

# Admission Information

Friends in Christ Preschool & Private Kindergarten  
Patti Eubank, Director

Date of Admission: Office Use Only \_\_\_\_\_

## REGISTRATION INFORMATION-All areas must be completed.

Child's Full Name \_\_\_\_\_ Nickname \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Family Email Address: \_\_\_\_\_

## PERSONS TO CONTACT IN CASE OF EMERGENCY (other than parents)-Addresses must be included:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## RELEASE OF CHILD

Both parents have pick-up accessibility, unless FIC has court ordered protection documents on file.

In addition to the parents listed above, I authorize Friends in Christ to allow my child to leave our facility with the following people only: **If No one other than those listed above - please type "No one", otherwise list individuals name and number.**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**List anything we should know about your child (Medical, Allergies, etc.)\*\*\*see Allergy policy on the following page\*\*\*  
If None- please type "None", otherwise list conditions.**

I agree that all the information on this page is correct and current:

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## State Required Health-care Statement

This is a written statement, from a health-care professional who has examined your child within the past year, indicating the child is able to take part in our child-care program.

I agree to provide the following to FIC Preschool /Kindergarten *within 1 week of admission*.

\_\_\_\_\_ A signed and dated copy of a health care professional's statement will be sent via email to [fickaren@firstfrisco.org](mailto:fickaren@firstfrisco.org) or faxed to 972-377-2147.

\_\_\_\_\_ A signed and dated copy of a health care professional's statement will be sent in with my child. A form is provided to print on page 6 if needed.

\_\_\_\_\_ If medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of, I have attached a signed and dated affidavit stating this.

**\*\*Not providing the healthcare statement may result in your child having to withdraw from our program.\*\***

⇒ \_\_\_\_\_ I agree to provide a copy of my child's immunizations records every year my child is enrolled.

For office Use: \_\_\_\_\_ Year \_\_\_\_\_ Year \_\_\_\_\_ Year \_\_\_\_\_ Year

**All 4 year old students are required by the State of Texas to have a hearing and vision screen done.**

**Please provide a copy if your child is of age.**

**A form is provided for you to print on page 6 if needed.**

### AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician:	Address:	Ph. #:
Name of Emergency Medical Care Facility:	Address:	Ph. #:

I give consent for the facility to secure any and all necessary emergency medical care for my child.

\_\_\_\_\_  
Signature-Parent or Legal Guardian

I agree that all the information on this page is correct and current:

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Year: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

# All About Me

Friends in Christ Preschool &  
Private Kindergarten

My name is First \_\_\_\_\_ Last \_\_\_\_\_ . My

nickname is \_\_\_\_\_ and I am \_\_\_\_\_ years old. DOB \_\_\_\_\_

At work, my dad is a \_\_\_\_\_ and my mom is a \_\_\_\_\_ .

My brothers are \_\_\_\_\_. They are \_\_\_\_\_ years old.

My sisters are \_\_\_\_\_. They are \_\_\_\_\_ years old.

I have \_\_\_\_\_ grandparents. I call them \_\_\_\_\_ .

and \_\_\_\_\_ .

My pets are \_\_\_\_\_ .

My favorite food to eat is \_\_\_\_\_ and I dislike this food \_\_\_\_\_ .

The children I play with most are \_\_\_\_\_ .

I like to play \_\_\_\_\_. I like to sleep with \_\_\_\_\_ .

My favorite color is \_\_\_\_\_. When I color, I use my \_\_\_\_\_ hand. I'm a

little scared of \_\_\_\_\_ When I am sad \_\_\_\_\_

makes me feel better. Sometimes I need help with \_\_\_\_\_

I receive the following special services for things I need extra help with to help me develop and  
grow \_\_\_\_\_

The following best describes me (check all that you feel apply):

\_\_\_\_\_ happy \_\_\_\_\_ energetic \_\_\_\_\_ shy \_\_\_\_\_ cuddly \_\_\_\_\_ playful

\_\_\_\_\_ aggressive \_\_\_\_\_ creative \_\_\_\_\_ kind \_\_\_\_\_ friendly \_\_\_\_\_ quiet

\_\_\_\_\_ talkative \_\_\_\_\_ sharing \_\_\_\_\_ caring \_\_\_\_\_ busy \_\_\_\_\_ active

Please list below any other information that you would like your child's teacher to know.

