

Hyde Park Preschool Operating Policies

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Arrival/Departure

Arrival:

Infants and Ones:

- Please escort your child to the south entrance of Hyde Park Baptist Church on 39th street. Your child's teacher will be waiting by the doors and will load your child into a red buggy to be escorted inside. The teachers will also collect your child's belongings (backpack, lunch, nap mat) at the drop-off location.
- Please ensure you have signed your child in for the day on the sign-in/out sheet on the clip board provided to you by your child's teacher.

Two's, Threes, and Fours:

- Please escort your child to their classroom via the attached playground on 39th street. The entrance to the attached playground is through a gate located at 39th St. and Avenue F.
- Please ensure you sign your child in for the day on the sign-in/out sheet outside your child's classroom door.

General Arrival Policies:

- We begin accepting children for drop-off at 9:00am. Please do not ask a Hyde Park Preschool employee to open the gate for drop-off on the attached playground before 9:00am.
- Our teachers meet each morning for announcements and prayer prior to drop-off and are diligently working to make sure your child's classroom is ready for the day.

Tips for a low stress drop off for your child:

- Upon arriving, exhibit a confident, happy attitude, make a positive statement about their day, and reassure them that you will pick them up at the end of the day.
- We ask parents to refrain from entering the classroom during drop off and to leave your child quickly and not linger at the school within eyesight of your child. This quick transition reduces any distress your child may experience at drop-off.
- Please make every attempt to have your child here on time each day. Children arriving late miss activities that are important for their day and often feel left out when not able to participate in regular activities.

Departure:

Infants and Ones:

- 2:00pm: Your child's teachers will escort your child to the drop-off location for pick-up at 2:00pm. Please ensure you have signed your child out for the day on the sign-in/out sheet on the clip board provided to you by your child's teacher.
- 1:00pm: For children that nap at home, a teacher or director will escort your child to the drop-off location for pick up at 1:00pm. Please ensure you have signed your child out for the day on the sign-out sheet on the clip board provided to you by the teacher or director.

- Early pick-up times divert teachers and staff away from the other students in class and can disrupt rest time for the other students. Please pick up your child promptly at 1:00pm so teachers can resume their duties.

Two's, Threes, and Fours:

- **2:00pm:** Please pick up your child at their classroom via the attached playground located on 39th St. The entrance to the attached playground is through a gate located at 39th St. and Avenue F. Please ensure you have signed your child out for the day on the sign-in/out sheet located outside your child's classroom door.
- **1:00pm:** For children that nap at home, a teacher or director will escort your child to the attached playground gate located at 39th St. and Avenue F. Please ensure you have signed your child out for the day on the sign-out sheet on the clipboard provided to you by the teacher or director.
- Early pick-up times divert teachers and staff away from the other students in class and can disrupt rest time for the other students. Please pick up your child promptly at 1:00pm so teachers can resume their duties.

General Departure Policies:

- We will unlock the gate for pick-up at 2:00pm. Please do not ask a Hyde Park Preschool employee to open the gate on the attached playground before 2:00pm. Your child's teachers are preparing your child and their belongings for pick-up.
- Please arrive promptly at 2:00pm to pick up your child from their classroom. Do not forget to collect your child's belongings and sign your child out on the sign-in/out sheet.
- If you have not picked up your child by 10 minutes after the scheduled pick-up time, your son/daughter will be waiting for you in the preschool office. A late pick-up fee of \$10/child may be charged.

Babysitting Acknowledgement Form

We are aware that sometimes, our parents engage our staff to work for them as babysitters. Please be advised of the "babysitting" policy regarding Hyde Park Preschool employees. Hyde Park Baptist Church and Hyde Park Preschool will not be liable for any damage or injury that may result if a preschool family retains a Hyde Park Preschool employee to perform childcare services. Therefore, please be advised that if you choose to hire Hyde Park Preschool employees, you do so at your own risk.

Calendar of Operation/Weather Policy

Hyde Park Preschool operates Mondays, Tuesdays, and Thursdays from early September through mid-May. Our hours of operation are 9:00 a.m. to 2:00 p.m. You can view our annual calendar at www.hpbc.org/preschool. In the case of inclement weather, Hyde Park Preschool will follow AISD for severe weather delays/closures. Please listen to radio and television announcements. If AISD has a 2-hour delay, Hyde Park Preschool will begin receiving children at 10:00 a.m. Because many of our staff members have children themselves, we will not have a full staff until closer to 10:30 a.m. If AISD is closed, then Hyde Park Preschool is also closed. Hyde Park Preschool does not follow AISD in severe weather make-up days. Due to our part-time schedule, we are not able to make-up weather-related closings.

