

# Canyon Creek Preschool

## Parent Handbook & Operational Policies



2023-2024

## **Canyon Creek Preschool Parent Handbook & Operational Policies**

*“Surely your goodness and love will follow me all the days of my life, and I will dwell in the house of the Lord forever.” Psalm 23:6*

### **Our Mission Statement**

Canyon Creek Preschool values children and believes in families. Our mission is to support families, provide a learning environment and create a safe space for children to experience the love of God and the truth of the gospel.

### **Our Philosophy of Preschool**

At Canyon Creek Preschool we believe that education is about the development of the whole child – emotionally, socially, intellectually, physically and spiritually. We strive to have each child working to his/her full potential in all developmental areas. Due to the unique nature and capabilities of each child, we do not expect each child to have all reached the same level at the same time. What we can do is capture the learning interests and curiosity of each child. We do this through the experiences we offer and by providing an environment in which the child feels free to explore and learn without fear of failure. We plan our program around what is known as the “process-centered” approach. The process centered approach is a process that values the way in which the child discovers and learns. This process will instill good methods of learning and help them in their efforts at school and all through life.

### **Hours**

Preschool hours are Tuesday through Friday 9 am – 1 pm. The Canyon Creek Preschool calendar will be developed and distributed at the beginning of each school year. Our school year is from September through mid- May.

### **Arrival**

All classes begin at 9 a.m. If you arrive early you are welcome to wait in the preschool foyer until the double doors are opened at 8:57 a.m. Please escort your child to their classroom and sign-in at the classroom door.

### **Pick-up/Release of Children**

Plan to pick up your child promptly at 1 pm. We understand there are times when you may be held up, but please call when you know you are running late. It not only helps the teachers, but it also helps your child. If you call, we can reassure them you are on the way. A late fee of \$1.00 for every 1 minute may be assessed upon arrival. If someone other than you (or your designated persons) will pick up your child, please provide written permission telling us who that person is. All persons picking up children should be prepared to provide photo identification in addition to the written permission. We do this for your child's safety and your peace of mind. When dropping off AND picking up, your child must be signed in and out on your classroom's weekly roster posted outside the door. Please initial this daily at drop off and pick up.

### **Absences/Vacations**

If your child will be or has been absent from school for more than two days, for whatever reason, please let us know. We care for our students, and their friends like to be reassured, too.

### **Bad Weather Days, Delays or Unexpected Closures**

If the weather is questionable, you will get a notification through Procure. We follow Leander ISD for school closures. If LISD delays 1 hour, CCP will delay 1 hour. If LISD delays 2 or more hours, CCP will be closed for the day.

After 2 unexpected school closures of any kind, CCP will credit \$25 per student for any additional days we are closed during your child's regularly scheduled school day. (Example: If your child attends school on a Tuesday or Thursday, after already experiencing two closures on a Tuesday or Thursday, you would receive credit for that missed day.)

### **Emergency Evacuation Plan**

In case of a bomb threat, wildfire or gas leak, our off-campus evacuation site is Blue Bonnet School OR the HEB Parking. Blue Bonnet is located at 10321 Boulder Lane in the Canyon Creek neighborhood and HEB is located at 11521 N FM 620. If evacuating to Blue Bonnet, teachers will walk their students. If evacuating to the HEB parking lot, children will be placed in private automobiles belonging to staff and other church employees and taken away from the area as directed by emergency personnel. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As with the sick child pick up policy, children must be picked up within 30 minutes of the telephone call. An emergency plan is posted in each classroom and in the preschool office.

### **Enrollment, Registration & Fees**

Registration will be held at the end of January for currently enrolled families. Once classes are filled, children from our current waitlist will be called. This list will be used to fill any spaces that may become available throughout the year. A non-refundable registration fee of \$175 per child is due upon registration. Parents will be notified of any policy changes through Procure as changes are made.

### **Tuition**

Tuition is based on the number of school days scheduled September through May and broken into 9 equal payments. No credit is given for holidays, vacations, days missed because of illness or early withdrawals. Tuition is due by the 1st of each month. Please mark your calendars, as we do not send monthly statements. If payment is not received by the 15<sup>th</sup>, a late notice will be sent. A \$25.00 late fee will automatically be charged on all accounts that are 30 days past due and your child's placement will be at risk.