### Allergy Policy

In order to ensure the safety of children with a life-threatening allergy the following steps will be followed:

- \* The child's name and allergy will be posted in the room for all the caregivers to see.
- \* We will notify the child's class that we have a child with a known food allergy.
- \* At lunch the child will not be placed next to any child that has a hazardous food.
- \* The child will only be allowed to eat food that is brought from home (unless in the presence of their parent). This includes lunches, snacks, and special party treats. The teacher will make every effort to inform parents of those special days ahead of time, so that arrangements can be made.
- \* The parent will be given a supply of disposable bracelets to be placed on the child daily; this will alert *all* caregivers to the allergy, preventing food to be given to the child.
- \* No crafts will be done with allergens (suitable substitutes will be found)
- \* A Food Allergy Emergency Plan form will need to be completed by your health care professional and returned to FIC within the first week of attendance.

This policy is to safeguard those children with life threatening allergies. If you want your child to participate, please sign and return the form.

I, \_\_\_\_\_, the parent of \_\_\_\_\_, which has a serious \_\_\_\_\_ allergy would like to safeguard my child by following the procedures listed above.

**\*\*Only COMPLETE if you wish for your child to NOT receive any food item from our program\*\***

### Dietary Restrictions

My child has the following dietary restrictions:

_____ Vegetarian	_____ Vegan
_____ No Beef	_____ No Pork
_____ No Gluten	_____ Other: _____

I, \_\_\_\_\_ the parent of \_\_\_\_\_ which has a dietary restriction to the food mentioned above, will provide ALL food for my child. No food will be given to my child unless I have given prior approval.

**\*\*Only COMPLETE if you wish for your child to NOT receive any food item from our program\*\***

I do understand that FIC is not responsible for the nutritional value of the food I am providing or for meeting my child's daily food needs. For a nutritional menu items can be found at [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate).

# FIC Preschool and Kindergarten

## Parent's code of Conduct

As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I understand that FIC Preschool and Kindergarten is dedicated to serving my family. In order to show my cooperation and support...

- I will set a good example in my own speech and behavior
- I will show respect for the teacher and any other adult in authority in front of my child at all times.
- I will stop rumors; I will go through the proper channels when I have a problem.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will supervise my child at drop off and pick up times
- I will supervise my child even when I am socializing outside after pick up times.

I will abide by this code of conduct while my child is enrolled in Friends in Christ Preschool and Kindergarten.

The FIC Preschool/Kindergarten Code of Conduct was developed to promote a Christian learning environment based on respect for the rights of students, teachers and parents. Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in our school.

### PHOTOGRAPHS

As your child participates in our program, throughout the year we take pictures to include in a scrapbook that will be given to your child at the end of the year. Pictures may also be taken for various bulletin boards or our newsletters.

☐

By checking this box, my child may NOT be photographed while they are in FIC's care.

### Parent Guidelines

☐

I acknowledge receipt of Friends in Christ Preschool and Kindergarten's Parent Guidelines including those for discipline and guidance each year my child is in attendance at FIC.

I agree that I have read each section and that all the information on this page is correct and current. I have received the current guidelines for the year indicated below:

Year:\_\_\_\_\_ Parent Signature:\_\_\_\_\_

Year:\_\_\_\_\_ Parent Signature:\_\_\_\_\_

Year:\_\_\_\_\_ Parent Signature:\_\_\_\_\_

Year:\_\_\_\_\_ Parent Signature:\_\_\_\_\_

# Friends in Christ Preschool and Kindergarten

*This form may be downloaded and printed if needed. Use the option button on the lefts side of this screen.*

## ***Health-care Statement***

Name of Child \_\_\_\_\_ DOB \_\_\_\_\_

I have provided care for this child during the last twelve months and believe this child is able to participate in all preschool/Kindergarten activities at Friends in Christ.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

## ***Four-year-old Vision and Hearing Form***

Name of Child \_\_\_\_\_ DOB \_\_\_\_\_

VISION:     Right 20/ \_\_\_\_\_     Left 20/ \_\_\_\_\_     \_\_\_\_\_ Pass     \_\_\_\_\_ Fail

Name of Test \_\_\_\_\_

HEARING:	1000HZ	2000HZ	4000HZ		
Right	_____ / _____	_____ / _____	_____ / _____	_____ Pass	_____ Fail
Left	_____ / _____	_____ / _____	_____ / _____	_____ Pass	_____ Fail

Name of Test \_\_\_\_\_

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date



Dear Parents,

Welcome to First Frisco Global Methodist Church Friends In Christ Preschool Program, we are so excited for you to be a part of our program for the 2025-2026 school year. I am looking forward to a great year. The following information should answer any questions that you may have.

