

Vista Ridge Methodist Discovery Preschool Parent Information

Vista Ridge Methodist Discovery Preschool (VRDP) is a ministry of Vista Ridge United Methodist Church and licensed by the Texas Department of Family and Protective Services.

Our purpose is to provide a safe, positive, enriching environment in which children can learn and grow, physically, mentally, socially, emotionally and spiritually.

Our hours of operation are 9 a.m. to 2 p.m. Monday through Thursday. Classes for infants and toddlers meet Tuesday and Thursday. Our classes for two-year-olds have the option of Tuesday/Thursday or Tuesday/Wednesday/Thursday. Our three-year-olds meet Tuesday/Wednesday/Thursday. Each year we evaluate the need for a Monday class for younger children. If interest warrants we will try to make that available. Four and five-year-olds meet Monday through Thursday. Children are placed in classes according to their ages as of September 1. Classes begin the Tuesday after Labor Day and conclude in May.

A registration fee of \$75 (non-refundable) is due at the time of registration. An annual supply fee of \$150 (two-day classes), \$180 (three-day classes) and \$200 (four-day classes) is due no later than June 1. Tuition is due on the 1st of each month and is considered late by the 12th. The tuition for two-day classes is \$2,250 payable in 9 monthly installments of \$250, three-day classes pay \$2,700 or \$300 monthly, while four-day classes pay \$3,420 or \$380 monthly.

Children traveling on extended vacations will be required to pre-pay one-half of the tuition price in order to maintain their enrollment. A two week notice is required for the withdrawal of a child. If a child withdraws, then returns in the same year, a new

registration fee will be paid if a spot is still available in that class.

A light snack will be provided for the children. Lunches are the responsibility of the parents. Several times throughout the year we order in special lunches (Lunch Box Burnout). If you choose to participate the cost of those lunches will be paid by the parent.

Our developmentally appropriate curriculum allows the children to learn at their own rate and in their own way. We will do lots of discovery work with paint, sand, shaving cream, etc. Therefore, it will be very important that your children dress in washable, comfortable clothing. While we do our best to keep their clothes paint free, sometimes creativity prevails. Please have a change of clothes in their backpack for the occasional accident.

In order to ensure the safety of all the children, we ask that you walk your children to their classroom and pick them up from their classroom at the end of the day. You will need to initial and date the attendance log in the classroom when you drop off and pick up your children each day. Please do not drop off at one of the doors and allow them to go by themselves. No child should ever be dropped off in the parking lot. If someone different is picking up your children, please notify the teacher and director. We will ask for a photo ID when someone new is picking up.

We have an emergency preparedness plan designed to ensure the safety of the children should the need for emergency evacuation and relocation be required. Our relocation area is at Market Street Grocery Store. A copy of that plan is on file in the preschool and church office should you wish to review it.

Your child's teacher will communicate with you by sending home monthly calendars, email, and writing each day's activities on a white board located outside the classroom door. Teachers schedule conferences each spring. Additional conference time can be scheduled with your teacher if there is a need.

Children who exhibit signs of illness should not be sent to school. Your child must be free of symptoms for 24 hours before returning to school. We do not administer medications at school. Should your child become ill at school, we will contact you to pick up your child from our office.

If your child is 23 months or under and will be sleeping at our center please refer to this website regarding safe sleep.

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

In the event that a child is injured at school, we will notify the parents immediately. If the injury warrants medical attention immediately, we will contact emergency services and the child will be transported to the nearest hospital. A director or teacher will accompany the child in the event that the parent is not nearby.

We use positive guidance as a disciplinary method. Redirection, appropriate modeling and alternate behavior suggestions, as well as reinforcing positive behavior are used. If a child's behavior continues to disrupt the classroom, or place themselves or their friends in danger, then a visit to the office will be necessary. VRDP has the right to expel or suspend a child. Before an expulsion takes place, the Director will meet with parents to discuss other options and offer referrals for evaluation, diagnostic or therapeutic services and supportive services. Expulsion would only be used as a last resort to be implemented when every alternative avenue has been exhausted.

VRDP will use the following criteria for expelling a child from the program:

The health and safety of the child cannot be assured.

The child's development needs are not being met.

The health and safety of the other children and/or staff are in jeopardy due to the behavioral patterns of the child/parent.

Non-payment of fees or tuition

Field trips are occasionally part of the VRDP curriculum. Notification of a field trip will be sent home, as well as posted on the classroom wall. A permission slip signed by the parent must be on file in order for a child to attend. Transportation will be provided by the parents.

All children must have an Enrollment Information form, a signed Physician Statement with current immunizations and an Emergency Medical Consent form on file. Four-year-old children must have a vision and hearing screening on file.

If you are a nursing mother and need a place to nurse while on campus, we will provide a room with a seat and a sign for privacy.

Should there be any questions concerning licensing practices a copy of the Minimum Standards for Child Care Centers is available in the director's office. As required by House Bill 2086, VRDP is designated as a 'gang free zone.' Our licensing specialist is available for questions at 940-387-8544. The website for licensing is https://www.dfps.state.tx.us/Child_Care/

Abuse and Neglect Hotline: 1-800-252-5400

Texas Abuse Hotline Website: txabusehotline.org

Vista Ridge Methodist Discovery Preschool has an open door policy for communication. Please feel free to stop by the director's office at any time. (972-523-7107)

Please sign and return this page with your registration papers.

I have received a copy of the parent policies from Vista Ridge
Methodist Discovery Preschool.

Name

Child's Name _____ Date _____