Celebrations/Birthdays

Party experiences will be planned throughout the year. Please see your child's teacher to sign up to help with these parties. Parents may volunteer for any of these parties; your children love to see their parents in action.

DUE TO CHOKING HAZARDS AND LATEX ALLERGIES, BALLOONS WILL NOT BE ALLOWED FOR ANY FUNCTION AT HYDE PARK PRESCHOOL.

If your child wishes to have a birthday celebration at school during snack time, we ask that you consult with the teachers in advance and keep the refreshments simple. Our teachers are not able to pass out party invitations unless every child in the class is invited.

Childcare Licensing Contact Information

Childcare Licensing:

Phone: 512-834-3195

Child Abuse Hotline: 1-800-252-5400

Licensing Website: www.tdfps.state.tx.us/childcare

The minimum standards and licensing reports can be viewed at the Department of Family and Protective Services website. www.dfps.state.tx.us

Hyde Park Preschool and all staff must receive annual training on prevention, recognition and reporting of child abuse and neglect. All Preschool staff are required by Texas state law to report any suspected child abuse and/or neglect to the Texas Department of Family and Protective Services (TDFPS) and any applicable law enforcement without prior consultation with any family member involved. Parent awareness of signs and symptoms of child abuse and neglect, including warning signs that a child might be a victim, and prevention techniques are vital to our community's health. Such information is available through the Preschool office or by contacting Texas Childcare Licensing.

Licensing/Minimum Standards

Having a licensed childcare facility is a benefit to you as a parent and your child. Hyde Park Preschool is accountable to the State of Texas Child-Care Licensing Agency, which inspects our school on many different criteria. We have worked hard to achieve and maintain this license for the safety and care of all our students. A current copy of the Minimum Standards for Child-Care Licensing and all licensing inspection reports are kept in the Preschool office. The phone numbers to our local licensing office, DFPS child abuse hotline and DFPS website are also posted in the preschool office.

Clothing/Dress Code

- Children should wear comfortable and appropriate clothing for daily preschool activities, such as painting, climbing, and running. During changing seasons, please provide a sweater or jacket, and gloves for your child to wear during outdoor activities.
- To minimize time spent changing diapers, please send your child to school in clothing that is easy to take off/put on and with minimal buttons and other fasteners.
- SHOES: Tennis shoes are recommended. *We strongly discourage open-toed sandals and cowboy boots as they often result in tripping accidents and injured feet.*
- Infants & Ones: If your child is walking, shoes are required. Socks are required for children who are not yet walking; however, teachers request that all children wear shoes.
- EXTRA CLOTHES: Please send your child to preschool with a complete change of weather appropriate clothing (including socks) in case of spills or accidents.

Complaint Procedure

The following procedure is established for expressing complaints:

- Talk with the caregiver in charge at the time the problem arises. If this person is a Teaching Assistant, inform the Lead Teacher as well.
- If the problem is not resolved, talk with the Director. Be sure the Director understands the depth of your concern. More than one meeting may be necessary to give the Director the opportunity to solve the problem.
- If the problem is not resolved, address the complaint in writing to the Director. Include specific events, dates, names, and other information and suggestions for solving the problem. The letter along with the center's response will be forwarded to the Minister of Children at Hyde Park Baptist Church for consideration.
- A written response will be given to parents at the end of procedures at that level.

Confidentiality within Hyde Park Preschool

Confidential and sensitive information will be shared only with employees of Hyde Park Preschool who have a "need to know" to care for your child most appropriately and safely. As Hyde Park Preschool strives to protect every individual's right to privacy, confidential and sensitive information about faculty, or other parents and/or children will not be shared with parents. Our confidentiality policy protects every child's privacy. Employees of Hyde Park Preschool are prohibited from discussing anything about a child with any parent other than that child's parents.

Curriculum

- Our program uses the Wee Learn curriculum. Wee Learn is designed to offer children choices in learning centers, provide opportunities for problem solving, strengthen social skills and give strong biblical foundations. This curriculum is also supplemented by additional age-appropriate suggestions supplied from the teacher training sessions and other resources. Activities planned around the unit will include dramatic play, blocks, puppets, music, books, puzzles, nature, games, art, outdoor play and much more.
- The activities are taught to the children through learning centers and group time. The center activities will contain toys, manipulatives, teaching games, and materials relating to the current unit of study. The centers provide the children the opportunity to practice decision making, following directions, working independently, sharing supplies with peers, and learning to respect property and care for materials.
- Daily group time provides your child the opportunity to learn in a large setting. The daily activities will include Bible stories, music and movement, language experience and discussion of the current unit of study.
- Four-year-old classes use aspects of the Handwriting Without Tears curriculum that provides children opportunities to strengthen fine motor skills and provides a great advantage in transitioning to kindergarten.

