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Parent Handbook

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Operational Procedures for Barbara Jordan International Preschool (BJIP)

PHILOSOPHY STATEMENT

Direct your children onto the right path, and when they are older, they will not leave it.
Proverbs 22:6 ~NLT ~

Barbara Jordan International Preschool (BJIP) provides a Christian based preschool education. Our staff views the learner as a “whole child,” and strives to meet each child’s developmental needs in terms of spiritual, mental, physical and social-emotional education. ***Excellence is not our goal – it is our standard!*** Education is provided in a safe, loving and God-pleasing setting that adheres to the Holy Scriptures, and upholds the principles of Christ. We teach from a carefully chosen curriculum, enhanced with creative teaching techniques, varied learning opportunities and use of technology. Barbara Jordan’s parents and teachers work hand in hand to prepare our students to be life-long learners.

OBJECTIVES

Barbara Jordan International Preschool seeks to carry out the command of our Lord Jesus Christ to “feed my lambs” by providing quality child care in a Christian setting by using loving, creative, and purposeful means to train and nurture each child. Our concern is for the total personality of the child—physical, social, mental, emotional, and spiritual.

NON-DISCRIMINATION POLICY

Barbara Jordan International Preschool does not discriminate on the basis of gender, race, color, national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

RELIGIOUS POLICY STATEMENT

In keeping with Christ’s command to “feed my lambs,” the Barbara Jordan program offers religious experiences to your child at his/her level of understanding. An age appropriate “Bible Time” with lessons, prayers, and songs based on the Bible are taught. Each day, snacks and meals will begin with a prayer of thanks. Teachers will speak lovingly and naturally with the children about their own faith and love for the Lord in both formal and informal teaching times.

ANIMALS

Small animals may be permitted in the classroom. No reptiles, dogs, cats or other large animals will be permitted.

BEHAVIOR MANAGEMENT POLICY

Understanding that each child is loved by God, made in His image, and redeemed for His service, the BJIP staff views discipline as a process of developing appropriate behaviors. We begin our behavior management by providing a developmentally appropriate learning environment for our students. **We strive to provide a challenging environment that educates and nurtures your child while promoting good behavior.**

The BJIP uses *indirect guidance* techniques such as these:

- We give advance warnings: “You have five more minutes to play before it’s time to clean up.”
- We give choices: “You may paint with the other children or you may read a book in a quiet corner.”
- We have a regular routine: “We always wash our hands before lunch. After lunch is story time.”
- We avoid nagging: We tell the child what we expect just once, and follow it up by asking the child if he/she remembers what we asked. We provide assistance in order to help the child do what was asked, as needed.
- We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use *direct* guidance techniques:

- We use affirmative comments: “We use walking feet indoors!” rather than “Don’t run!” or “Use your words to tell us you’re angry!” rather than “Don’t hit!”
- We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We are firm but fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

We, as a staff, pray for the children and families of the BJIP. We use prayer with the children, asking God for His guidance in all of our daily activities. One-on-one prayer is used with children during difficult times.

If a child is unable to demonstrate self-controlling behavior, a brief time-out is given to allow the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment

All forms of corporal (physical) punishment are strictly forbidden!

The following forms of discipline are also forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. A child who consistently requires one-to-one attention may have to leave the BJIP temporarily for safety's sake. Repeated uncontrollable behavior can lead to consequences that include suspension, or expulsion. In some cases, a child may be dis-enrolled from Barbara Jordan International Preschool.

Here are the 7 Steps we utilize to help redirect your child:

1. Verbal warning with clear direction given
2. Age Appropriate Time-Out
3. Notify Parent of Behavior(s) that are not suitable for class
4. Teacher-Parent meeting to discuss the behavior and devise a plan of action
5. Meeting with Teacher and Director to discuss how the plan of action is working
6. Final attempt to correct behavior – possibly suspension of care
7. Permanent removal from the Childcare Center

BIRTHDAYS

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send cupcakes or other treats to share with the class. Please make arrangements with the teacher several days in advance.

BREASTFEEDING

BJIP believes that breastfeeding provides a healthy start to an infant's life. A comfortable place in our center or within a classroom will enable a mother to breastfeed her child. Use of an adult-size chair and a pillow to support your infant in your lap will be made available. Mothers have the right to breastfeed and provide breast milk for their child while they are in our care.

CHILD ABUSE REPORTING REQUIREMENTS

Barbara Jordan International Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report child abuse. Texas law says anyone who thinks a child is being abused, neglected, or exploited must report it to the Texas Department of Family and Protective Services. Anyone who does not report suspected abuse can be held liable

for a misdemeanor or felony. If any member of our staff has reason to suspect child abuse, it must be reported.

