most recent inspection, as well as to make a report or find quality childcare.

The Texas Department of Family and Protective Services can be reached at (915) 834-5739. The office is located at: 401 Franklin Ave. Ste. 350, El Paso, Texas, 79901.

Potty Training

- ◆ The K2 staff will be more than happy to help with potty training children when they are ready.
- ◆ All children must be completely potty trained before entering K3.



Records



- ◆ Parents/guardians of a PS2 student will receive a daily report explaining the child's daily progress. The report details nap time, food eaten, and any other information regarding school activities.
- ◆ Parents/guardians of a PS3 student will receive a behavior chart explaining the child's daily progress. The report details social interaction, classwork progress, and any other information regarding school activities.
- ◆ The parent/guardian of a student injured at school or involved in an altercation with another child will receive an accident report detailing the incident.

Toys

- ◆ Personal toys are not to be brought to school unless directed by the teacher as each class has an adequate amount of toys for children to play with.
- ◆ Bringing toys to school may cause unnecessary conflicts between students.



Termination of Enrollment

Any of the following may result in termination of enrollment from ICS.

- ◆ Refusal of a parent to comply with ICS policies as established in the *Parent Handbook* after notification by the director and/or school administrator.
- ◆ A child is unable to adjust to the structure of the classroom.
- ◆ Non-payment of fees.
- ◆ Unacceptable behavior by the child which endangers the well-being of a classmate or continually interferes with a teacher's effectiveness in the classroom.
- ◆ The following steps will be followed prior to a child's dismissal for unacceptable behavior:
 1. A conference with the child's parent/guardian, teacher, program director, and/or school administrator will be held to discuss the behavior and how it should be handled.
 2. Should a probationary period be called for, written communication will be sent regularly to keep parents/guardians aware of any progress being made.
 3. If the child's behavior does not improve, enrollment will be terminated after meeting with the parents/guardians a final time.

Vacation Days & School Cancellation

ICS follows a traditional school calendar. At the time of enrollment, a school calendar will be provided indicating all holidays and vacation days.

If for any reason ICS finds it necessary to close or delay opening due to weather, families will be notified via text and email. The information will also be available on RenWeb, the ICS website (www.immanuelwarriors.org), as well as on KVIA Channel 7 News and other local news stations.