### **Meet the Teacher:**

**Children attending Tuesday or Thursday will have "Meet the Teacher" on Thursday August 21<sup>st</sup> 10-12pm. If your child will attend school on Monday, Wednesday, or Friday we will have "Meet the Teacher" Friday August 22<sup>nd</sup> 10-12pm. If your child will attend all 5 days you may come either day. This is a come and go event.**

- ❖ At least one parent is required to attend.
- ❖ Check in will take place in the gym for payment processing and paperwork.
- ❖ Pay September tuition. Our rates for the 2025-2026 school year are as follows:  
2 day program: \$300    3 day program: \$370    5 day program: \$580    Kinder: \$665  
Extended Friends cost is \$75 for 2 days, \$95 for 3 days, \$125 for 4 days, \$165 for 5 days.
- ❖ For returning students, if your records are complete, the only forms you will turn in is the "All About Me" and "Allergy Form". These will be sent out in March and only after your fees have been paid. In addition, you will need to provide a **current shot record each year**. At Meet the Teacher, we will ask that you verify the other forms we have on file from the previous school year. If your paperwork for this year is not complete, we will let you know.
- ❖ For new students, the registration packet that was given at enrollment must be completed and **returned before Meet the Teacher**. These forms include the Medical Release, parent handbook agreement, All About Me, Registration Form, and please provide a current Shot Record. You may drop the paperwork off at the preschool office or mail it to 7659 Preston Rd., Frisco, Tx. 75034.

***It is very important that we have completed paperwork on your child BEFORE their first day of school. The state of Texas requires that we maintain current and accurate records of each child in our program.***

- ❖ Supplies: Please see the supply list in the packet.
- ❖ We will have school t-shirts for sale at Meet the Teacher.

**Our first day of FIC will be Tuesday August 26<sup>th</sup> and Wednesday August 27<sup>th</sup>**  
**Other reminders:**

- ❖ *All three year olds must be potty trained by the start of school. This policy will be strictly enforced due to only one teacher being in the classroom.*
- ❖ *All children in the one year old program must be walking.*

Please feel free to contact me at the FIC office any time before school starts with any questions or concerns at 972-377-3907.

Many Blessings,  
Patti Eubank  
Director



FRIENDS  
IN  
*Christ*

Preschool & Kindergarten  
Prepping today's children to  
follow Christ for a bright tomorrow



*First Frisco Global Methodist Church*

2025-2026  
Parent Handbook





Friends in Christ (FIC) has been in operation at the First Frisco Global Methodist Church for 44 years. What started out as a Mother's Day Out Program has now grown into a licensed full time Preschool and Private Kindergarten. As Frisco has grown, so has our program, but our priority has always remained the same. We want to provide a safe, happy place for your child to experience his or her first adventures outside the family circle.

The FIC Board of Directors and staff want your child to enjoy his or her days at FIC and learn that the World is an exciting, interesting place. Through creative play, books, songs and interactions with our staff and other children, we want to help your child grow in body and spirit.

## Contact Information

Patti Eubank, Director

[Preubank@yahoo.com](mailto:Preubank@yahoo.com)

Julie Head, Assistant Director

[Ficjulieh@firstfrisco.org](mailto:Ficjulieh@firstfrisco.org)

Karen Peer, Office Assistant

[Krnpeer@yahoo.com](mailto:Krnpeer@yahoo.com)

Preschool Office: 972-377-3907

Church Office: 972-377-4380

Fax: 972-377-2147

Facebook: Friends In Christ Preschool & Kindergarten

Website: [FriendsnChrist.org](http://FriendsnChrist.org)

Hours of Operation 9:00-2:30 with Extended Friends ending at 4:30

## **\*\*Enrollment\*\***

We offer enrollment each spring for the upcoming school year. Families already in the program are offered the first chance to sign up for their choice of days along with any siblings they may wish to enroll. Our open enrollment then follows: Church members and alumni, then all outside families, are given the opportunity to enroll. Open enrollment dates will be posted and all open enrollment will be done on a first come first serve basis.