### **Payment Options**

Personal checks and money orders payable to Canyon Creek Preschool may be mailed to the school mailing address or given to an office staff member. Checks are also accepted through your bank's bill pay. Cash is also accepted. An additional option is to enroll in our automated tuition program called Tuition Express. There is not an additional fee to join or use, just completed the required form.

### **Returned Checks**

You are responsible for a returned check fee of \$25 if your check or Tuition Express payment is returned due to insufficient funds.

### **Withdrawal**

If you must withdraw your child from CCP, please provide a written 30-day notice. You are responsible for monthly tuition through the end of the 30-day period. Registration fees are non-refundable.

### **Our Staff**

We select teachers based on their commitment and ability to provide respectful, responsive, and developmentally appropriate care for children, work in partnership with parents, and collaborate with other teachers. CCP teachers are required to complete 24 hours of annual training in addition to pediatric CPR and first aid certification. Staff members are required to stay current on immunizations unless exempted.

### **Curriculum**

Our play-based program utilizes learning centers to provide experiences that promote growth in all developmental areas. Bible stories, appropriate to the child's level of understanding, offer a framework for thematic activities provided in these learning centers. Our curriculum is based on developmentally appropriate practices and is designed to provide children with the necessary skills for kindergarten. Our preschool also uses Learning without Tears that has been adopted by the State as a handwriting curriculum and is used by many area elementary schools.

A schedule and weekly lesson plan are posted on each classroom's bulletin board. Please check the schedule regularly to see what activities your child has been engaging in for the day. For additional communication, please contact the teacher. A written review of each child's day will be available for children in our infant class. Daily and/or weekly notes about classroom activities will be posted on Procure in the toddler, 2's, 3's, 4's and 5's classrooms. The children have an opportunity to play outside every day except in inclement weather. We recognize that gross motor activity is important, so we use the multipurpose room for music & movement and other fun activities on rainy days.

## **Chapel/Music and Movement/Enrichment & Special Events**

### **Chapel**

- Our infant, toddlers, and twos have musical Bible stories each week in their classrooms. During this 20 minute chapel time age-appropriate Bible concepts are presented in an engaging way using hands-on props and music.
- The 3's, 4's and 5's classes have chapel each week as a large group. During chapel each week the children learn about God through meaningful and age-appropriate songs, games, Bible stories and props. Chapel is about 30 minutes, and the children can worship God, pray and hear about the love God has for them and how to love others. Parents are invited to attend Chapel.

### **Music and Movement**

A fun way to explore movement is through music which develops physical skills, stimulates the imagination and promotes creativity. This program uses music and games to develop basic concepts like rhythm, directionality, perception and memory. Music and Movement is offered weekly for 20 minutes to all toddler classes and older.

**Enrichment**

These are specialty classes offered after school Tuesday, Wednesday and/or Thursday from 1:00–2:00 p.m. In order to attend Enrichment, your child must be three years old and potty trained. Our enrichment classes are taught by CCP teachers in their area of giftedness (ex. Science, Spanish, Music and Art). Enrichment classes are an addition to our regular preschool curriculum and have an extra monthly fee. Registration for Enrichment will open at the beginning of each school year and is available on a first come basis.

**Donations & Special Events**

Canyon Creek Preschool is a 501(c)(3) tax exempt organization and all donations are fully tax deductible allowable by law. Proceeds from donations will be used to enhance and update our outdoor play areas, replace classroom equipment, and to make building improvements. We also accept toy and clothing donations and can provide tax receipts based on the value of the donation. Please check with the office if you would like to donate. Our preschool is also part of the Amazon Smile program. Amazon will donate a portion of your purchases through their website if you select Canyon Creek Preschool as your charity.

**Discipline and Guidance**

Our staff uses positive methods of guidance and discipline to help children develop self-discipline over their actions. Expected behavior of the child is on the individual child's developmental level. We will make every effort to set limits and guidelines for the children that will be appropriate and understandable. Physical punishment is not used at any time. Rather than punishing a child or embarrassing him/her, we provide logical consequences and redirection to appropriate behavior or another activity.

**Discipline will be:**

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- 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:**

- Use 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:**

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training
- Grabbing or pulling a child;
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;

- Placing a child in a locked or dark room, bathroom, or closet;
- Placing a child in a restrictive device for time out;
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out.
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Suspension and Expulsion**

Canyon Creek Preschool reserves the right to dismiss any student who is extremely disruptive in class or refuses to follow program policies or rules or requires special attention that our program is not capable of providing. There are situations in which the director may suspend or dismiss a child from care. We will do everything we can to prevent a child from suspension or dismissal from our program. There are several strategies that the directors may take before a suspension or dismissal would occur. These strategies include classroom observations by directors and teachers, classroom modifications and/or accommodations. When these strategies are unsuccessful, then we would schedule a conference with the parents. Lastly, when there is little or no improvement in the child's behavior and safety incidents are not reduced, we must take into consideration the safety and well-being of the other children in the school and a child may be dismissed.