Teacher Training

Teachers participate in professional training opportunities throughout the year. Each teacher is responsible for obtaining 24 clock hours of appropriate childcare training each year and is required to have a current CPR & First Aid certification. New teachers must obtain 8 hours of preservice training before entering the classroom and an additional 16 hours within 90 days of employment.

Discipline/Guidance

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
 - Reminding a child of behavior expectations daily by using clear, positive statements.
 - Redirecting behavior using positive statements; and

- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If there is a recurring disciplinary problem, we will schedule a conference with the child's parents to discuss possible solutions. Hyde Park Preschool reserves the right to request withdrawal of a child unable to adapt to a group situation.

Emergency Preparedness/Evacuation and Relocation

Fire and emergency drills are routinely practiced. In the event of a fire or other emergency, Hyde Park Preschool's standard plan is to evacuate the children to the South Parking Lot, located at 39th & Speedway. If circumstances dictate that location may be unsafe, Hyde Park Preschool teachers and staff will evacuate the children to:

The Alamo Drafthouse Offices
3908 Avenue B
Austin, TX

First aid items are kept in each classroom as well as the Hyde Park Preschool office. Additionally, each teacher on staff is CPR and First Aid certified.

Enrollment Procedures

Registration for the following school year is held each spring. Enrollment is on a first come, first served basis. Priority is given to our currently enrolled students and their siblings, followed by Hyde Park Church members, then the outside public. Upon confirmation of enrollment a non-refundable registration fee and the May tuition deposit will be drafted through our Tuition Express billing system.

Gang Free Zone

Under the Texas Penal Code, licensed childcare operations are in a Gang Free Zone. This means gang-related activity is prohibited in any area within 1000 feet of Hyde Park Preschool.

Health Policy

We welcome your child to our program if he/she is clear of the following symptoms:

- Fever of 100 degrees or over (must be FEVER FREE for 24 hours, with no medication, before returning to a group activity)
- Vomiting or Diarrhea (within the past 24 hours)
- Rash with fever
- Inflamed Throat and/or Mouth
- Colored Discharge from Eyes or Nose with fever
- Pinkeye or any other Eye Infection (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- Excessive Coughing or Sneezing
- Unusual Irritability or Fatigue
- Head Lice (or known exposure to head lice)
- Open Wounds without Proper Bandages
- Childhood Diseases (Chicken Pox, Mumps, Strep Throat, Flu, etc.)

Health/Illness/Injury/Exclusion/Emergencies

- If your child becomes ill at school, you will be contacted to pick up your child at the Hyde Park Preschool office as soon as possible. Please call the Hyde Park Preschool office to let us know on days that your child will be out due to illness.
- The spread of communicable diseases is best controlled by common sense. The best way for you to keep your child and other children free of childhood diseases is to avoid exposing the children and teachers to a child who is sick. A child should be free from fever and vomiting for 24 hours before returning to school.
- The Preschool office retains the privilege of refusing a child who does not appear to be capable of performing the activities of the day.
- Prior to returning after an illness, your child needs to be well enough to play outside.
- Parents will be notified if their child has been exposed to a contagious disease.
- If your child has been taken to the doctor for colds, infections, allergies, etc. and the doctor releases the child into a group setting, please bring in a written note. This will eliminate a "judgment call" being made by the Directors and will eliminate any confusion as to whether the child is infectious.

Procedures for Handling Medical Emergencies

In the event of a medical emergency, Hyde Park Preschool will:

1. Contact emergency medical services or take the child to the nearest emergency room.
2. The child will be given first-aid treatment, or CPR when needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parent; and
5. Ensure supervision of other children in the group.

Incident/Injury Reports

When there is an incident involving a child during Hyde Park Preschool's care, the teacher observing the incident will complete a written report. Once an administrator has signed the report, it is given to the parent to sign. This original report is filed in the child's file. A copy of the report is available to the parents upon request. If a child sustains an injury to the head or requires medical attention beyond first aid provided by Hyde Park Preschool staff, parents will be contacted by phone.

Emergency Forms

Please keep your child's Emergency Information current in the Hyde Park Preschool records. Call or stop by the Preschool Office if there is a change in your child's pediatrician or person-to-contact in case of an emergency.