## **\*\*Our Classes\*\***

Our classes are grouped according to the child's birth date. We follow the State of Texas regarding placing children in their age group; children will be placed in the classroom that reflects their age on or before September 1<sup>st</sup>. With our 1- and 2-year-olds they may be grouped even further; we try to keep those classes paced so classmates are developing at a similar rate. In addition, boy/girl ratios, classroom dynamics and personalities are kept in mind. All decisions are at the discretion of the director.

Our ratio of child to teacher is low in each age group with the goal to keep classes at a size that is comfortable for both the children and their teacher.

**\*Children who are in our 1-year-old program must be walking.**

**\*Children who are in our 3-year-old program must be toilet-trained.**

## **\*\*Tuition and Fees\*\***

A registration fee of \$125.00 per family is collected in January for all returning students to confirm placement for the following school year. The supply fee is due in March and is in accordance with the number of days you attend (see below). For all new students the registration and supply fee are due upon acceptance into our program.

### **Annual Supply Fees**

2 day-Supply Fee \$125.00      3 day-Supply Fee \$175.00      5 day-Supply Fee \$225.00

Our monthly rates for the 2025-2026 school year are as follows:

<b>2 Day Program (T/T or W/F)</b>	<b>3 Day Program (M/W/F)</b>	<b>5 Day Program (M-F)</b>	<b>Kindergarten</b>
Tuition \$300.00	Tuition \$370.00	Tuition \$580.00	Tuition \$665.00

(All fees are non-refundable and non-prorated)

Tuition will be due on the 1<sup>st</sup> of each month. A \$20.00 late fee will be added to your tuition after the 5<sup>th</sup> of each month. The tuition rates are based on the number of class days annually, then divided by the number of months, this way our rates stay the same month to month.

## **\*\*Extended Friends\*\***

Our aftercare program hours are from 2:30-4:30. You may either sign up for specific days for the school year OR if you just need an occasional day.

### **Monthly Fees:**

2-days \$75.00    3-days \$95.00    5-days \$165.00    Daily drop-in rate \$25.00 per day per child

During Extended Friends we will offer a snack, fun games and activities. For pick up, more details will be covered via email prior to enrollment.

# **\*\*Safety Protocol\*\***

ALL doors will remain locked during our normal operating hours. In order to obtain access to our facility, a person must ring the bell and a staff member will assist you with your needs. Our security cameras have been updated to give us better visibility of all our doors and hallways.

Parents will be allowed to attend special events (parties, performances etc.) and a security officer will be onsite during these times.

To protect the privacy of our children, we ask that no parent post pictures or comments regarding any children (other than their own) from our school on any social network sites. Your classroom will have a private social media account and the teachers will post in that forum. Only parents of that class may join.

For school wide communication, the director will send out monthly emails. For any emergency information and reminders, you will receive a text from our Text Em' All app. We ask that at least one parent opt to receive these text messages.

## **\*\*Arrivals and Dismissals\*\***

**Every student** will go through the carpool line to drop-off and pick-up EXCEPT the first 2 days of the beginning of school. Morning carpool begins at 8:50. Please see our carpool map for further instructions. We ask that all parents follow the carpool instructions and take care when entering and exiting the parking lot. Please park in designated areas only and do not bypass any of our parking lot cones. Only those with handicap stickers may park in the handicap spots. Please refrain from using your cell phone while in the parking lot, can be a dangerous distraction.

