



## Parent Handbook

<http://cotw.twmschool.org/>

**Celebrating over 35 years of early childhood education in our community**

Children of The Woodlands Methodist School is accredited by

***AdvancED***

*Southern Association of Colleges and Schools*

**Children of The Woodlands is an outreach program of  
The Woodlands United Methodist Church.**

2200 Lake Woodlands Drive - The Woodlands - Texas – 77380

### **THE WOODLANDS UNITED METHODIST CHURCH (TWUMC) MISSION**

Win People to Jesus Christ - Disciple Them in Faith - Help Those in Need <http://www.thewoodlandsumc.org>

#### **OUR BELIEFS**

*"In essential beliefs we have unity, in non-essential beliefs we have liberty, and in all beliefs we have charity."* - John Wesley, Founder of the Methodist movement

#### **ABOUT GOD**

God is the Creator and Ruler of the universe. He exists eternally in three personalities: the Father, the Son, and the Holy Spirit. God is both holy and loving.

#### **ABOUT JESUS CHRIST**

Jesus Christ is the unique Son of God. He lived a sinless human life and died on the cross to atone for our sins. He rose from the dead and ascended to heaven and will return again to earth.

#### **ABOUT THE HOLY SPIRIT**

The Holy Spirit is present in the world to make people aware of their need for Jesus Christ. When we receive Jesus as the leader of our lives and the forgiver of our sins, the Holy Spirit comes to live within us. He provides us with power for living, enables us to understand spiritual truth, and guides us in doing what pleases God. As Christians we seek to live under His control daily.

#### **ABOUT THE BIBLE**

The Bible is God's word written by human authors under the supernatural guidance of the Holy Spirit. It is the final authority for determining our Christian beliefs and how we are to live.

#### **ABOUT HUMAN BEINGS**

People are made in the spiritual image of God — we are rational and moral beings. Because we are God's creation made in God's image, each person possesses great self-worth. Although every person has tremendous potential for good, all of us are marred by an attitude of self-centeredness which the Bible calls "sin." This attitude and its resultant actions separate us from God, others and ourselves.

#### **ABOUT BEING MADE RIGHT WITH GOD**

Becoming right with God and having our relationship with God restored is what the Bible calls salvation. Salvation is God's free gift to us. We can never earn it or achieve it by self-improvement or good works. We accept God's gift of a new life when we turn from our self-ruled life and accept Jesus as our Savior. The new life that God gives us is an abundant life in this world and eternal life in the world to come.

#### **ABOUT THE KIND OF LIFE WE ARE CALLED TO LIVE**

Though we are not made right with God by our own goodness, "good works" are not optional for the Christian life. When we give our lives to Christ, it is expected that we will grow towards loving God with all our being and our neighbors as ourselves.

#### **ABOUT BAPTISM**

Baptism is our initiation into the church and our identification as children of God. God initiates this relationship and chooses us as daughters and sons, beginning our life-long journey of faith. God's choice happens regardless of our age or our response. Because God chooses us once and for all, this is an act that should not be repeated. Those that are baptized as children must make the choice to confirm their belief in Christ to continue as members of the church.'

#### **ABOUT HOLY COMMUNION**

Communion is an opportunity for us to renew our relationship with Jesus Christ. On His last night before His death, Jesus ate a special meal with His disciples. He charged his church with repeating this meal to remember His sacrifice and celebrate our new life through His death and resurrection. God offers this relationship to everyone, so all who desire to receive are welcome to participate.

## CHILDREN OF THE WOODLANDS

### VISION STATEMENT

As an outreach ministry of The Woodlands United Church, we adhere to these core beliefs:  
Win People to Jesus Christ—Disciple Them in Faith—Help Those in Need

### MISSION STATEMENT

To provide a joyful, Christian education through which children develop a lifelong love of learning, pursue excellence, and positively impact the world.

### GUIDING PRINCIPLES

#### Spiritual Growth

We believe each individual is created by God as a unique and special person with the potential to grow and learn. We employ Christian faculty who share their faith and teach about God's word daily.

#### Learning Environment

We celebrate the unique learning potential of each child. Our small class sizes enable highly qualified teachers to meet individual developmental needs in a safe, secure, nurturing environment.

#### Accountability

We are both responsible to and supported by The Woodlands United Methodist Church, our School Advisory Board, and the families we serve. Our toddlers and twos program is licensed by the state of Texas and our EC3 through 8<sup>th</sup> grade is accredited through AdvancED.

#### Excellence

We guide each student to discover his or her unique talents and interests. We develop their hearts, minds and bodies to their fullest potential, pursuing joyful excellence in all we do.

