



# Alvin Methodist Preschool

## Parent Handbook 2025-2026

611 West South Street  
Alvin, TX. 77511  
281-968-7164



# Alvin Methodist Preschool

## Our Amazing Staff

Office Hours Mon-Fri 9am-2pm

Office phone number: (281)968-7164

### Director:

**Sarah Woodmansee**

sarah@ampreschool.org

### Assistant Director:

**Kristi Henderson**

Kristi@ampreschool.org

**Stay & Play Coordinator/Movement Teacher:** Shelby Stuksa

Shelby@ampreschool.org

**Administrative Assistant:** Kristy Hutchison

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**Hallway Assistant:** Liza Cevallos

Liza@ampreschool.org

**Music Teacher:** Hannah Smith

Hannah@ampreschool.org

### 2 year old Teachers

Nickol Andrews

Nickol@ampreschool.org

Ashley Brown

Ashley.B@ampreschool.org

Jessica Forgý

Jessica@ampreschool.org

### 2 year old Aides

Hannah Roberts

Hannah.R@ampreschool.org

Charissa Fisher

Charissa@ampreschool.org

Victoria Damian

Victoria@ampreschool.org

### 3 year old Teachers

Karlee Dixon

Karlee@ampreschool.org

Teena Dupuy

Teena@ampreschool.org

Lisa McCalip

Lisa.M@ampreschool.org

Lori Pittman

Lori@ampreschool.org

### 4 year old Teachers

Lisa Byerly

Lisa.B@ampreschool.org

Krista Johnson

Krista@ampreschool.org

Bonnie Smith

Bonnie@ampreschool.org

**Curriculum Coordinator:**

Amanda Munoz

Amanda@ampreschool.org

### Substitute Teachers:

Jennifer Massey

Melody Wylie

Kassandra Garcia



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## Our Mission Statement:

Every opportunity for learning should be purposeful and intentional to the spiritual, social, cognitive, emotional and physical growth of each child. It is the goal of our staff and ministry teams to instill in each child a love of learning, confidence, and a firm foundation of faith.

## About Us!

Alvin Methodist Preschool has been serving families in the greater Alvin area for over 30 years! Our staff eagerly welcomes the opportunity to share God's love with your family. Our teachers are experienced, professionally trained annually and continuously ministered to. We are proud to offer your student a dynamic, interactive learning experience that begins with our biblically focused curriculum.

**Our office is open Mon-Fri 9am to 2pm.**

To speak with our Director, Sarah Woodmansee,  
please call, 281-968-7164 or email  
[sarah@alvinmethodist.org](mailto:sarah@alvinmethodist.org)



## Our Program Options, Tuitions and Fees

Annual (non-refundable) Registration Fee \$110.00 (Separate check/money order)

Supply Fee \$125.00 per semester (Due in August and January)

### 18 month to 2 Years Old

**2 Days a week (Mon./Wed. or Tues./Thurs.) \$275/month**

**4 Days a week Mon.-Thurs. \$425/month**

### 3 Years Old

**2 Days a week (Mon./Wed. or Tues./Thurs.) \$275/month**

**add Fridays to your 2 day program +\$125/month**

**4 Days a week Mon.-Thurs. \$425/month**

**5 Days a week Mon.-Fri \$550/month**

### 4 Years Old

**\*We recommend at least a 4 day program for Kinder-Prep\***

**2 Days a week (Mon./Wed. or Tues./Thurs.) \$275/month**

**add Fridays to your 2 day program +\$125/month**

**4 Days a week Mon.-Thurs. \$425/month**

**5 Days a week Mon.-Fri \$550/month**

**Stay and Play Option (from 2pm-4pm)**

**Continued on Next Page**



## Our Program Options, Tuitions and Fees

### Stay and Play (2pm-4pm) Available to All Ages

**2 Days a week (Mon./Wed. or Tues./Thurs.) \$100/month**

**4 Days a week Mon.-Thurs. \$200/month**

Stay and Play is an additional option to help meet the needs of our working parents.

Student's in Stay and Play will have a brief rest time if they are in our 3 or 4 year old classes (Please send nap mat or blanket and pillow).

They will have a craft time and another playground visit (weather permitting).

Stay and Play may be requested at the beginning of any month, if spots are available. You may sign up for 2 days a week, even if you choose a 4 or 5 day tuition.