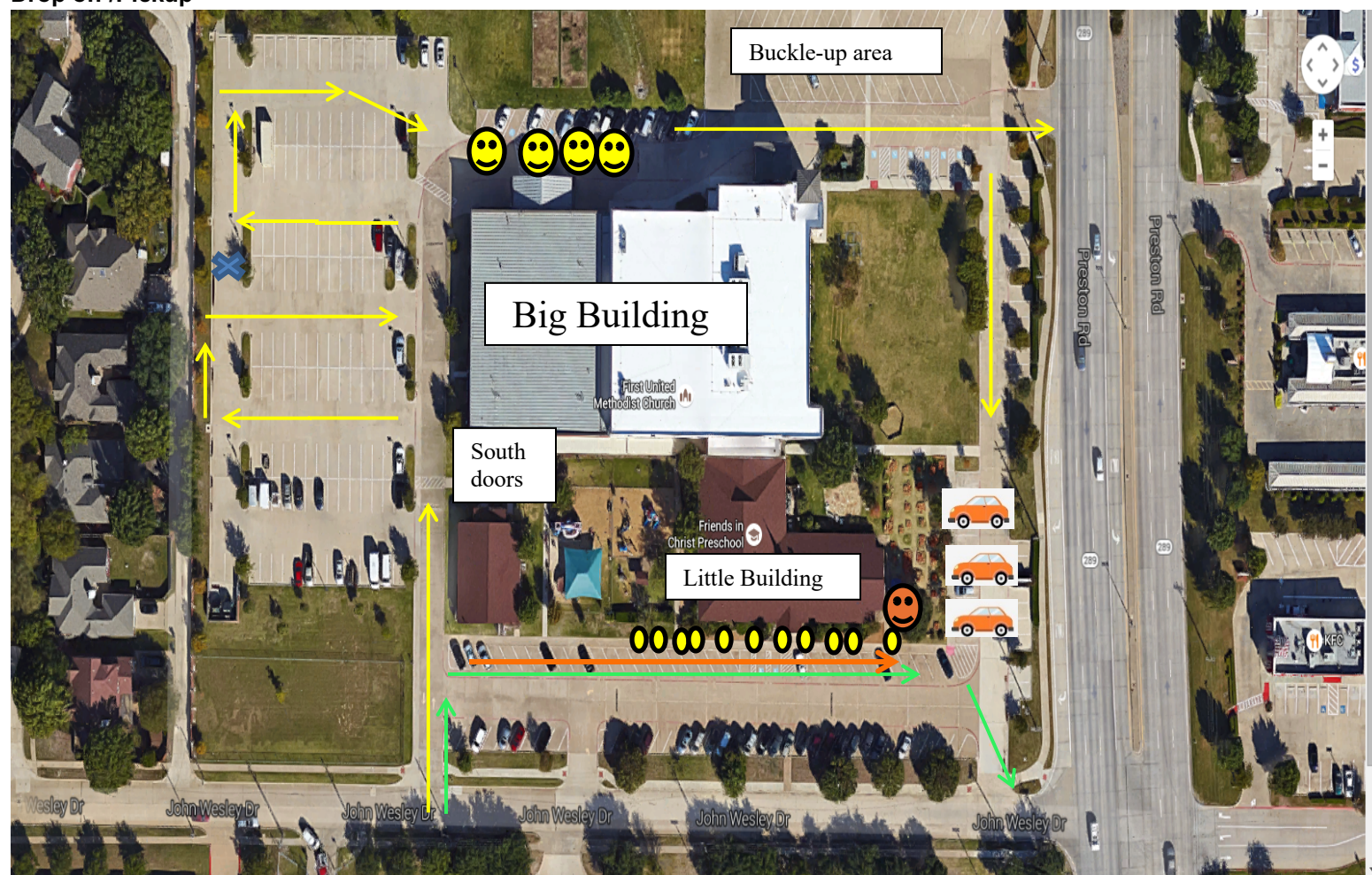
Please pick up your child promptly at 2:30 p.m or if your child is in Extended Friends by 4:30. Parents' arriving late will be fined \$5.00 per child for every 5 minutes that child remains with the director.

Arrival and pick-up times are important to young children. A child should arrive on time; it is disruptive to enter a room full of children already settled into an activity, and your child may feel sad that they are missing out on the fun. Being picked up late can also be stressful for a child. Adhering to our FIC arrival and dismissal times is a courtesy that will benefit both the child and the teacher.

Children will be released to their parents, if someone other than the parent is picking up a child, the teacher should be informed. Please give the person that is picking up your child your FIC carpool tag OR a picture of the tag. The Director or staff member will ask for a valid form of ID of any person that does not have a FIC carpool tag and this will be checked against the students enrollment form for authorized pick-up.