#### Family Partnership

We believe learning extends beyond the classroom and that a collaborative relationship with families is essential to a successful education. We maintain open communication and opportunities for involvement.

#### Compassion

We develop individuals of integrity with a heart for serving others. We demonstrate love and respect daily in all our interactions. We guide students to be Christ-like, responsible citizens who positively impact the world.

## **ACCREDITATION**

Children of The Woodlands is committed to providing high quality early childhood education. National accreditation is a means of verifying program quality. Our program for ages three and up is accredited by AdvancED.

## **LICENSING STANDARDS**

Children of The Woodlands meets or exceeds all standards set by the Texas Department of Family and Protective Services (DFPS) and our toddlers and twos programs are fully licensed as required by state regulations. A copy of the Minimum Standards is available on site for parents to review, as well as the most recent licensing inspection report. The local licensing office can be contacted at 1-936-441-1775 or <http://www.dfps.state.tx.us/>. The child abuse hotline is 1-800-252-5400.

Licensed programs are required to provide parents with information about product safety recalls. Important information for child safety can be accessed at the United States Consumer Product Safety Commission web site at [www.cpsc.gov](http://www.cpsc.gov) or at the Texas Department of Family and Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

School Office Hours  
8:30 – 2:30 Monday – Friday

Summer Office Hours  
9:00 – 2:00 Monday – Thursday

**281-297-5959**

Fax: 281-297-5912

Email: [cotw@twumc.org](mailto:cotw@twumc.org)

Check out our web site at  
<http://cotw.twmschool.org/>

## **PHILOSOPHY**

### Understanding How Young Children Learn

Children develop and acquire skills through a predictable sequence of stages. We provide a learning environment that allows a child to build upon existing skills. Children gather new information by interacting with concrete materials and experiencing the environment through their senses.

*Curiosity* is an important method of learning for young children. Children can learn best when they are given the opportunity to ask questions and find different solutions to a problem.

*Repetition and Imitation* are necessary for learning to occur. As children repeat actions, songs, words, and routines, they increase skills and understanding. Children observe and imitate others who model attitudes and actions.

We provide an atmosphere where a child feels loved and accepted, as a special person created by God. Parents and teachers working together can support each other in providing positive learning experiences for our children. When this is accomplished, we both can look forward to the promise of Proverbs 22:6 (KJV), "Train up a child in the way he should go, and when he is old he will not depart from it". Children experience God's love and a sense of self-worth through love and acceptance.

## GOALS

Our goals for each child:

### Spiritual

- To develop a knowledge of God's Creation
- To learn about God Himself
- To begin to understand how God loves us

### Social- Emotional

- To develop a positive attitude toward learning
- To experience a sense of positive self-esteem
- To exhibit a positive attitude toward life
- To demonstrate cooperative, pro-social behavior
- To develop a sense of autonomy
- To acquire self-help skills

### Physical

- To enhance gross motor skills (large muscles)
- To enhance and refine fine motor skills (wrist and hand muscles)
- To aid in development of eye-hand coordination
- To use all senses in learning

### Cognitive

- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information leading to a fuller understanding of the immediate world
- To expand creative and imaginative abilities through make-believe play, art and music
- To expand verbal communication skills
- To develop beginning reading and writing skills in a "print-rich" environment
- To acquire math and science skills through exploration of concrete and natural materials

## **CURRICULUM**

We provide a stimulating environment where children develop a solid foundation for further learning and a positive attitude toward school. We teach a love of learning. Our classrooms are filled with play based, hands-on learning experiences that increase in academic rigor as the children are ready. This is how children learn best! All components of our program are based on developmentally appropriate practices. In essence, that means that we meet the needs of each student at his or her own level and build upon his or her strengths.

### **Spiritual Development**

Children participate in daily activities to help them grow in awareness of the love of God. Activities include thanking God for His many blessings, learning about the wonder of God's creation, hearing Bible stories and other Christian based stories and singing Christian songs. In addition, all classes attend chapel (outside of the classroom) weekly.

### **Social-Emotional Development**

Children learn independence and cooperation through classroom activities. Sharing, listening and participating with others are encouraged. Children learn self-confidence as they gain skills and learn routines.

### **Physical Development**

Each teacher plans activities throughout the day to promote development of both fine and gross motor skills. Children play outside every day (weather permitting). Daily Music and Motor classes help children develop muscle strength, coordination and cooperative skills.