CLOTHING

Children must have a complete change of clothing available at school. Parents are asked to **clearly mark this extra set of clothes with the child's name**. Since we are all aware that toileting accidents happen, it is imperative that your child has an extra set of clothes available at all times.

CONFLICT RESOLUTION

When differences occur within our Christian family, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the directions of Holy Scripture as outlined in Matthew 18 as the method for dealing with our differences. If you have a difference with a teacher, another parent, or any other person at the BJIP. Please follow these recommendations:

First, go directly to the person with whom you have a conflict, whether it is a teacher, the administrator, another parent. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.

Second, if conversation with the person does not bring resolution, the concern should be discussed with the Director.

Third, if conversation with the Director does not bring resolution, the concern should be discussed with the Executive Director, who may arrange a meeting of all persons involved to discuss the issue.

Our aim is to resolve any conflicts that may arise in a peaceful and professional manner.

DISCIPLINE AND GUIDANCE

The Discipline and Guidance policy of Barbara Jordan International Preschool is in compliance with SECTION 746.2803 of the Texas Administrative Code, as outlined below:

At BJIP, discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding;

- (3) Directed toward teaching the child acceptable behavior and self-control; and
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (C) Redirecting behavior using positive statements; and
 - (D) 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; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Employees who have their own children enrolled at BJIP may discipline their own children during operating hours as long as the employee does not violate the requirements outlined above.

EMERGENCY PREPAREDNESS PLAN

An Emergency Preparedness Plan has been developed for BJIP. Monthly fire drills and Shelter in Place drills are conducted to teach children how to respond quickly in the event of an emergency.

EMERGENCY SCHOOL CLOSURES

In the event of severe inclement weather, the BJIP may close. Announcements of school closures will be issued by the local news stations and via text messages to parents.

ENROLLMENT AND ENROLLMENT PROCEDURES

Children must be a minimum of six weeks of age on the date of enrollment. Our preschool accepts children up to 4 years of age. Four year olds who have a late birthday and become 5 after September 1 may also participate in the preschool program. Our school-age program accepts children up to age 12 during summer months.

Upon acceptance of enrollment, the BJIP requires that an information packet be completed for our files (enrollment form, medical consent forms, allergy information, immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can be left at BJIP.**

Parents will be issued a copy of the Parent Handbook, which includes our operational policies and procedures upon enrollment. Parents will be notified in writing if there are policy changes during the school year. Parents must sign and date for receipt of the Parent Handbook, as well as for any policy changes or updates. These acknowledgement forms will be kept in your child's folder.

**BJIP DROP OFF AND PICK UP HOURS:
Full day (Monday-Friday) 6:00 a.m. ~ 6:00 p.m.**

10:00 A.M. is the cut-off time for student arrival unless there are extenuating circumstances. You must contact the BJIP office to notify the management if your child has a doctor's appointment or if an unforeseen event has occurred and your child will arrive after 10:00 a.m.

LATE PICK-UPS: Parents of children who are picked up after 6:00 P.M. will accrue a charge of \$1.00 per minute until they are picked up. Local authorities may be contacted after 6:45 P.M. for any child who has not been picked up.

FIELD TRIPS

We will have field trips for the children during the school year and during the summer. Transportation for field trips may be provided via a Good Hope Missionary Baptist Church vehicle.

GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

HOURS, DAYS AND MONTHS OF OPERATION

Barbara Jordan International Preschool (BJIP) is open year-round from 6:00 a.m. to 6:00 p.m. Monday through Friday. **Please note, Barbara Jordan International Preschool will be closed on the following holidays:**

Labor Day
Martin Luther King Day
Memorial Day
Independence Day

Thanksgiving Day & the Following Day
Good Friday
New Year's Day & the Following Day
Christmas Eve & Christmas Day

Holidays falling on a Saturday are observed on Friday, and those falling on Sunday are observed the following Monday.

HEALTH STATEMENTS

Parents must provide a health statement which will be kept on file at Barbara Jordan International Preschool. This health statement is due within one week after the date of admission. A health statement is a written statement from a health care professional who has examined your child within the past year, indicating your child is able to take part in a child-care program.