### **Special Needs**

Research shows that children with disabilities benefit from learning alongside their peers in high-quality inclusive settings. Inclusion also benefits all children teaching life skills such as empathy and compassion. For questions about a child's development or to request an evaluation from an expert, Early Childhood Intervention Services (ECI) has information regarding the specific services they provide and the locations in our community. Enrollment of a child with special needs will be done on a case by case basis. CCP will partner with the parents to meet the needs of the child. This may include accommodations recommended by a healthcare professional, or a qualified professional affiliated with a local school district or early childhood intervention program. CCP will utilize, as recommended, any adaptive equipment that is provided to CCP for the child. CCP is not responsible for the purchase or maintenance of the adaptive equipment. If a child is receiving early intervention services or special education services, the child can receive those services from a qualified service provider at CCP, with parental request and approval. CCP will ensure that activities integrate children with and without special needs and that caregivers adapt equipment and procedure and vary methods as necessary to ensure care for a child with special needs in a natural environment.

### **Conferences**

Our teachers are happy to talk with you at any time about your child's progress or any special concerns you might have. You may schedule a conference with your child's teacher outside regular class time or with the preschool director at a mutually convenient time.

### **Physical Activity**

CCP is committed to our children's health and understands the unique needs of each child. We encourage all children to engage in a variety of fun physical activities based on their age and development. Children who are inactive for long periods of time are more likely to become overweight. We will promote physical activity by following the guidelines below.

This policy is for a 4-hour per day facility.

- Infants will participate in tummy time and age-appropriate activity daily as enjoyed by the child both indoors and outdoors.
- Children over the age of one are provided with at least 60 minutes of physical activity each day – This includes both adult-led and free-play activities as well as outdoor and indoor physical activities.
- Staff members and child care providers encourage both moderate and vigorous levels of physical activity. Outdoor activities will be a minimum of 30 minutes per day.
- Children are encouraged to be active throughout the day by exploring their environment. Sedentary activity is limited to 30 minutes or less at a time.
- Physical activity is never used or withheld as punishment.
- Screen time is not permitted. (Except for our Prek Christmas movie day and a video used to guide active movement.)
- On days when inclement weather is an issue, an alternative indoor physical activity will be provided, this may include using the music and movement room, the hallway, or other classrooms for vigorous play activities.
- On days when the temperature is less than 40 degrees at a class's scheduled outside time, a decision will be made on the changes or limits of the outside time (shortened time or indoor active play based on feels like temperature considering the wind chill). The same will occur if the temperature is above 90 degrees (shortened or indoor active play time based on feels like temperature considering humidity).

### **Dress**

Please dress your child in comfortable, washable play clothes and tennis shoes. Daily activities include active and messy play and the children should feel comfortable so they may enjoy themselves without worrying about their clothes. Choose clothing that enables your child to use the toilet independently. Overalls, belts and buttons can be frustrating for young children. If your child is potty training, you should send multiple sets of clothes each day. Play clothes are important, so please send an extra, seasonally appropriate set with underwear and socks in your child's backpack each day. **PLEASE LABEL ALL ITEMS!**

### **Morning Snack**

CCP will provide a snack time daily. Parents are responsible for providing these items each day.

### **Lunch/Meals**

Children need to bring a lunch, with a drink, each day to school. We encourage you to pack a nutritious, low-sugar lunch in containers or packaging which your child can open independently. Meals for infants and toddlers should be prepared in bite size pieces to prevent choking.

### **Birthdays**

Every child's birthday may be celebrated at school. If you wish, you may send a treat for your child's class. All treats/desserts must be from a licensed kitchen. Please communicate with your child's teacher beforehand, so they may accommodate for any allergies that might be in your child's class.