## What To Bring and What Not to Bring

We have very active days! Our days include the playground, snacks and lunch and creating all sorts of wonderful crafts and projects. Your student will need to wear clothing and shoes appropriate for physical activity. Also, sometimes our learning can get pretty messy! So please do not your student in clothing that would be considered their “Sunday Best” (Except for picture day of Course!) or items that may have an emotional attachment .

Please do not send toys/devices (etc.) from home. Alvin Methodist Preschool is not responsible for items brought from home that are not requested to bring below.

Our 2 year old classes take naps, or have a cool down period (this is a requirement per our State Licensing). We provide a cot for each student, but your student will need to bring a sleep mat (see example below). Nap mats will be sent home at the end of each week to be washed, please send again on Mondays.

### Bring Daily (Please label everything with your child's name)

- Backpack
- Lunch
- Cup of water with secure lid
- A change of clothes including socks and underwear
- Diapers, Pull-ups and wipes (if needed)



(Example of a suggested Nap Mat for  
2 year old classes and stay & play)



## Drop Off and Dismissal

While we recommend using our car rider line to help with separation anxiety in the classroom, you are welcome to walk your student to class or pick them up from their classroom anytime. We will provide each student with a car rider tag, You must show the tag when picking up your child through the car rider line and if you walk in to pick up. You may request more tags for anyone who may need to pick up your student. Please place car ride tag clearly visible in the driver's side window. We will place your child in your car on the passenger side and we ask that you pull up to the designated area to fasten your child's safety seat. Please do not exit your vehicle in the car rider line.

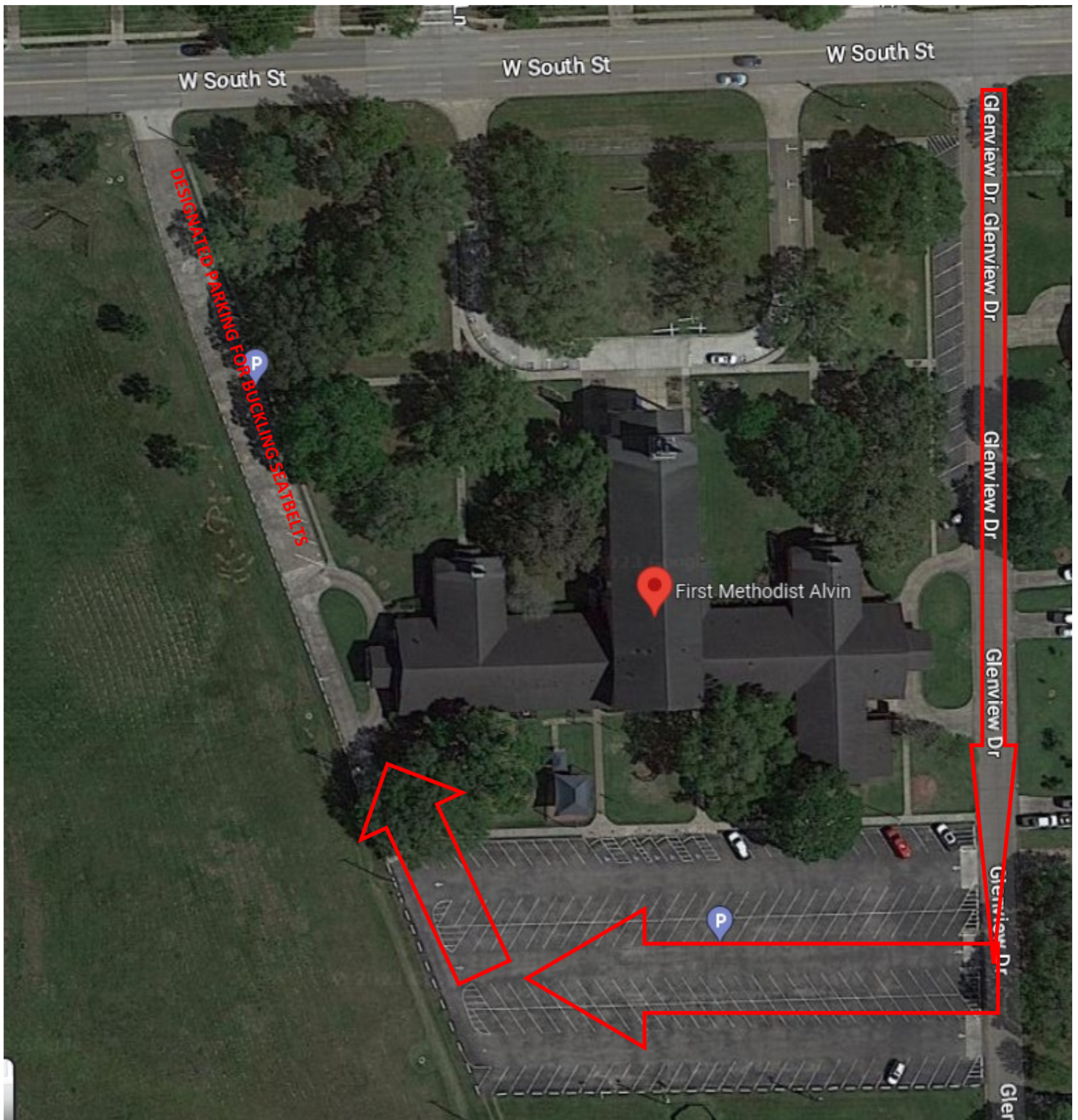
- Morning drop-off begins at 8:45am. For safety purposes, our doors will be locked at 9:00am.
  - Classes begin promptly at 9:00am.
- If your student arrives late and no one is at the doors, please call the office at 281-968-7164.
  - Afternoon pick-up begins at 1:45pm.
  - After 2:00pm you will receive a call from our office to ensure someone is on their way.
- A student picked-up after 2:05pm is considered a late pick-up.  
(The reason being we have limited staff after that time. We are required to have at least 2 staff members on site while students are present)
- Numerous late pick-ups may result in a late fee of \$20.00 on your next month's invoice.