If a parent or legal guardian has custodial rights, a copy of the court orders must be on file in the office showing that the other parent or legal guardian is not legally authorized to pick up the child.





\*Yellow-ALL big building (BB)students 3's, and 4's

\*Green line-ALL little building (LB) students Nursery, 1's, 2's & siblings in the big building.

\*Orange line-ALL Kindergarten

\*All students will participate in carpool for drop off and pick up (**NO CARPOOL on the first 2 days of school**). A colored tag will be given to your student which will help us identify their classroom number. If you arrive in carpool and you do not have your carpool tag, you will be asked to pull to the side so we can verify your identity. If someone else is picking up your child, please let your teacher know and send the person picking up your child a photo of your car tag that can be shown for verification purposes.

\*\*If you are late for pick-up and the carpool has ended, you will need to park and come to the front doors to pick up your child, depending on the time, a late fee may be added to your account.

## Big Building Yellow line (ALL big building students)

### \*Morning drop-off-

Follow yellow arrows to the front of the building. Have your child unbuckled and ready to exit, BEFORE you reach the staff (yellow faces above), who will help your child out of the car and into the building. If you have a sibling in the little building, please drop your student off in the little building area. See below.

### \*Pick-up

**Carpool**- follow the yellow arrows to the front of the building. Make sure you have your child's car tag hanging from your car mirror. A staff member will be stationed in the parking lot and will read your tag for your child to be brought down to you when you reach the designated area. **PLEASE do not get out of your car**, a staff member will put your child into their car seat and you are asked to pull out of the carpool line and park in designated area to buckle your child up. This will help to keep the line moving.

## **Little Building Green line (All little building students AND siblings who are in the big building)**

### ***\*Morning drop off-***

Follow the green arrows to the carpool line (do not park in the parking spots). Have your child ready for the staff member who will take them into their classroom. If they have an older sibling, they will be dropped off here as well-no need for two carpools. To help this process go smoothly, please have your child ready when the staff member reaches your vehicle.

### ***\*Pick-up-***

**Carpool**-Pull into a numbered slot in front of the little building. You will be pulling into a slot that the parking lines will be a different direction. This is okay; please just pull in straight at the numbered sign. Text your teacher's cell number, with this information-Child's name and spot number. Please have your carpool tag hanging from your car mirror. The teacher will bring your child to you and any siblings from the big building (siblings will not be brought over until 2:15). Please wait your turn until a spot opens up; do not park where there is not a numbered spot.

## **Little Building Orange line-KINDER**

### ***\*Morning drop off-***

Follow the orange arrows to the Chapel side door of the little building, have your child unbuckled and ready to exit, BEFORE you reach the staff (orange face above), who will help your child out of the car. If you have a sibling in another age group, they will exit the car as well and be taken to their classroom.

### ***\*Pick-up-***

**Carpool**- Pull into a parking spot on the East side of the building, have your carpool tag on your mirror and starting at **2:15** the Kinder Aide will bring your child and any siblings, out to you.

## **\*\*What to bring\*\***

### **3's and 4 year old**

**A full-size backpack that all the of items below will fit in:**

- **Lunch-finger foods, nothing that needs to be heated up or too messy**
- **Labeled water bottle filled with water-no juice or milk**
- **Change of clothes in a Zip-Lock bag-everything labeled**
- **3 year olds-A Standard Kinder nap mat will be provided by FIC, we do not allow any nap mats to be brought in from home, as FIC has limited storage. Your student may bring a small pillow, nap mat cover, small pillow, lovely or any items they may need to rest with.**

### **1's and 2 year olds**

**A full-size backpack that all the of items below will fit in:**

- **Lunch-finger foods, nothing that needs to be heated up or too messy. We also ask that all items be cut into appropriate size pieces for toddlers.**
- **Labeled sippy cup filled with water-no juice or milk**
- **Change of clothes in a Zip-Lock bag-everything labeled**
- **Diapers-enough for the day**
- **A Standard Kinder nap mat will be provided by FIC, we do not allow any nap mats to be brought in from home, as FIC has limited storage. Your student may bring a small pillow, nap mat cover, small pillow, lovely or any items they may need to rest with.**

**\*\*Nap Mat Covers and T-shirts will be sold during Meet the Teachers\*\***

## **\*\*Bad Weather Days\*\***

If Frisco Schools cancel due to weather, FIC will be closed as well. If Frisco ISD has a 2-hour delayed start to their school day FIC will have a 2-hour delayed start, unless the conditions at FIC are unsafe. FIC will communicate this via our Text Em' All app. If school is not held due to inclement weather, tuition will not be refunded, nor will the day be made up.