### **Infants**

Water will be available for infants who can drink from a cup. Parents should provide bottles prepared with formula, breast milk or juice if necessary. Parents of children who are not yet eating solids should provide all foods their children will need during the time they are at preschool. All

bottles, sippy cups and food should be clearly labeled with your child's name. We have a refrigerator and microwave in each infant classroom. All staff will follow the safe sleep recommendations of the American Academy of Pediatrics and the Consumer Product Safety Commission for infants to reduce the risk of Sudden Death Syndrome/Sudden Unexpected Infant Death Syndrome. All infant, toddler and office staff receive annual training regarding SIDS/SUIDS.

**All staff, substitute staff, and volunteers will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):**

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing provided by parents as an alternative to blankets.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional.

## Illnesses



Please do not bring a sick child to school. If your child doesn't feel well or was sick the night before, please keep him/her at home that day. We have found most children get better quickly when kept at home to rest, and other children and staff are less likely to get sick. Children must also be able to keep up with the pace of a normal school day. Canyon Creek Preschool will notify you and send a sick child home. Once a parent is notified, children must be picked up within 30 minutes of the telephone call. Symptoms that are not allowed at preschool are fever above 100 degrees, vomiting, diarrhea, fatigue, unexplained rashes, and discolored mucus or any contagious illness.

**If your child has been sick:**

- Your child should not come to school until he/she has been vomiting, diarrhea and fever-free for at least 24 hours without the aid of medication.
- Your child should not come to school until he/she has been on an antibiotic for at least 24 hours, or with a written statement from their doctor stating that the child is not contagious (applies to children with bronchitis, strep throat, pneumonia, etc.).
- With impetigo, he/she may not come to school until all lesions have dried and a note from their physician advises return (usually three-five days).
- With chickenpox, he/she may not come to school until all pox have dried and no new pox have erupted (usually 7-10 days).
- With head lice, he/she may not come to school until they have had one medicated shampoo treatment and is found to be “nit” free by the director.
- With pink eye, he/she may not come to school until 24 hours after the first medical treatment.
- Diaper powders, creams, ointments, or lotions may be applied to your child ONLY IF you provide them and they are labeled with your child's first and last name.

Parents must report any contagious illnesses/diseases to the director for the safety of all preschool children. Policies regarding exclusion and re-admittance are dictated by the regulations of the Texas Health Department.

**Medical Emergencies, Medication, Immunizations and Exclusions**

Please be sure your child has the necessary shots for starting school before the first day of class. This protects your child as well as other children. Consult your pediatrician or the Texas Minimum State Vaccine Requirement form if you have any questions. If a parent or staff choose exclusion, they must provide a signed affidavit from the state department of Health and Human services. We also ask that you provide information about your child's special medical needs, like allergies or existing illness. Our teachers will NOT give medications. Medications are stored and administered only by CCP office staff. We will not administer insect repellent or sunscreen. Those items should be applied before school by parents if desired. Our teachers will care for simple injuries. In the event that a more serious injury occurs, you will be notified immediately, and if necessary, the emergency medical facility you have designated and/or 911.

**Vision and Hearing Screenings**

The State of Texas requires vision and hearing screenings for all students 4 years old and older. CCP will provide these screenings at no additional cost. If you prefer, you can have your pediatrician conduct the screenings and bring the results to the preschool office.

**Personal Items**

Label all of your child's personal items. Classrooms are fully equipped, so please leave all personal

toys and valuable items at home. Classes will frequently have Show and Tell, when children can bring something special from home to share.

### **Class Pictures**

We schedule individual pictures each fall and spring as well as a class picture in the spring. All information will be sent out in advance. It is not required that your children participate in pictures, or that you purchase them.

### **Breastfeeding Moms**

CCP has a comfortable place for mothers to breastfeed their child. You can also provide breast milk to give your child while in our care.