ILLNESS AND EXCLUSION CRITERIA

Parents must make other arrangements for the care of their children when they have fever and/or show symptoms of communicable disease. If a child becomes ill at the BJIP, the director or teacher will notify the parents. The child will be isolated from the group until taken home. **CHILDREN MUST BE FEVER FREE AND HAVE NO REOCCURRENCE OF VOMITING OR DIARRHEA FOR 24 HOURS BEFORE RETURNING TO BJIP.** Children will not be permitted at the BJIP with any of the following conditions:

- 1. An oral temperature above 101 that is accompanied by behavior changes or other signs or symptoms of illness;**
- 2. A tympanic (ear) temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;**
- 3. An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;**

4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
5. Eye discharge or conjunctivitis (pink eye). Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or after 24 hours on antibiotic treatment;
6. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment;
7. Head lice – until treatment is effective and a follow-up check has been made by school personnel;
8. Refusing to take food or drink.

A child who was ill may return to BJIP when:

- (1) The child is free of symptoms of illness for 24 hours; or
- (2) The parent presents a health care professional's statement that the child no longer has an excludable disease or condition.

In case of minor injury or accident, the staff will administer basic first aid. Parents will be notified of all injuries or illnesses.

Please provide a written excuse for your child's absences that are in excess of three consecutive days. Always provide administration with a copy of doctor's excuses.

IMMUNIZATIONS, PHYSICAL EXAMINATIONS AND REQUIRED SCREENINGS

BJIP is regulated by Texas Health and Human Services. Your child's record will be reviewed (2) times per year to ensure his/her immunizations are current. It is mandatory that your child's record remain current. Our Director will evaluate your child's record. If your child's immunizations are not current, we will be required to suspend care until the record is current.

Children in full day care are required to have a yearly physical examination. For children 4 and older, this examination must include vision and hearing screening. This information must be included in our health records, as BJIP must report vision and hearing screening annually. Please inform the BJIP when this examination takes place.

INFANT CARE

BJIP will provide sheets for each crib. Parents of infants who are 6 weeks-12 months old are required to provide the following items:

- Diapers
- Wipes

- At least 2 changes of clean clothes
- Infant Formula and Food (must be age appropriate)
- Bibs
- Infant Sleep Sack
- Bottles
- Pull-Ups for older infants

All items MUST be marked with your child's first name and last name initial. Sheets are laundered weekly. If you prefer to provide your own sheets or use your own detergent, you must provide the same color/style sheet as BJIP and supply the requested detergent.

MEALS AND FOOD SERVICE PRACTICES

BJIP will serve meals and snacks that are recommended by the USDA. Children are encouraged to taste all foods but are not forced to eat. Meals will never be used as a punishment or as a reward. Parents may provide meals and/or snacks for their children if they desire to do so. However, if you are choosing to provide a snack, the childcare center is not responsible for its nutritional value or meeting the child's daily food needs. If you choose to provide a meal but not a snack, BJIP will provide a snack. Parents MUST provide safe and proper storage for all individual meals and snacks. BJIP does not allow food to be shared between students. Students with allergies will be given an alternative meal or snack. We support parents who choose to provide meals or snacks for students with allergies.

BJIP IS A NUT FREE ZONE

Meal Times are as follows:

Breakfast: 7:00 a.m. to 7:45 a.m.

Lunch: 10:30 a.m. to 11:30 p.m.

Snack: 2:30 p.m.

NAP TIME

We provide a supervised sleep or rest time after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's physical needs. The sleep or rest time will not exceed three hours. We do not force a child to sleep.

Please provide a clean blanket and sheet for naptime and take them home each Friday for washing. You may also bring in a special blanket. ~~pillow or stuffed animal if desired.~~

OPEN DOOR POLICY

We welcome parents at any time. Parents may visit BJIP at any time during our hours of operation to observe their child, the school's program activities, the building, the premises, and the equipment, without having to secure prior approval. Please sign in at the Visitor's Station upon arrival.

OUTDOOR PLAY

BJIP provides two 30 minute activity times outside for all children ages 24 months old and up. Children will not go outside if the temperature falls below 60 degrees. If you request that your child not participate in outdoor activity, you must submit a note for your child's file for the days you would not like them to participate. We will NOT prohibit your child from playtime as a form of punishment.

PARENT RESPONSIBILITIES

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. One exception to this is a stuffed animal for use during naptime. The BJIP staff cannot be responsible for lost or broken personal toys.

Please do not allow your child to bring any gum or candy to the BJIP. Nutritious snacks will be served to the children.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

PARENT/TEACHER/DIRECTOR CONFERENCE

BJIP encourages parents to hold meetings with the Director and their child's teacher to discuss, question, or review any policies pertaining to the center. Due to the nature of the childcare business, it is requested that appointments be set up to ensure adequate time is allowed.