# **\*\*Medical Information\*\***

We require all parents to provide medical information about their child to FIC. Allergies, chronic health problems, or other issues that could affect the child at FIC should be fully explained to the teacher and FIC Director in writing. If your child has been given an IEP, you must provide a copy to the director to better assist your child with their individual needs.

Before the first day of class, every child must have a completed healthcare statement from their doctor and a **current shot record**. **For exemptions, an original notarized copy of the State of Texas affidavit exempting your child from immunizations will be accepted. The original copy must be kept on file in the FIC office. If you choose to delay immunizations, the same exemption form must be on file.** In addition, the state of Texas requires a hearing and vision screening test to be performed on all 4-year-old children within 120 calendar days of enrollment. You may obtain this on your child's 4-year-old check-up.

## **\*\*Illness\*\***

If your child becomes ill at school, you will be contacted at once to pick up. If medical treatment is needed, we will refer to the Medical Release information provided and you will be contacted after the appropriate calls have been made. It is imperative that we have a telephone number where you, your spouse, a relative or a friend, can be reached if your child is ill.

Your child may return to school when:

- No fever was detected within the previous 24-hour period. A fever is defined as a body temperature of 100.04 or above (without medication).
- No diarrhea in the previous 24-hour period. (Diarrhea is defined as 2 or more loose stools within a 1-hour period).
- No vomiting in the previous 24-hour period and has had two regular meals.
- If a diagnosis of Pink eye/Conjunctivitis has been given, the student must have completed 24 hours of prescription antibiotic eye medication.
- If a diagnosis of Strep Throat has been given, the student must have completed 24 hours of Prescription of antibiotic medication.
- If a child has head lice, please notify the school at once so we can check the other students in the classroom. A child may return to school once a treatment with a special lice shampoo has been done. Every effort must be made to make sure the child is nit free. The student will be checked by the director before they return to class.

**These policies are in place to help keep sickness at bay (as best we can).**

If your child has been exposed to or has come down with a communicable disease, please notify the

teacher at once. Each communicable disease has a contagious period. The FIC director will contact you regarding when your child may return.

If your child needs medication dispensed to him/her while in FIC care, you must bring the medication into the office and complete a written authorization form. All medication must be in its original

container and labeled with your child's name. All medication will be kept in the FIC office in a locked medicine cabinet. No medication will be allowed to stay in a child's backpack.

## **\*\*Physical Activity\*\***

Each child will have the opportunity to participate in physical activity for at least 40 minutes each day. This includes recess, movement and music times. For those that attend Extended Friends, they will have an extra 45 minutes of physical activities. In the event of inclement weather, (heat index over 106 degrees/Wind chill below 39 degrees) we will have physical activity in the gym. Physical activity will help your child with brain health, weight management, reduce the risk of disease, and strengthen bones and muscles. The use of small and large motor skills during physical activities will help improve physical development. For outdoor activities please have your child wear sneakers or closed toe shoes. Please apply sunscreen to your child if needed before they arrive at school.

## **\*\*Class Parties\*\***

Throughout the school year, your child's class will have parties to celebrate the different holidays. You are required to sign up for one party which consists of providing the necessary items (craft, treats, etc..). FIC requests 100% in volunteerism from our parents and staff: with your help, together we make FIC an amazing place to be. You will have the opportunity to sign up for parties during the meet the teacher.

## **\*\*Conferences\*\***

We strive to maintain good parent/teacher relations. In the event that you have a concern, please speak with your teacher first to try and resolve the issue. If it is not resolved to your satisfaction, then contact the FIC Director to schedule a meeting. Good communication between everyone is important. Please allow the Director and teachers 24 hours to respond to any communication.

## **\*\*Withdrawals\*\***

If you find it necessary to withdraw your child from the program, we require a 30-day notice. Please contact the Director as soon as possible and communicate your reason for leaving the program. If there is a way we can better meet your needs, we always strive to do so. If less than a 30 day notice is given, you will be required to pay a full month's tuition and all paid fees are non-refundable.