Anyone picking up a student at anytime must be on the authorized pick up list. For your student's safety, staff may ask the person picking up to present ID. If you need to have someone pick up your student that is not on the authorized list, please send a note or call the Preschool Office.

(To adjust your pick up list at anytime, please speak with the Director)



## Car Rider Drop-off/Pick-up Map





## Parent Communication

Communication is very important to us! We want to you be able to contact your child's teacher anytime you have a question, comment or concern. Our primary source of parent communication is our Class Dojo app. You will receive an email invite to join your students class. If you have any trouble receiving messages or replies from your child's teacher, please don't hesitate to discuss it with our Director.

Email is also a commonly used form of communication in notifying parents of events, schedule changes, weather notices and much more. Please ensure we have your correct email on file at all times.

We also invite you to like and follow our Facebook page! This is where we post school wide messages about events and you can see photos of the fun we have each week!

<https://www.facebook.com/alvinmethodistchurch.org>



We have an open door policy and invite you to come by anytime you need to speak with someone or would like to check on your little one. Please do not be offended if someone asks for ID at the door. It is a part of our safety training with your student's best interests in mind.

## Student Health and Required Documents

We take your child's health very seriously. For this reason we ask that you keep your child home if they are experiencing any signs they are not feeling well, symptoms of illness, and if rash or infection are present. Students should be fever (100.4) free and/or vomiting/diarrhea, free for 24 hours before retuning to school. If your child was seen by their doctor, please send a return to school note from their physician.



## Student Health and Required Documents (Cont.)

*As a general rule we say if your child is not well enough to play outside as normal, they should stay at home.* If your child should experience symptoms of illness or any other health related causes for concern while at school, you will be notified immediately. In the cases of head lice, students will be checked upon return.

In the event your child is injured at school, we send home an incident report to be signed and returned the following school day. We also call anytime we feel you should be notified of an incident prior to picking up your child up. If ever your child should require medical attention for something that happened at school, please bring all documentation from any medical professionals. In the unlikely event an ambulance is called to the school, you will be notified immediately.

All students are required to have an annual wellness check up and provide a shot record before attending. If your child is exempt from vaccinations we will need a signed and notarized letter from your physician. One can also be found on the Brazoria County Health Department website. Children 4 and over need a vision/hearing screening before attending.

We do not administer any medications.

## Meal Policy

Meals and snacks brought from home do not allow for our preschool to monitor nutritional value or daily needs. You are allowed to bring special treats for occasions, such as holidays or birthdays. We have allergy information for your student's classmates, if needed. Foods brought from home, other than special occasion treats, will not be shared.