PARENT VOLUNTEERS

Parents who desire to participate in BJIP's operation and activities are to make their requests to the Director. The Director will meet with the parent, and

Parents who only supplement the ratios for field trips and water activities do not have to comply with the minimum standards that apply to employees and caregivers when volunteering.

PROCEDURES FOR DISPENSING MEDICATION

We prefer that parents administer medication to their child.

Please inform your physician that your child is in full day childcare and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember the BJIP is designed for **well** children.

If medications must be administered at school, the following conditions must be met:

- ❑ **Prescription medication will be accepted only if it is in the original container with the child's name listed.**
- ❑ **Before any prescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian.** Please fill out the medication forms and enter instructions into the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication will go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

In case of a medical emergency requiring immediate professional care, the staff will call 911. Staff members are CPR certified, and will administer CPR as needed. Parents will be notified immediately if there is a medical emergency. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

All children must have an emergency medical release form on file. Texas Department of Protective and Regulatory Services requires BJIP to call EMS for illness such as fever over 101.0, uncontrollable crying in infants, suspected broken bones, or other behavior demonstrated by a child as related to pain.

BJIP staff cannot transport children to a hospital or doctor's office.

Injured children must be transported for medical emergencies by parents or by calling 911 for an ambulance following initial triage from local EMS. EMS will make the final determination to transport a child if a parent or guardian is not present.

If a child ingests or comes in contact with a poisonous substance, staff will contact the Poison Control Center at 1-800-222-1222.

PROCEDURES FOR PARENTAL NOTIFICATIONS

Parents will be notified if a child suffers any injury. A message will be left if we are unable to speak with you. We will contact the designated Emergency Contact if there is a serious injury.

Notices regarding billing, center updates, policy changes or notifications for parents will be distributed from the Director's desk and/or will be placed in your child's classroom cubby/box or backpack.

BJIP also has a parent notification area located at the Director's desk. Center updates are also located in the encased enclosure in the main hallway. Parents will also receive notifications via e-mail or text.

A monthly newsletter will be distributed to parents which will include important dates and activities for your information

PROCEDURES FOR THE RELEASE OF CHILDREN

Individuals picking up a child must be age 18 years or older. The sign-out sheet/or computer code must be entered by the individual picking up a child. Only individuals designated on the enrollment form may have a child released to them.

Telephone calls regarding the release of a child shall not be permitted unless the individual listed on the enrollment document is the person designated in the phone call to pick the child up. Release of a child to an individual not designated will not be permitted. Exceptions will not be made!

An employee may require proof of identification from an individual attempting to pick up a child. Proof of identification should be a State Driver's License or DPS ID.

RESTROOM POLICY

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult when they need to use the restroom.

- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to take care of his/her toileting needs himself/herself.
- When a child has an accident and wets or soils his/her clothes, the teacher/assistant will assist the child in changing his/her clothes in the restroom. The teacher/assistant will put on rubber gloves, help remove the soiled clothing, clean the child, and help put on dry/clean clothes. The soiled clothing will be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- The teacher/assistant will teach the children how to wash their hands thoroughly after using the restroom.

SAFE SLEEP FOR INFANTS

The following guidelines will be in place at BJIP to ensure safe sleep for our infants:

- Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods.
- An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive.
- We do not allow an infant to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if parents have provided us with a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.
- Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless the parent has provided us with a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.
- We do not lay a swaddled infant down to sleep or rest on any surface at any time unless the parent has provided us with a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.
- Infants will never have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

SCHOOL UNIFORMS

School uniforms are mandatory at BJIP. Students are to wear their uniforms everyday as outlined below:

- Royal blue, red or white polo shirt
- Khaki pants, skirt, jumper or shorts **(Shorts must come to the knee.)**
- Rubber sole shoes with a Velcro strap or athletic shoes and socks are recommended; no open toe sandals

Parents will be reminded, in writing, if students are not in compliance with the uniform policy. If a student remains out of uniform after three written reminders to parents, said student will not be accepted into the care of Barbara Jordan International Preschool nor will they be admitted to their assigned classroom. Parents were notified regarding this policy via a letter dated February 13, 2018. This stipulation was put into effect February 19, 2018.

SECURITY

Barbara Jordan International Preschool is located on the first floor of the Center for Hope building on the Good Hope Missionary Baptist Church campus. All exterior doors at the Center for Hope, with the exception of the N. MacGregor entrance, are locked at all times. The entry door on North MacGregor is manned at all times.

