



***A friend loves at all times. Proverbs 17:17***

# Parent Handbook 2024-2025

Legacy Circle Preschool  
dba Circle of Friends  
8801 Mid-Cities Blvd  
N Richland Hills, TX 76182  
(817) 503-1863  
[www.legacycoc.org/circle-of-friends](http://www.legacycoc.org/circle-of-friends)  
email: [legacy.cof@gmail.com](mailto:legacy.cof@gmail.com)

## ADMISSION PROCEDURES

The following items must be provided **before** your child attends the first day of class:

1. Completed **Circle of Friends** Registration Form
2. Registration Fee of \$100. **This fee is non-refundable.**
3. Fall portion of the Supply Fee.
4. Copy of your child's immunization form with proper signatures showing current immunizations.

## TUITION AND REGISTRATION FEES

Legacy Circle Preschool dba **Circle of Friends** is a non-profit organization and operates on the funds provided by tuition and fees. All tuition and fees are used to provide salaries and supplies and refreshments; therefore, all fees must be paid in advance and on time.

The Registration Fee is \$100 per family, due when your child/children are registered. This fee is non-refundable and secures a place for your child/children.

The **Circle of Friends** Supply Fee schedule is as follows:

	<b>Fee Amount</b>	<b>Due Date</b>
<b>Fall</b>	\$75.00	At Registration
<b>Spring</b>	\$75.00	1/10/2025 (late after this date)
<b>Total</b>	\$150.00	

If needed, payment may be mailed to:

**Circle of Friends**  
**c/o Legacy church of Christ**  
**8801 Mid-Cities Blvd.**  
**N. Richland Hills, TX 76182**

Tuition payments are due for the entire month and are due the first week of each month. A late fee of \$10.00 will be assessed if payment is not received by the 10<sup>th</sup> of each month or arrangements must be made with the Director. Monthly tuition is due as follows:

	<b>Tuition Amount</b>
<b>1 child</b>	\$230.00
<b>2 children</b>	\$450.00
<b>3 children</b>	\$670.00

Tuition due has been calculated based on the total number of days in the school year. This takes into consideration months of differing lengths and therefore, **a full month's tuition is due every month.** **Circle of Friends** will not accept post-dated checks. There will be a \$15.00 fee assessed on all return checks. All tuition for the year must be paid in full to receive your child's "Memory Book" at the end of the year.

Your checks should be made payable to **Circle of Friends**. Checks can be handed to a staff member at drop off or put in your child's folder.. Please put your child's name on your check. If you are paying in cash, please see a Director for a receipt.

## MEMORY BOOK FEE'S

The "Memory Book" is an optional book that costs **\$50.00**. This fee is due at the time of registration. This book will better preserve the pictures of your child and will provide you a beautiful, high quality, hardcover book to treasure for years to come.

## ABSENCES AND WITHDRAWALS

If you must withdraw your child during the school year, you are required to notify the Director at least one month in advance. This allows a child on our waiting list time to prepare for classes. If this condition is met, any unused portion of the child's Supply Fee will be reimbursed. If not, the Supply Fee, Me Book fee, and any other balances will be retained to offset tuition due. Any withdrawal after March 31<sup>st</sup> of the school year will still be obligated for the April and May tuition.

## CALENDAR

Circle of Friends will follow the Birdville Independent School District calendar for holidays. Circle of Friends will operate Tuesday and Thursday from September through the mid May. Circle of Friends will follow the Birdville ISD for weather related closings. If the Birdville ISD announces a school closure, Circle of Friends will not be opened that day. If Birdville announces a delay, Circle of Friends will either be delayed or closed. Parents will be notified via email. Please check the Birdville ISD website at [schools.birdvilleschools.net](http://schools.birdvilleschools.net) for weather related closing information. Days missed due to weather will not be refunded or made up at the end of the year.

## ARRIVAL AND DISMISSAL

School hours are 9:00 am to 2:00 pm on Tuesdays and Thursdays. Parents may drop off students no earlier than 8:50 am. Please avoid lingering when you bring your child as this often causes increased anxiety in the child.

Class is dismissed at 2:00 pm. Please be prompt in picking up your child. A late fee of \$10.00 will be assessed for every 10 minutes you are late. If you arrive at 2:10 to pick up your child, you are considered late. Please pay the day you arrive late, or a fee will be added to your account.

The drop off area for your child will be conveyed to you at Meet the Teacher. For the safety and protection of our children, all doors will be locked at 9:15 am and will remain locked until the close of the school day. Parents are welcomed to visit the school at any time, but, between 9:15 am and 1:50 you must ring the bell located outside the main doors (Entry 4) in order to be let in by a CoF staff member. If no one answers after the bell has been rung, please proceed to the church office located near the Mid Cities Blvd entrance.