Sample meals, snacks and age appropriate nutritional information can be found at [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate)





## Naps and Cool Down Times

As part of our licensing standards, students 2 years old and under are required to have a scheduled rest time. We understand that not all students may fall asleep during the rest time, however, we have found when it becomes routine for them they adjust very well. Our rest time happens after lunch and usually lasts about an hour. We provide a cot for each child, but we ask that you send a nap mat to go on the cot for their comfort. Nap mats will be sent home to be laundered at the end of every week.

## Screen Time

Screen time is the use of a television or device. We limit the amount of screen time to 30 minutes per day for our 3 and 4 year old class. Screen time must be educational, preplanned/scheduled and relative to the lesson for the day. Screen time is not used during naps/cool-down times and/or meals. Our 2 year old classes do not have any screen time during their instructional day.

## Outside/Active Play

Your little one is growing everyday! At Alvin Methodist Preschool active and physical play is a big part of our day. Active play provides for greater freedom and flexibility, fuller expression through louder talk, opportunities for muscle development and growth, and complexity in ways not attainable in a confined indoor space. Each classroom has scheduled outside (playground) time everyday along with a 25 min movement class. Your student will receive at least 50 minutes a day of moderate to vigorous physical play each day. We have centers stations in each classroom that allows for imaginative play, fine and gross motor skill building and social-emotional development. With all this purposeful play, we ask you send your child in comfortably fitting clothing and shoes. Keep in mind we will be running and moving a lot. Please do not send your child in tight clothing that may restrict movement and/or shoes that may be difficult for them to wear during those time. We do have preplanned indoor activities that allow for moderate/vigorous active play during bad weather days.



## Discipline and Guidance

The following methods will be used in the area of discipline and guidance:

1. Your child will be given love and understanding in each situation.
2. Teacher will model the appropriate behavior.
3. The child will be given choices between two appropriate alternatives.
4. Children will be encouraged to use their words, not their hands.
5. Children will be encouraged to work together to solve problems.
6. Children will be redirected away from the problem at hand.
7. If negative behavior persists, the child will be removed from the classroom and taken to the Director's office to discuss their behavior choices. A parent or guardian will be called in the event the behavior requires a visit to the Director's office. We will work together with the parents and child to foster positive choices.
8. If all the above does not alter the negative behavior, and it becomes chronic and severe, the parent may be asked to come to the school to shadow their child and observe behavior and/or take the child home for the day.
9. After a reasonable amount of time, if the child is not showing signs of positive behavioral growth and the behavior is negatively affecting the quality of learning in the classroom, the child will not be able to attend our program.

**At no time will physical punishment be used, nor will a child be shamed by the teacher or other children.**

At Alvin Methodist Preschool teachers take preventative measures by preparing and managing the daily schedule of activities. They provide support, focused attention, physical proximity and encouragement to the children through out the day. Guidance directives are stated positively, not negatively. The key to effective guidance is found in loving, respecting and guiding children to acceptable behavior. The teachers at AMP are role models of respect.



## Potty Training

Alvin Methodist 3 and 4 year old programs are classroom structured. We take pride knowing that our preschool is more than a daycare facility in the fact that we prep our students for meeting public school expectations.

For safety and sanitary reasons, students entering our 3 and 4 year old programs are required to be fully potty trained. We consider a child fully potty trained when they no longer need diapers or Pull-Ups for any portion of the day and can help themselves in the restroom. We understand that there may be occasional accidents or assistance needed, those situations will be handled with understanding and support for the child.

In the event a fully potty trained student begins to have frequent accidents (more than twice a week for 2 weeks), a meeting will be scheduled with the parent/guardian to discuss sending the child in Pull-Ups/diapers. Our staff is not responsible for potty training but we will do our best to aid in the process while your child is in our care.

An adjusted tuition rate may be applied to 3 and 4 year olds who are not potty trained. The reason for this is staffing and having enough aids to change and assist our older students.

## Schedules and Curriculum

Our schedules are designed to keep students engaged throughout the school day. Each classroom schedule includes daily circle time, instructional time, centers time, music class, movement class, outside play times and bathroom breaks. The schedules are broken up into 20-25 minute increments, keeping in mind age appropriate focus lengths. Our curriculum is Biblically-based and emphasizes on preparing students for kindergarten, both academically and socially. We do assessments for our 3 and 4 year olds at the beginning, middle and end of the year, just to let you know your student's strengths and areas we can work on together. Our curriculum is dynamic and stimulating. We take the years of experience of our seasoned staff, personal training, as well as resources from numerous sources and use it to develop lessons and activities that help our students reach developmental milestones.