### **\*\*Additional Information\*\***

\*We will provide a comfortable place for any mother wanting to breastfeed their child and any mother wanting to provide breast milk for their child will be allowed to do so.

\*A sleep policy will be given at time of enrollment for all students enrolled in our nursery.

\*FIC will provide a snack; lunch will be provided by the parents; FIC is not responsible for the nutritional value or for meeting the child's daily food needs. FIC is not a nut-free center, but we do ask that all food brought in from home that is to be shared with other students (party treats) not contain any nut products. Please see our allergy form on your child's enrollment form for more information.



\*Firearms are **prohibited** (concealed or open carry) in our center unless the individual is a law enforcement official who is trained and certified to carry a firearm on duty.

\*This facility is

gang-free. No criminal activity or engagement in organized criminal activity within 1000 feet of this center is allowed. In doing so, this would be a violation of law and is therefore subject to increased penalty under state law.

\*A copy of our minimum standards and the most recent Licensing inspection report are on display for you to view at any time during normal operation hours. See the FIC director if you wish to view these reports.

\*A copy of our emergency preparedness plan is available to view at any time during normal operation hours. See the FIC director if you wish to view our emergency plan procedures.

\*In the event that changes are made to our operational policies, parents will be notified in writing at once.

\*\*Child Abuse Hotline 800-252-5400

Each staff member will receive annual training in preventing and reporting abuse and neglect of children. A childcare neglect flyer will be sent to every parent upon enrollment. FIC will monitor any new awareness of prevention techniques and train its staff. FIC will coordinate with appropriate community organizations to increase awareness of abuse or neglect.

\*\*Local Licensing Office 940-591-6271

\*\*Texas Department of Protective and Regulatory Services [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## **\*\*Discipline Policy\*\***

Discipline must be:

Individualized and consistent for each child

Appropriate to the child's level of understanding

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

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
  9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
- Texas Administrative Code, Title 40 Chapters 746 and 747, Subchapters L, Discipline and Guidance

We encourage good conduct with a minimum of authoritative discipline. Time out is our preferred form of discipline if a child does not respond to verbal encouragement. If a teacher has continued behavioral problems with a child, a parent conference will be scheduled. The Director and teacher will work with the parent to attempt to improve matters, but if a child does not conform to basic rules in a reasonable length of time, he or she may be asked to withdraw from the program. We encourage both parents and teachers to refrain from discussing problems with the child present. FIC reserves the right to request the withdrawal of any student who fails to conform to its policies.

*Senate Bill 1098 from the 88<sup>th</sup> Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:*

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the childcare facility;
- Review the childcare facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the childcare facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the childcare facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
- Video recordings of the alleged incident are available;
- The parent or guardian does not retain any part of the video depicting a child that is not their own; and
- The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and • Exercise these rights without receiving retaliatory action by the facility.

## Friends in Christ Preschool 2025-2026 Calendar

Aug 26 <sup>th</sup> & 27 <sup>th</sup>	Start of School	February 13 <sup>th</sup> & 16 <sup>th</sup>	FISD closed No FIC
September 1 <sup>st</sup> & 2 <sup>nd</sup>	FISD closed-No FIC	March 16 <sup>th</sup> -20 <sup>th</sup>	Spring Break No FIC
October 10 <sup>th</sup> -14 <sup>th</sup>	FISD closed-No FIC	April 3 <sup>rd</sup> & 6 <sup>th</sup>	FISD closed No FIC
November 24 <sup>th</sup> -28 <sup>th</sup>	Thanksgiving Break No FIC	April 30 <sup>th</sup>	FISD closed No FIC
December 23 <sup>rd</sup> -Jan 5 <sup>th</sup>	Christmas Break No FIC	May 1 <sup>st</sup>	FISD closed No FIC
January 20 <sup>th</sup>	FISD closed-No FIC	May 21 <sup>st</sup> & 22 <sup>nd</sup>	Carnival/Last day of FIC
February 12 <sup>th</sup>	FIC is closed due to Church site function		

**\*\*This is a tentative schedule provided by FISD a more in-depth schedule will be given at Meet the Teacher\*\***