Hearing & Vision Screenings

All students four years or older will need to be screened for vision and hearing problems by December 1 of the current school year. A licensed or certified screener or a healthcare professional must conduct the screening, and the results of this screening must be provided to the Preschool Office by December 1 of the current school year.

Immunization Requirements

Each child enrolled or admitted to Hyde Park Preschool must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children enrolled in our program. All immunizations required for the child's age must be completed prior to the first day your child is in the classroom. Please help us keep our records updated by bringing in a copy of your child's immunization record each time they receive additional immunizations.

To comply with licensing, Hyde Park Preschool must receive an updated copy of your child's immunizations by August 1st of the upcoming school year *whether or not* your child has had additional immunizations since the previous school year.

Please mail or drop off a hardcopy of your child's immunization record by August 1st of the upcoming school year.

Immunizations can be mailed to:

Hyde Park Preschool
Attn: Kathy Schmidt
3901 Speedway
Austin, TX 78751

Health Care Professional Statement

To comply with licensing, Hyde Park Preschool must receive a written statement from your child's healthcare provider stating they have examined your child within the past year and find that he/she is able to take part in the preschool program. **Please mail or drop off a hardcopy of your child's healthcare professional statement by August 1st of the upcoming school year.**

Health Care Professional Statements can be mailed to:

Hyde Park Preschool
Attn: Kathy Schmidt
3901 Speedway
Austin, TX 78751

Lunches/Snack Friend/Nutrition

Lunch:

Children attending our program are to bring their own lunch and drink. Food should be cut into the appropriate size bites ahead of time. For safety reasons, teachers do not warm children's food in the microwave. Please do not bring your child's breakfast to Hyde Park Preschool, make sure they have eaten it before arriving to class. By providing your child's meals and/or snacks from home, please understand that Hyde Park Preschool is not responsible for its nutritional value or for meeting the child's daily food needs.

Snack Friend Program

- Our Snack Friend Program provides snacks for each class on each school day. Each student will sign up to bring snacks for their class at the beginning of each semester. Hyde Park Preschool will inform parents of any food allergies in your child's class, please be careful in the foods that you provide for allergy reasons. Please also be conscientious in the types of foods that you bring, make every effort to bring healthy options for snacks whenever possible. We do have (limited) refrigerated space for snacks such as cheese sticks, veggies, or fruit if you would like to provide fresh snacks. Please cut grapes in half and be aware of other foods considered a choking hazard (listed below).
- If sending baked goods for a snack, please send commercially prepared baked goods instead of homemade. Homemade treats can be sent for birthday and holiday parties only.

Choking Hazard:

Research has shown that 90% of fatal chokings occur in children younger than four years of age. Examples of foods that present a risk of choking include hot dogs sliced into rounds, whole

grapes, hard candy, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, Spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole. Please do not send these items to school for our snack friend program.

Breastfeeding:

Hyde Park Preschool always has a comfortable place where a mother can breastfeed their child. Mothers have the right to breastfeed or provide breast milk for their child while in care.

Medication

Hyde Park Preschool does not administer medications. Please do not put medication of any kind in your child's bag; other children could potentially be harmed.

- If your child has an allergy that requires an EpiPen, please communicate this with the directors, and your child's teachers to ensure we have a safety plan in place prior to the start of school.
- If your child has Asthma that may require a rescue inhaler, please communicate this with the directors, and your child's teachers to ensure we have a safety plan in place prior to the start of school.

Naptime

All children will have a rest time each afternoon. The lights will be lowered during this time and turned on again before 2:00 p.m. Each child is responsible for bringing their own nap/rest mat. Mats can be left at school during the week but must be taken home on Thursdays to be washed over the weekend.

Parental Notifications/Communication/Policy Changes

Communication is extremely important for all of us. Hyde Park Preschool utilizes the communication app BAND. Each parent will receive an invitation to their child's BAND classroom App before school starts. Teachers will share pictures, notes and any pertinent information via the app. BAND is a wonderful way to communicate with your child's teachers, however teachers have minimal access to their phones while supervising your children.

If you need to communicate something urgent during the school day, please let our Director and Assistant Director know by emailing hppreschool@hpb.org.

We also provide printed monthly calendars with important dates and teachers will provide daily schedules and information as needed. In return, we would ask you to inform your child's teacher of any significant changes in your child's daily routine, such as a family illness, change in caregiver, death, or separation anxiety. Each family will be provided access to our operational policies on our website at www.hpb.org/preschool. If there is any change to our operational policies and enrollment agreement, you will be notified in writing. Each parent must acknowledge on the enrollment form that they have read the operational policies, and this form

will be kept in your child's record. If you have any questions or concerns regarding the policies in this handbook, please schedule a time to discuss them with the Director.