The normal times for students to be dropped off are from 6:00 a.m. to 10:00 a.m., Afternoon pick up is between 4:00 p.m. and 6:00 p.m. **IF YOU WOULD LIKE TO VISIT THE SCHOOL BETWEEN 10:00 a.m. AND 4:00 p.m.,** you will be required to sign in and get a visitors badge. In an effort to maintain a safe flow of traffic in the preschool areas, congregating in the classrooms or hallways is not permitted. You are required to drop off and pick up your child in a reasonable amount of time that does not take the staff's attention off their duties in the classroom. If you have a need to discuss a matter in detail, a management team member can be called to address any concern you may have.

SUSPENSION AND EXPULSION OF STUDENTS

Recent research suggests that school expulsion and suspension practices are associated with negative educational and life outcomes. At BJIP, we work hard to prevent, severely limit, and work toward eventually eliminating the expulsion of young children in our early learning setting. With this being said, we also have an obligation to ensure that all students are in a learning environment that is safe and secure. If a student at BJIP exhibits behavior that is consistently disruptive and creates a danger to himself or others, and/or prevents the teacher from teaching, the parent will be notified that a suspension from school is warranted and will be in effect. Students may be suspended for a maximum of two days.

If interventions do not improve the student’s behavior, a student may be permanently expelled from BJIP. Expulsion is a last resort that would be in place only after addressing the child’s social-emotional and behavioral health with their parents.

TRANSPORTATION POLICY

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas State Driver’s License.
- There will be at least one (1) adult supervisor, other than the driver, when there are more than five (5) preschool aged children in the vehicle.
- Each child must use a car seat/ booster seat (provided by the parent).
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Children will be protected by family liability and medical insurance.
- A child will not be taken on field trips unless a parent or guardian has signed permission forms.

TUITION AND FEES

Age Category	Weekly Tuition	10% Discount
Infants (6weeks -18 months old)	\$211	\$190
Toddlers (19months – 23 months old)	\$201	\$180
Two Year Old Class	\$191	\$170
Three Year Old Class	\$181	\$160
Pre-K Four	\$171	\$150

- 10% off tuition for members of Good Hope Missionary Baptist Church
- 10% off tuition only for two or more children in the same household
- 10% off tuition for employees of MD Anderson Hospital

*****Only 1 discount will be applied to tuition fees*****

Registration Fee are \$125.00 per family with (1) child (2) children \$175.00 (3) children \$200.00

Payments can be made by check, money order, or PayPal.

All payments are due on Monday. Late charges (\$10.00) will be assessed on Tuesday after 10:00 a.m.

WATER ACTIVITIES

BJIP does not operate a swimming pool. During summer months, children may participate in splashing/wading activities.



FINAL THOUGHTS

We will look after the health and education of your child while at school, and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and spiritual values. Thank you for entrusting your child with us!

IMPORTANT NUMBERS AND WEBSITES:

Local Licensing Office: (713) 940-5270

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

DFPS website: dfps.state.tx.us

The guidelines in this handbook were adopted from the Texas Department of Protective and Regulatory Services through the division of Child Care Licensing. It is our goal to comply with their rules and standards. We appreciate your help and support of our goal to ensure a safe nurturing environment for all of the children in our care. A copy of our most recent licensing report is posted at our center and the Minimum Standards is available for you to review. Please direct your request to the BJIP Director regarding either of these documents. The child care information line at 1-800-862-5252 has information about local licensing offices or you may review their website at www.tdprs.state.tx.us child care.



ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

The Parent Handbook contains important information about the Barbara Jordan International Preschool and I understand that I should consult the Director regarding any questions or concerns I may have.

Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will be communicated in writing through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that I must sign and date any policy revisions and that my signed copy will be placed in my child's folder.

I understand that I am expected to read the entire handbook. **My signature below states I have received the Parent Handbook. I will sign and date the Verification Statement and return it to school within a week of receiving the Handbook.**

Signature of Parent

Date

Parent's Name – Printed



VERIFICATION THAT I HAVE READ THE PARENT HANDBOOK

The Parent Handbook contains important information about the Barbara Jordan International Preschool and I understand that I should consult the Director regarding any questions or concerns I may have.

Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will be communicated in writing through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I also understand that I must sign and date any policy revisions and that my signed copy will be placed in my child's folder.

My signature below states I have read the Parent Handbook and agree to adhere to the policies and procedures of Barbara Jordan International Preschool.

Signature of Parent

Date

Parent's Name – Printed