### **Cognitive Development**

Every child at our school is exposed to and engaged in a literacy rich environment. We strive to create an atmosphere where children are explorers, problem solvers and critical thinkers. We desire for children to become life long learners who love to read! Our classrooms are filled with authentic opportunities for reading and writing. Children build a solid understanding of math concepts beginning with concrete, hands-on, authentic experiences. Counting songs, finger plays, experiences with graphing real objects, patterning, and math vocabulary all help children develop this knowledge. Science provides an opportunity to appreciate living things, improve observation skills, develop vocabulary, and foster children's natural curiosity. Social studies topics broaden children's knowledge of the world around them. Exposure to fine arts includes music, drama, and art activities. Creating art is a positive, tactile experience which encourages expression of ideas and feelings. In child initiated art, emphasis is placed on the process rather than product. Process art helps children develop critical thinking skills as they plan and organize their artwork. All children have free time at a variety of learning centers. These provide opportunities for children to develop social skills, set goals, make decisions, use individual learning styles, develop creativity and communicate ideas.

## **AGE LEVEL CURRICULUM**

### **Toddlers/Twos**

Special care is given to the social and emotional development of our Toddlers and Twos. Teachers lovingly guide students as they work on separating from parents, awareness of others (empathy), self-control, making transitions, listening and self-expression.

We develop large muscles in daily activities such as climbing, running, jumping and dancing. Fine motor skills are developed through fun activities such as puzzles, using play dough with various tools, painting, and drawing.

Classroom activities are designed to foster creativity, imagination, problem solving skills, exploration and experimentation. Children develop their language skills through singing, listening to stories, dramatic play, vocabulary development and speech enhancement. Starting with their own names, children begin to learn about letters and words. Teachers take dictation so children can see their own words in print.

Basic and early math concepts are introduced through hands-on activities. Our children are taught counting songs such as "The Ants Go Marching One by One" and "Five Little Monkeys Jumping on the Bed". We use our most portable manipulatives, our fingers, for these songs. Children are learning about the world around them through play.

### **Threes (EC-3)**

Children in Threes classes are learning independence and cooperation. During circle time, children are sharing, listening and participating with others. At centers, children play independently and in small groups. For three year olds, we focus on understanding and respecting personal space. Teachers encourage students to use their words to work out problems.

Children are immersed in language. Books with rhyme and rhythm allow children to play with language and focus on hearing differences and similarities in language. Nonfiction books increase knowledge and provide a lot of information about the world. Singing songs, finger plays and class discussions further add to language learning.

We build math skills throughout the day. Children count daily. They count everything from the number of children in line to how many people are on the swings. Children participate in calendar time, sorting activities, graphing, shape and number recognition and problem solving. Many of our games and centers encourage hands-on concept development.

### **Fours (EC-4)**

The Fours curriculum provides a smooth transition from skills learned in the three year old classroom as well as builds the skills needed for a successful kindergarten year. At four, children are becoming more aware of language, both oral and written. Their increased attention span allows them to listen to stories more discriminately. They begin to compare stories, understand fiction and nonfiction, and make predictions. Most children are now experienced in dramatic play, which translates into story writing. We provide opportunities for the students to express themselves through puppets, take home journals, drama, daily sharing such as show and tell, and class-made books. We encourage children to write their names on their art work.



Children in Fours classes are continuing to develop an awareness of numbers and acquire ideas about size, space and position of objects. Children are encouraged to use math vocabulary to express these ideas. They are developing concepts of patterning, one-to-one correspondence, ordinal numbers and recognizing numerals 1-10.

Children build confidence with their ability to follow routines independently and know what is expected of them. Self management skills are encouraged such as packing and unpacking their backpack, handling their own buttons, snaps and zippers, opening their own lunch and cleaning up. Fours are also beginning to solve their own problems about sharing and differences of opinion. Teachers encourage these budding skills through teaching, encouragement and modeling.

### **Transition (EC-5)**

School readiness is not magically achieved on a child's fifth birthday. Readiness is built on experiences that support the development of a child's cognitive, physical, social, emotional and language skills. Before children can master academic tasks, they need time to pretend, build, climb, play, draw, question and observe.

It is important to look at children from a developmental perspective when considering school year placement. Developmental readiness considers chronological age, social and emotional stability, physical abilities and cognitive understanding. Children of The Woodlands offers a Transition class (a class after four year old preschool and before kindergarten) that provides children extra time they may need for maturation to be successful in school.

Circle time in the Transition classroom will be rich in literature and phonemic awareness. Students need to have a strong foundation in spoken language in order to be successful with written language. Songs, finger plays, and games encourage children to manipulate sounds and "play with language". Early reading skills are built through Shared Reading which is an interactive reading session involving the whole class or small groups.

Students have many opportunities to write and develop early writing skills. Transition students also participate in the Handwriting Without Tears program. This program helps them develop visual discrimination and necessary fine motor skills they will need to be successful in kindergarten.