## Emergency Procedures

Emergency evacuation plans are posted in all hallways and classrooms. Fire/Emergency drills are conducted on a monthly basis. In case of severe weather emergency, the children and teachers will take cover in a designated hallway area. All parents will be notified via phone call, email or Class Dojo message in the event of any emergency or weather related event.

In the event of an emergency that requires an evacuation of the building for an extended period of time, the following plan applies:

1. Children will be evacuated to the far back parking lot and Alvin Fire/Police will be called.
2. The Police Department will stop traffic and escort/carry children across our grassy field to South Park Baptist Church where they will remain with their teachers and made comfortable. Emergency bags with parent contact information and supplies are kept with each teacher all day.
3. Parents will be contacted to come pick up their child.

In the event of a medical emergency, we will first call 911. We will then notify the parent/guardian of the child's emergency and let them know where to pick up their child and/or meet the ambulance.

The Emergency Evacuation Plan addresses the events following an emergency leading to the exiting of the building, and in most cases, leaving the immediate area. The emergencies include, but are not limited to, natural events such as a tornado, floods, health events such as medical emergencies, communicable disease outbreaks, and human caused events such as an intruder with a weapon or an explosion/chemical leak. The first responsibility of the Director and the staff of Alvin Methodist Preschool in such cases is to get the children and staff to a safe location.

### Evacuation Plan

1. The Director and/or persons designated by the Director will call 911.
2. The Director or designee will be responsible for escorting the students and staff out of the building safely to the designated pre-assigned place (South Park Baptist Church).



### **Evacuation Plan (Cont.)**

- 3. South Park Baptist Church is located at 1718 S. Johnson St. Alvin, TX 77511 and their phone number is 281-331-3902.**
- 4. Teachers will take their emergency bags which include: Attendance rosters, parent contact information, some first aid supplies, water, cups, snacks, a book, a cloth sheet to sit on, hand sanitizer and a flag to hold up signaling all their students are accounted for.**
- 5. Each teacher will count their students as we exit the building, while we are walking to a safe location, and again after arriving at the designated location.**
- 6. The teachers will follow the Evacuation Diagram located in their classrooms.**
- 7. Emergency personnel may help in the escort of students to the destination spot.**
- 8. Any child not able to walk safely on their own will be carried.**
- 9. Once the children are all accounted for in the Fellowship Hall of South Park Baptist Church, parents will be notified that their children are safe and where to pick them up providing the emergency clears, the situation allows and there are no possibilities of danger.**
- 10. As the children go home, staff can begin to leave as well. The Director or designee will remain until the last child and/or staff member is safely released.**

## **Licensing Forms**

**We are a licensed child care facility, licensed by the State of Texas. You may access the Minimum Standards we follow as well as contact the licensing office at the following website: <https://www.dfps.state.tx.us/>**

**You may also obtain a copy of the Minimum Standards from the Preschool office at anytime, as well as access our latest yearly licensing report.**



## Recognizing the Signs of Abuse/Neglect

The State of Texas under the Department of Family and Protective Services requires each child facility to inform and educate parents in the signs of child abuse and ways to report. The following is taken directly from website at: [www.helpandhope.org/recognizing-abuse-neglect.html](http://www.helpandhope.org/recognizing-abuse-neglect.html)

### **What is Child Abuse?**

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

### **Physical Abuse**

Physical abuse includes actions such as beating, burning, or punching a child.

### **Emotional Abuse**

Emotional Abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

### **Sexual Abuse**

Sexual Abuse includes rape, touching or fondling, or involving a child in pornography.

### **Neglect**

Neglect includes failure to provide for a child's basic physical, medical or emotional needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

**Ways to Report: Call 1-800-525-5400 OR go to [www.txabusehotline.org](http://www.txabusehotline.org)**



## Gang-Free Zone Information

### Requirements Regarding Gang-Free Zones for Child Care Centers

**New Requirements Regarding Gang-Free Zones For Child Care Centers** As a result of House Bill 2086 that passed during the 81 st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

**What is a gang-free zone?** A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**How do parents know where the gang-free zone ends?** The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

**What is the purpose of gang-free zones?** Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. **What does this mean for my day care center?** A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

**When do I have to comply with the new requirements?** The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. For further information please contact your licensing representative or your local licensing office. Child Care Licensing/jr DFPS 8/31/2009