Parent/Teacher Conferences

Each child enrolled in the fours class will be evaluated once a year by his/her teacher to assist parents in school planning. The teacher will meet with the child's parents to share their observations of your child and their kindergarten preparedness.

Personal Items

Please have all personal items clearly labeled with your child's name to prevent loss and possible cross sharing of water bottles and food with other children in your child's class. We ask that your child not bring personal items such as toys, books, etc. unless otherwise notified.

Placement

Students in the Twos, Threes, and Fours classes are placed in those classes if they have turned 2, 3, or 4, respectively by the first of September of that School year. The State of Texas uses this same September 1st birthday deadline for children entering Kindergarten. The children are assigned to their classroom for the entire school year.

Recalled Products

All childcare operations are required to check the Consumer Product Safety Commission (CPSC) for recalled products. This is done on a regular basis and the notices are posted.

Release of Children

If your child will be picked up by someone other than his/her parents, you will need to submit to the Directors, in writing, the name of the person picking up your child. The office will notify the teacher. Please inform the pick-up person they will need to submit their ID for verification of identity. In the event of an emergency affecting the release of your child, please call the Preschool Director at 512-465-8319 and email hppreschool@hpbc.org.

****Written notification of any person who may pose a threat to your child's safety or well-being must be submitted to the office and kept on file.**

Stay 'n Play

Hyde Park Preschool's Stay 'n Play program provides students an extra hour of supervision from 2:00-3:00pm. Children in the Stay 'n Play program enjoy indoor play, outdoor play, games, and various other activities. Stay 'n Play enrollment coincides with enrollment for the following school year. If you would like to participate in this program, please indicate your interest on your enrollment form. Indication of interest does not guarantee a spot in the program. Stay 'n Play enrollment is on a first come first served basis. Confirmation of your child's enrollment in this

program will be confirmed by the Directors via email. The cost for Stay ‘n Play is \$560 per child per semester. This fee is drafted at the beginning of each semester.

Street Crossing Procedures

When Hyde Park Preschool staff transition the children to and from the playground, recommendations by the City of Austin Transportation Department and the Texas Department of Family & Protective Services are followed. Whether it is a Hyde Park Preschool staff member or a security officer that serves as a “crossing guard,” every effort is made to enable the children to cross the streets safely.

Tuition/Fees

Tuition for the 2024-2025 school year is \$495 per month and is due on the first school day of each month. Monthly tuition is based on the number of days we are open during the year. This allows you to pay the same amount each month (September through May), eliminating higher costs in those months with more days. Holidays observed during a month will cause no change in the amount due. Tuition is separated into 9 equal monthly payments, with the following May’s tuition collected at the time of enrollment.

Children will not be allowed to skip months. When a child skips a month, it inhibits our ability to buy necessary supplies, afford special programs, as well as meet our salary obligations. Under this policy, children who miss a month or more will no longer be enrolled in our program. You may re-enroll your child at any time, provided there is availability. When re-enrolling, the enrollment fee must be paid again. Special consideration may be granted to persons in extreme situations; however, these matters must be worked out with the Director in advance.

Tuition payments are made through Tuition Express which debits your bank or savings account the cost of tuition by the 5th day of the month.

A \$125 registration fee per child will be charged for each school year upon confirmation of enrollment. The registration fee is nonrefundable if you decide to withdraw your child from Hyde Park Preschool. The registration fee guarantees your child a spot in the age-appropriate classroom and is used for start-up supplies for the new school year.

The May Tuition Deposit is also due at time of enrollment. This deposit is refundable at 75% of the fee if a 30-day notice of withdrawal is given and if the space can be filled within that 30-day period. If the space is not able to be filled, this deposit becomes non-refundable.

The supply fee is collected with the September tuition. This fee will cover the supplies that your child uses at Hyde Park Preschool.

You can view our rates at www.hpbc.org/preschool.

Withdrawing Your Child

Hyde Park Preschool requires a 30-day written notice of withdrawal. You may write a short letter or email to inform us that your child will be withdrawing from the program. If tuition is due during the 30-day withdrawal period, it must be paid. (For example: if you notify us after the first of the month, you will owe tuition for that current month and the following month, because it falls within the 30-day withdrawal period). If you do not give a 30-day notice prior to the last day of your child's attendance at Hyde Park Preschool, then a full month's tuition is due for each child and the May Tuition Deposit becomes nonrefundable.