Transition students learn about shape and size discrimination, spatial relationships, balance, cause and effect, measurement, counting and patterning through various activities. The sensory table and science center allow for mathematical and scientific experimentation, exploration, discovery, and problem solving.

## **DISCIPLINE POLICY**

The purpose of all "discipline" at our school is to help children become increasingly self-managing and socially responsible. Teachers help children express their feelings, cooperate with other children, and negotiate conflicts. Only positive non-punitive methods are used to achieve our goal. We recognize that young children have limited and highly variable abilities to manage their emotions and control their reactions. When a child needs restrictions, they will be clearly defined and consistently maintained. At no time will a child be physically punished, threatened, or intimidated. Techniques used are:

1. diverting attention to a constructive pursuit
2. compromising and negotiating differences
3. encouraging children to seek alternatives within the boundaries of their individual capabilities

If a distressed child needs help to regain his self-control, he will be allowed a supervised private time, away from the situation, to quiet himself before a reassuring adult seeks to help him re-enter his classroom activity. If disrupting behavior is persistent, parents will be contacted so that we can work together to find a solution.

Although every effort will be made to avoid termination, our school reserves the right to dismiss any child who is frequently:

1. disruptive to the learning process
2. destructive
3. causing deliberate bodily injury
4. using abusive language
5. referred to the Director repeatedly without obvious positive results
6. in need of individual assistance or care which can not be provided in our school setting

## PROGRAMS

### Toddlers/Twos

Very young children are important to our school and our program is designed to meet their needs. Loving, experienced caregiving in a safe, stimulating environment is supplemented with a curriculum geared for early learning. Toddlers attend two mornings each week. Twos attend two or three mornings each week. Classes are from 9:00 – 1:00.

### Threes/Fours (EC-3/EC-4)

Three year olds may enroll for two or three days each week. Four year olds may enroll for two, three or four days each week. Classes for both age groups are from 9:00 – 1:30.

### Transitional Fives (EC-5)

The Transitional fives class is designed to meet the needs of the five year old who is not quite ready for kindergarten. Placement is based on age restrictions and teacher recommendations. Students must be age five by September 1<sup>st</sup>. The Transition class is four days per week from 9:00 - 1:30.

### Spanish Enrichment (EC-S)

Our Spanish class meets one day per week from 9:00 to 1:30 and is open to students enrolled in Fours and Transition. The class is a typical school day, filled with circle time, centers, music and motor, lunch and playground. The teachers provide enrichment in Spanish for children without prior Spanish exposure, as well as the bilingual learner.

## CLASS RATIOS (CHILDREN:TEACHERS)

<b>Toddler</b>	<b>8:2</b>
<b>Twos</b>	<b>10:2</b>
<b>Threes</b>	<b>12:2</b>
<b>Fours</b>	<b>14:2</b>
<b>Transition</b>	<b>16:2</b>

### Program Operating Schedule

The school operates within a traditional nine month school calendar. Our students do not attend class during the summer months. Children of The Woodlands observes all CISD holidays.

### Inclement Weather

School will be cancelled if the Conroe Independent School District cancels school due to weather. If CISD delays start time due to inclement weather, Children of The Woodlands Methodist School will notify families via email or text whether we will open at 9:00, have a delayed start time or close for the entire day. Parents will be contacted immediately if an unsafe condition arises when children are at school. Inclement weather days will not be made up. However, if students miss more than 2 class days due to inclement weather, the School Advisory Board may consider a makeup day.

## **ADMISSION**

### **Age**

Children must be eighteen months old to enter our program. Children will be placed in classes based on their age as of September 1 of the current school year. (This is consistent with the public school placement policy.)

### **Registration**

Registration for our school takes place in January and February. Families currently enrolled in the school may register first, and members of The Woodlands United Methodist Church (TWUMC) have the opportunity to register before the public. TWUMC members whose children are Children of The Woodlands Alumni (defined as former students and their siblings) will be given the opportunity to register prior to TWUMC member registration. Alumni who are not TWUMC members will be allowed to register before the general public.

### **Screening Evaluation**

All children enrolled in a Threes class are required to be screened annually for speech and hearing. Students in Fours and Transition classes are screened annually for speech, language, hearing and vision. This policy is based on the Texas Special Senses and Communication Disorders Act (1983) and a decision of the School Advisory Board. Parent releases are secured at registration. Early identification of a speech, language, vision, or hearing problem is critical to your child's well being. Screening is available for younger children enrolled in our program at an additional cost. We welcome additional screening or assessment from your school district or private practitioner.

### **Special Considerations**

Our goal is to meet the learning needs of each student. Therefore, we reserve the right to request professional evaluation in order to better serve our students. Consideration for admission will be determined on a student's physical, emotional, and/or academic needs in conjunction with our school's capabilities.