### **Parent Relations and Communication**

- We strive to communicate preschool happenings through teacher newsletters, our website or Procure. Parents should feel free to review and discuss, with the director, any questions or concerns about the policies and procedures of the preschool.
- Parents are welcome to visit the preschool at any time during operating hours to observe their child, the preschool's operation, program activities, the building, the premises, and the equipment without having to secure prior approval. We ask that parents check in with the office before entering the classrooms.
- We offer many opportunities for parents to participate in their child's preschool experience. These opportunities may include but are not limited to volunteering or participating in classroom parties and activities.
- Our main method of communication is through Procure. Parents are required to download the free app as soon as possible to ensure you are receiving school news and updates. You can also access Procure through their website, [www.procaresoftware.com](http://www.procaresoftware.com). Parents will be informed of activities through monthly newsletters, reminders, calendars and the posting of lesson plans, daily schedules and illness alerts. If you wish to speak with your child's teacher, you may contact them via direct message through Procure. Teachers are busy caring for your children and messages may take up to 24 hours to be returned. If your message is urgent, please call the preschool office at 512-258-4495 or email [info@canyoncreekpreschool.com](mailto:info@canyoncreekpreschool.com).
- Canyon Creek Preschool encourages parents to contact the director and/or teachers with any questions or concerns. Parents are welcome to stop by the preschool office at any time. Our staff is not able to communicate through their personal electronic devices while caring for your children. Texas childcare licensing minimum standard 746.1203, mandates caregivers must be free from activities not directly involving the teaching, care, and supervision of children such as: personal use of electronic devices, such as cell phones, MP3 players, tablets, and video games. Canyon Creek Preschool must adhere to all standards dictated by the State of Texas.
- Parents are encouraged to review a copy of the minimum standards and the preschool's most recent Licensing Inspection Report. These documents are available in the preschool office. Should parents have any questions or concerns, they may contact the local Licensing office at (512) 834-3195.

### **Preventing and Responding to Abuse and Neglect of Children**

- All teachers receive annual training on child abuse and neglect that includes the following:
- Physical abuse – includes actions such as beating, burning, or punching a child.

- Emotional abuse – may involve criticizing, insulting, rejecting, or withholding love from a child.
- Sexual abuse – includes rape, touching or fondling, or involving a child in pornography.
- 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.
- Signs of abuse – Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs do not prove that children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, take them seriously. Take steps to get help!
- General Signs of Abuse – Abused children might seem nervous around adults, reluctant to go home, very passive, tired, or fearful and anxious.
- Signs of neglect – missing school a lot, begging for food, stealing food, lacking needed medical or dental care, being dirty, using alcohol or other drugs, saying there is no one at home to take care of them.
- Prevention Techniques – Being a parent is hard, and every parent needs help from time to time. Are your kids driving you crazy? Do you yell at them a lot? Are you stressed out? Do you have trouble paying the bills? Are you feeling hopeless? Abuse and neglect affect people of every age, race, and family income level. The majority of parents who abuse their children, love their children, but many factors can lead them to do things they regret.
- CCP wants to keep children safe and encourages parents and staff to educate themselves about issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect. If concerned about preventing and responding to abuse and neglect of children, or if your child has been a victim of abuse or neglect and you would like assistance, call the child abuse hotline at 1-800-252-5400, or visit DFPS website <https://www.txabusehotline.org>.

### **Community Organizations**

Get to know your neighbors and develop friendly relationships with them, their children and grandchildren. Make your neighborhood your extended family. People feel better and safer when support is nearby. Volunteer in your community. You can find information on local organizations by calling 2-1-1 or visit your local United Way.

### **Hold Harmless Policy**

CCP is not liable for anything that happens when one of its employees babysits or provides other services to school parents outside of their work hours.

### **Unsafe Children’s Products**

Recalls of unsafe consumer products, including children’s products, are available. Visit the United States Consumer Product Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information through the Texas Department of Family and Protective Services.

### **Canyon Creek Preschool is a Gang-Free Zone**

As a result of House Bill 2086 that passed during the 81st Legislature, information about gang-free zones must be distributed to parents and guardians of children in care at licensed childcare centers. What is a gang-free zone? A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not

limited to, public schools, playground, video arcade facilities, and day care centers. Certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

### **Anti-discriminatory Policy**

Canyon Creek Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Handgun Policy**

"Pursuant to section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter H, chapter 411, government code (handgun licensing law), may not enter this property with a handgun that is carried openly."

### **CCP Video Surveillance Policy**

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our Church and school facility, CCP is equipped with a 24-hour video surveillance system. Security cameras are installed in classrooms, hallways, and our outdoor play area and may conduct video surveillance of any portion of its premises at any time, an exception being private areas of the restrooms. Respecting the privacy of all children, parents, and staff in school, our system is for internal purposes only. The CCP Director will share video footage as needed, at her discretion. Video surveillance/recording consent is given upon returning your registration form and initialing that you have read and agree with our parent handbook policies.

### **Animals**

No animals may be brought into the preschool building without prior WRITTEN authorization from the director of the preschool.

### **Covid Policy**

CCP will continue to monitor the impact of COVID-19 in our community. Therefore, CCP will use multiple indicators and strategies to determine our COVID-19 protocols and practices, to ensure a healthy and safe environment for our students, staff, and community.