## RELEASE OF CHILDREN

Be sure to notify your child's teacher if someone other than his/her parents will pick him up. Children are released only to parents or others designated on the registration form. ***THERE WILL BE NO EXCEPTIONS.*** If an emergency arises and you must call to authorize someone to pick up your child, you will be asked to give your driver's license number to identify yourself and identification will be required of that person picking up your child.

## INFORMATION CHANGES

We must be able to reach you in case of an emergency. If any information on your enrollment form should change (address, telephone number, medical information, etc.), please inform the Director IMMEDIATELY. Also, be sure to notify us if the information for your emergency contacts should change.

## ILLNESS AND INJURY

Your child's health is of major importance to us. We ask that you not send your child to school if he/she does not feel well enough to participate comfortably in all activities. WE DO NOT ADMINISTER MEDICATION EXCEPT IN EMERGENCY CIRCUMSTANCES. Please do not send medicine in your child's lunch box to be taken with a meal. We ask that you keep your child at home if any of the following conditions exist:

1. Wound (or sore) drainage
2. Abnormal rash, itching or swelling
3. Fever of 100 degrees or higher within the past 24 hours.
4. Unusual skin appearance; i.e. ringworm, poison ivy
5. Sore throat
6. Nausea, vomiting, or diarrhea within the past **24 hours**.
7. Questionable eye redness, drainage, or inability to open eyelid upon awakening in the morning.
8. Runny nose due to infection
9. Fever blisters or cold sores of Herpes Simplex I.

Please notify the Director immediately if your child has a communicable disease.

Parents will be notified when a child becomes ill at school and must be picked up immediately. The child will be isolated and made as comfortable as possible until you arrive to take him/her home.

An accident report will be completed anytime a child is injured at school. This will be kept in the child's file and the parent will be notified depending on the severity either immediately or when the child is picked up.

In the event that a critical illness or injury requires the immediate attention of a physician, emergency procedures will be performed in the following order:

1. Emergency medical services will be called
2. The child will be given emergency first-aid treatment or CPR when needed
3. Parents will be contacted. If they cannot be reached, contact will be made with one of the emergency contacts listed on the child's registration form.

## IMMUNIZATIONS AND HEALTH ISSUES

Each child enrolled or admitted to **Circle of Friends** must have completed all immunizations required for his/her age group by the date of admission. A copy of the immunization record must be on file in our office. Please notify the Director of any new immunizations your child receives during the school year. Immunization waivers are not accepted.

## COVID-19

Isolation is required if a student tests positive or is presumed positive for Covid-19. They may return to school after it has been at least 5 full days since symptoms first appeared, symptoms have improved, and a negative covid test has been obtained.

I will be expected to notify the director or teacher immediately if any person with whom my child lives exhibits any of the symptoms of Covid-19 or has tested positive, or is presumed positive. My student will be required to quarantine for 5 days from the day they last had close contact. If they can not avoid close contact, they should avoid coming to school while that person is sick and for 5 days after the person who was diagnosed with Covid meets the criteria to end isolation. Once the 5 day quarantine has been met, the student will be required to take a covid test. If the test is negative, the student may return to school.

Failure to act in accordance with provisions listed above will result in adverse action up to and including termination of my child's participation in the program.

We reserve the right to adjust policies, including time required for isolation and recovery, in accordance with Federal, state, local, and school district guidelines.

Full tuition is due during the time a student quarantines or is out due to Covid or any other illness. Circle of Friends reserves the right to close a class or the school for reasons of exposure or to prevent the spread of Covid-19. Should a class or the school as a whole need to close for pandemic reasons or the reasons mentioned above, full tuition will be due for the first two weeks of the closure. If the school or class is closed longer than two weeks, 50% of the tuition will be due. No tuition will be due beyond a four week closure. Parents may give a 30 day notice to withdraw from the school for pandemic reasons. 50% of the tuition will be due during the 30 day notice period. A full registration fee will be required to re-enroll in the program. We follow Birdville ISD. If the district as a whole closes at any point in the year, we will also. The above conditions will apply in regards to tuition.

By enrolling in the program, you fully assume all of the risks associated with participation in Circle of Friends preschool for the entirety of the school year, including the possibility of Covid-19 exposure and/or community spread.

## CLOTHING AND PERSONAL TOYS

Children should be dressed in comfortable, washable play clothes. They will be involved in painting, gluing, cooking projects, etc. Please dress them appropriately. Every effort will be made to protect their clothing, but accidents do happen. Sandals are strongly discouraged. Children should bring a change of clothes. Please make sure all items are marked so that we may return your child's things to his/her bag.