In certain instances a child may require an aide to "shadow" them throughout the school day; this aide must be provided at the parent's expense.

### **Non-discrimination Policy**

The school admits students of any race, color and nationality or ethnic origin. We welcome children of all faiths; however our curriculum and philosophy are based on Christian beliefs.

### **Church Membership**

A parent or legal guardian must be a registered member of The Woodlands United Methodist Church to participate in priority registration. Membership must have been established by December 31<sup>st</sup>, prior to registration.

## **FEES**

### **Non-Refundable Application Fee**

A non-refundable application fee is required to apply for admission to our program.

### **Non-Refundable Enrollment Fee**

A non-refundable annual enrollment fee is required for each student enrolled.

### **Preschool Tuition and Payment**

Tuition is calculated on an annual basis with the first payment due on May 1<sup>st</sup> each school year. Tuition and fees are paid online via FACTS payment processing service. Parents receive an email invitation to activate their individual payment accounts, and are given the choice of paying in one, two or nine equal payments. Credit card payment is available as an option for an additional service fee.

### **TWUMC Member Discount**

As a non-profit organization, the school provides excellent early childhood education at an affordable rate. One reason we can offer all that we do is because we are part of The Woodlands United Methodist Church. Church members make financial contributions through tithes, pledges and offerings that provide our wonderful facilities. In an effort to recognize these donations, each TWUMC member's child attending our program will receive a discount towards enrollment fees. TWUMC membership status for fees is based on church membership rosters when payment is due.

### **Rates**

As a non-profit program, we strive to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant, which prevents credit or discounts for absence due to illness, in-service days, inclement weather or regularly scheduled holidays. We do not offer reduced rates for second or third children. Contact the school office for specific information.

### **Penalties**

Any bill outstanding after the **seventh** of each month will be assessed a late fee. Student accounts will be charged a fee for insufficient funds. If you require special financial arrangements, please contact the School Business Office at [schoolfinance@twumc.org](mailto:schoolfinance@twumc.org).

### **Withdrawal**

Withdrawal is defined as permanent removal from our program. We require written notice one month prior to withdrawal. If we are able to fill your child's space, we will refund a portion of the pre-paid tuition for preschool. Application and enrollment fees are not refunded.

### **Tuition Assistance**

Partial school tuition assistance may be available to families with serious financial needs. The School Advisory Board allocates tuition assistance funds, as available. Additional information and application forms are available in the School Business Office.

## PARENT-WEEKDAY SCHOOL COMMUNICATION

### Reception Desk Weekday Hours 8:30 – 2:30 Summer M-TH 9-2 (281-297-5959)

For information about school or church activities, check with our receptionist. We welcome your calls. If you are calling to get a message to a teacher, the receptionist will pass it along. We do not interrupt class time with phone calls. The receptionist also monitors visitors to our area. Your cooperation is appreciated.

### Teacher to Parent

Teachers will provide frequent photos and weekly notes on a password protected website to provide you with additional insight into your child's school day. **Please check your child's bag and your email daily.**

### School Business Office

The school business office is located just outside the COTW glass doors. Business office personnel are available to assist with tuition and enrollment questions from 8:30-4:30 Monday-Friday during the school year, and 9-4:30 Monday –Thursday during the summer.

### Office Staff to Parents

The school office staff is here to assist you and your children. We welcome your phone calls, e-mails and written messages. The key to the success of our program is the open communication between parents and staff. An annual survey also provides an opportunity for parental input.

### Parent to Teacher

Your relationship with your child's teacher is very important. The teacher **wants** to communicate with you. An email, note, or a quick word about any changes at home (new baby, parents away, illness, even death of a pet) will allow your child's teacher to help your child deal with feelings. Two conferences with your child's teacher will be scheduled during the year. We are happy to schedule specific conferences with the teacher and/or director upon request. Please avoid "conferencing" at arrival and dismissal.

### Parent to Parent

Parents are provided with a roster for their child's class to be used for school and social activities, such as play dates or arranging carpools. **Rosters are not to be used for the purpose of soliciting business from other parents.** Information from classroom social planners should be pre-approved by the office staff before distribution.

### Newsletter

Frequent school newsletters will be posted to provide parents with additional information on activities at the school.

### Website

Access our school website at <http://cotw.twmschool.org/>. If you need more information or have questions, please call 281-297-5959.

Parents of children that are enrolled in our program will receive information from their teacher about the class web page. Detailed information will be distributed at the beginning of each new school year.

Email reminders are often sent to keep parents informed of current school events. Please notify us immediately if your email changes.

### **TWUMC to Families**

As an outreach ministry of TWUMC, COTW families may be contacted periodically with information about other TWUMC programs and events.

### **Classroom Visitation**

Parents are welcome to visit the classrooms at any time. (Babies in arms are welcome, but strollers and older siblings are not due to limited space and the disruption to classroom routines.) Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. School-wide celebrations in larger rooms provide an opportunity for fun and fellowship at Thanksgiving, Christmas, Easter, end of the year celebrations and evening family events.

### **Parent Volunteers**

There are many opportunities for parents to volunteer, either with special events or in the classroom. Check with your child's teacher and watch our school newsletters for volunteer opportunities. Please make arrangements for sibling care when volunteering in the classroom, as the church nursery is not an option.

### **Nursing Mothers**

The lounge inside the women's restroom near Wesley Hall is filled with comfy chairs and supplies for nursing moms. (Nursing mothers are welcome to bring refrigerated breast milk to school for their babies if necessary.) Feel free to ask our receptionist for directions or assistance.

### **Outside Services by School Staff**

Occasionally, school employees offer outside services such as tutoring or child care. While parents are welcome to take advantage of these services, they are independent of and not sponsored by TWUMC, and may not take place in the school area.

### **Policy Changes**

Parents will be notified in writing of any policy changes which may occur after this handbook is distributed. Acknowledgement of all such changes must be signed and dated for each family.

## **PARENT ENRICHMENT ORGANIZATION**

### **Membership**

All parents (caregivers) with children enrolled in our school are considered members of the Parent Enrichment Organization (P.E.O.), with no dues or fees. Leadership is provided by the P.E.O. Board, with implementation of activities by parent volunteers. P.E.O. meetings are open to all.

### **Goals**

The goals of the P.E.O. are to enrich the learning experiences of our students by coordinating special events with school staff and to provide opportunities for parents to expand their knowledge through informational programs and fellowship.

## **THE WOODLANDS METHODIST CHURCH SCHOOL ADVISORY BOARD**

The Advisory Board is the governing body of our school. Issues that are unresolved by meeting with teachers or administrators may be brought to any Board member. For a list of current Advisory Board members, please contact the COTW receptionist.

## SPECIAL EVENTS

### Family Activities

Family events include Thanksgiving Feast, Grandparents Chapel, Christmas Celebration, Easter Chapel, Spring Family Picnic, Spring Family Night and End of the Year School Celebrations. Parents are also invited to volunteer to help with our Funfest and Splash Day. Our *Bring Your Family to School* program provides an opportunity for individual family visitation within each classroom. If possible, please park strollers in the lobby when you attend *Bring Your Family to School*. Parents may visit a class on the playground; however for safety reasons siblings are not allowed to join the class on the playground.

### Birthdays

If your child wishes to share his or her birthday with classmates, please make arrangements ahead of time to send a special snack. Summer birthdays are usually celebrated at "half birth dates" or during May. Check with the teacher for the number of children, possible allergies and to coordinate the date. We suggest you send cookies, muffins or cupcakes. **Please avoid chocolate, excessive sugar and red dye. No favors or parties, please.** Do **not** send party invitations or gifts to school for delivery. (They will be returned to sender. Backpacks are for communication between school and home.)

### Show & Tell

Each classroom teacher has an established policy for some type of Show & Tell activity. The opportunity to bring something that relates to our current curriculum and then discuss it fosters the connection between home and school, as well as language development and social skills. Parental guidance is needed in selecting a Show & Tell item. Toys are discouraged. An object from nature, photo of a new baby, or a "tale" to relate are always welcome.

### Music and Motor

All children participate in our Music and Motor program taught by the staff from Ms. Boni's. (A classroom teacher also attends with the students at all times.) Gross motor skills are enhanced through fun, age-appropriate movement activities. Children attend Music and Motor every day.

### Pets

Although some classrooms have pets, other animals may be brought to school only when the visit has been prearranged and approved by the Director. Parents will be notified in advance, and leashes and cages will be required when appropriate. When approved animals are on the school premises, we must have documentation that the animals have been vaccinated according to state and local requirements. Please refrain from bringing your pets into the facility without prior approval from the Director. Due to licensing requirements, reptiles and amphibians are never allowed at school.

### Chapel

Children will have an opportunity to attend chapel each week. The TWUMC Children's Ministry staff present age appropriate Bible stories with songs and activities.

### "Field Trips"

Children of all ages may enjoy a "field trip" on our beautiful church grounds. Special on site events may be offered during the year. The school will not transport children.