If your child wears diapers, we ask that you send enough to make it through the school day and mark the diapers with your child's initials. We do not keep extras on hand. Due to health regulations, we require disposable diapers. If your child is potty training, we ask that you send disposable training pants.

Personal toys are discouraged. Please leave these at home unless the item is requested by the teacher or is needed by your child at rest time.

Labels are needed on everything brought to school. We want your child's property to remain his and avoid losses.

## **POTTY TRAINING**

All children entering the 3's classes should be fully potty trained and bathroom self-sufficient prior to the first day of school. If a potty trained student has repeated bathroom accidents, we will ask you to send your child in pull-ups for a period of time to preserve the sanitation of the classroom.

## **REST TIME**

All classes (excluding the 4 year old classes) should bring a nap mat. Your teacher will communicate to you the best type of mat for our school. Every child is required to rest, not necessarily sleep. Your child might like to bring a pillow and blanket for cover. Please be sure to notify your child's teacher if your child needs a pacifier, special blanket or toy to rest. If your child is in one of the 4 year old classes and needs to rest, please notify the teacher and arrangements will be made.

## **LUNCH AND SNACKS**

Parents will provide a lunch for each child enrolled in the program. Please send food easily handled by the child, do not send soups or food requiring heating or refrigeration. Younger children, especially those in the 1 year and 2 year old classes often require more than one drink.

We ask that parents sign up to bring a snack. Each parent will need to sign up no more than once per month. This snack needs to be a sealed **store bought item**. Please try to bring things that do not contain a lot of sugar. Goldfish crackers, cheez-its, and animal crackers are good options. Notify your child's teacher IMMEDIATELY if they have any food allergies or are on a restricted diet.

## **DISCIPLINE**

Limits and rules are established for the benefit of each child as a member of the group. We believe enjoyable activities reduce discipline problems. Any intervention on the part of staff members is to redirect inappropriate behavior and prevent problems and will be done in as loving and positive a manner as possible.

Should the behavior of your child interfere with his/her learning or that of the class, the following procedure will be followed:

1. The teacher will make every effort to handle minor discipline problems in a positive, constructive manner.
2. If the teacher is unsuccessful in redirecting undesired behavior, she will notify the parent.
3. In the event that a child's behavior continues to be a problem and no solution can be found, the parent will be asked to withdraw the child at the end of the current month.
4. In the event, the administration deems the child's behavior to be a serious threat to the safety of other students, the parent will be asked to withdraw the child immediately. No tuition balance will be refunded.

## **SPECIFIC BEHAVIOR ISSUES**

We strive to provide a safe learning environment for all children. Whenever a child bites, hits, kicks, or is physical with another child or teacher, the parents will be notified, and the incident will be recorded. We do realize some behaviors can be common in preschoolers. However, for the safety of all students and staff, a student who acts out physically (biting, hitting, kicking) three times will be removed from the program without a refund for the current month.

## **CURRICULUM**

Our teachers utilize a variety of different curriculum resources, such as Frog Street Press, Handwriting without Tears, and Teacher Pay Teachers. However, our overall curriculum is not a pre-packaged set of lessons. We have found it most effective for our teachers to plan based on the needs of their specific class. We utilize a flexible curriculum plan that draws from a variety of different sources to best fit the needs of each class.

## **WHAT TO BRING**

Each child should bring the following to class each day:

1. Nap pad for resting (excluding 4 year old classes)
2. Change of clothes
3. Disposable diapers or disposable training pants, if needed
4. Lunch including a drink
5. Backpack or bag

## **PARENTAL INVOLVEMENT, COMMUNICATION AND NOTIFICATION**

We encourage parents to be involved in the special activities, parties, etc. of their child's class. Parents are welcomed to visit the classroom at any time. We do ask that you check in with the **Circle of Friends** office when you enter the building.

Be sure to check your child's folder at the end of the day for notes regarding upcoming class or all-school activities. In addition, there is a bulletin board located just outside the school office where notification of upcoming events, activity plans, and announcements will be posted.

You will be notified in writing of any changes in policies and procedures.

## **CRITICISMS AND CONFERENCES**

We want good parent/teacher relationships, so please feel free to discuss anything that you may not understand or like. Since your child senses your feelings, it is essential that good relationships with the staff exist.

**Circle of Friends**  
2024-2025 Calendar

August 29	Meet the Teacher
September 3	First Day of School
November 5	No School (BISD Holiday)
November 26 & 28	Thanksgiving
December 24 - January 2	Christmas Break
January 7	Return from Christmas Break
January 10	Spring Supply Fee Due
March 18 & 20	Spring Break
May 15	Last Day of School *

\*Early dismissal (12:00).