#### **Classrooms at our school may have special visitors.**

These could include:

- Parents of students (parents are always welcome!)
- Prospective parents touring our school
- Early childhood professionals or students - local colleges often send students to observe our exemplary program
- A "shadow" or helper for a child with special needs
- A specialist observing a child or a classroom, such as a speech therapist
- School staff observing classroom activities
- CISD high school work/study students



## What To Bring Each Day

A backpack is essential in transporting valuable items and messages home. Please be sure the backpack is large enough to hold all the items coming back and forth to school. The children will wear their backpacks at dismissal, as we need their hands free. For safety reasons, wheeled packs are prohibited.

### Toddlers/Twos/Threes

The following items should be sent each day, **labeled with the child's name:**

- Extra change of clothing, including shoes.
- Diapers (3 disposable) if necessary.
- Comfort items (blanket, pacifiers) may be brought for little ones if needed.
- All toddlers will bring a cup with a sipping lid.
- A healthy lunch for your child, which must be ready-to-eat unwrapped food in a divided plastic container. We provide water. A lunch box is not allowed.

### Fours/Transition

- Extra change of clothing, including shoes.
- Children must bring a complete healthy lunch. We encourage and provide water. Children should bring food which can be opened or unwrapped **without** assistance.

## What Not To Bring

**These items must not be sent to school:**

- Toys from home (these are easily lost, and not easily shared)
- Medicine, chapstick, hand sanitizer, cough drops or gum
- Coins or money of any kind
- Party invitations or favors
- Commercial or promotional materials
- Presents or other "delivery" items
- Latex balloons

## CLOTHING

Dress your child in clothing that is durable and comfortable. Your child will be active in school and will have opportunities to participate in messy activities such as those with paint, glue, and markers. The school will not be responsible for damage done to clothing during school activities. We provide each student a school t-shirt which we recommend wearing to school. Extra t-shirts are available for purchase. Weather permitting, children will have outdoor play and should dress accordingly. Mark any removable clothing with your child's name. Dangling jewelry is not allowed.

## FOOTWEAR

**All students must wear ATHLETIC shoes.** Appropriate athletic shoes for our school **MUST** include **tongues**, be fastened by either **laces** or **Velcro** straps, and provide **complete coverage for the toes, sides and heel of the foot**. Athletic shoes may be traditional or ankle height, but no higher. *Examples of shoes that are NOT ACCEPTABLE for our school include Tom's, Sperry's (or other brands) boat shoes, Crocs, boots and Mary Janes.* Our school policy on athletic shoes is firm, as they offer the best protection from injury. A good rule of thumb is if you have to ask if the shoe is an appropriate athletic shoe, then it probably is not!

## FOOD

Good nutrition is important to our school's program. A light wholesome snack with water will be served each day. Snack menus are displayed at school and posted on the school website for parents. School wide snacks are all prepared in commercial kitchens or a kitchen inspected by the Montgomery County Environmental Health Services. Children will participate in some food preparation experiences. Food allergies **must** be clearly explained on your child's Medical History Form. Parents of children with food allergies must meet with the school nurse prior to the first day of school. Please notify the school nurse of any changes in food allergies during the school year.

Occasionally birthdays, class parties, and other special events are celebrated during your child's school day. Often homemade items, such as cookies or cupcakes, pizza from local restaurants, or baked goods from local grocers are part of these celebrations. If your child cannot eat the above mentioned foods due to food allergies, you must provide an alternative snack for occasional events.

### Lunches

Children should bring a complete lunch each day. Although the school is not responsible for the nutritional value of lunches provided by parents, we highly recommend including only whole grains, non-processed foods, 100% juices, milk that has not been sweetened or water. We strongly encourage water, which we will provide.

**Please do not send any soft drinks, red or dark colored beverages, food that requires refrigeration or heating, or convenience foods with hazardous packaging.**

**Toddlers, Twos and Threes** must bring their lunch in a divided container. Lunch foods must be unwrapped and ready to eat. For your convenience, we will supply each toddler, two and three year old with a divided lunch container that does not contain BPA, PVA and phthalates. While these containers allow teachers to stack and store lunches more efficiently in the classroom, other divided containers are also acceptable. A lunch box is not allowed. Applesauce, yogurt, and pudding work fine in the divided containers as the container seals each divided area so food does not seep from one section to the other when tilted or shaken. If you choose to leave it in an individual serving container cup it must be opened, then the cup placed inside the divided container. We strongly encourage serving water with lunch, which we are happy to provide.

***In order to reduce the dangers of choking in children less than 4 years old, the following foods are not allowed based on recommendations of American Academy of Pediatrics, American Public Health Association and National Resource Center for Health and Safety in Child Care and Early Education:***

- Nuts (such as peanuts, walnuts, cashews, pecans, almonds or corn nuts)
- Whole grapes
- Whole grape tomatoes
- Whole raw carrots
- Whole celery
- Popcorn
- Seeds (such as pumpkin or sunflower)
- Hard, gooey, sticky or jelly candies
- Marshmallows
- Whole hot dogs
- Whole string cheese
- Raw peas
- Hard pretzels
- Rice cakes
- Spoonful of Peanut Butter (*Peanut Butter should be thinly spread on bread or crackers.*)

Grapes or grape tomatoes **MUST** be cut in half lengthwise then half again crosswise so each is **4 bites**. Hot dogs, string cheese, carrots and celery **MUST** be cut lengthwise **4** times and then in bite size pieces.

**Any foods not cut as described are choking hazards and will be sent back in the child's lunch container uneaten. Occasionally a food item not on this list may raise a choking concern. If this occurs, the teacher and/or school nurse may choose to send the food item back in the lunch container uneaten with a letter to parent.**

**Fours and Older** children may choose to bring the divided container or a lunch in a traditional lunch box, but must be able to open any containers, packaging or beverages independently. **Fireside Café**, on site, will deliver an appropriate lunch to your child's classroom for a fee. Check the school website for details.

**Emergency Brown Bag Lunches** are on hand at the school and will be provided for a \$5 fee if a child does not have a lunch. This is an emergency back-up option and should not be considered an alternative to sending a lunch with your child.

## **SAFETY AND SECURITY**

Parents and other visitors will be asked to sign in at the reception desk and to put on a nametag. We welcome visitors but for security purposes will monitor guests. Parents who are escorting their children at arrival time will not be required to sign in or wear name tags.

### **Magnetic Doors**

The school has magnetic locking doors at all entrances allowing us to limit access to strangers or unwelcome visitors. The doors will be locked during school hours and visitors will be required to check in at the reception desk before being "buzzed" through the doors. Each morning from 9:00 until car line ends, a member of our staff will hold the center door open and greet you as you enter.

If you are here to visit during the day, please sign in and put on a name tag. You may be required to show photo identification. The receptionist will either send you back to your child's classroom, or ask someone from the school office to come walk you to the classroom, depending on the circumstances and time of day. Please don't be offended by the name tag request. Although many of us may know you by name, not every teacher knows every parent, and it is important that our staff know who is in our busy hallways.

Occasionally, parents will arrive early to pick up their children. We understand that this is necessary for appointments, travel plans, etc. We are happy to accommodate this when necessary, but would prefer not to do so just to "beat the dismissal rush". Once we get close to dismissal time, it becomes increasingly difficult to assist you without disturbing the car line/dismissal process. Please arrive at least 30 minutes before dismissal if you must pick up your child early.

### **Authorization to Pick Up a Child**

Written authorization and photo identification is required to release a child to someone other than the parent. Please provide a written statement if you wish to add to or delete from your pick-up list. Forms are available at the receptionist desk. It is the parent's responsibility to inform alternate caregivers such as babysitters or grandparents of these essential security procedures. Photos on file are also helpful.

### **Car Safety**

Your child's safety is our first concern. Please drive slowly and carefully in our busy parking lot. Hold your young child's hand when crossing through the driveway or parking areas as well as inside our facility. Each child must have an individual seat belt, booster or car seat as required by law. If you are leaving a car seat at school for someone who is picking up your child, they must walk in. We cannot deliver and install car seats.

Please respect designated handicap parking areas.

### **Facility Safety**

Please remember all children must be in the care of an adult at all times, including siblings. Never leave a child unattended anywhere on church property, including the classroom, on the playground, in the Safari Stop indoor playground, in a car, in the parking lot or entry area. To protect your belongings, be sure to lock your car and put away visible valuables.

Texas law requires that we notify parents that we are 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 any area within 1000 feet of a child care center.

### **On Site Emergency**

In case of emergency relocation, we will evacuate under the direction and assistance of local authorities. Children will walk with their teachers to the FLC building if it is determined to be a safe evacuation site. In the event we need to evacuate further, children will be walked to the Montgomery County Sheriff's facility on Lakefront Circle (near the corner of Grogan's Mill). Emergency transportation will be coordinated by local emergency authorities.

In the event of emergency evacuation, parents will be notified by website, e-mail, text or phone call as services are available.

### **ACKNOWLEDGEMENT OF LATE PICKUP**

Children are to be picked up promptly at 1:00 or 1:30 as scheduled. After dismissal time, children may be picked up in the school office. A late fee will be assessed to the family's account for each offense. If you are unavoidably detained, please call the school.

## **ARRIVAL & DEPARTURE**

Classroom doors open and car line begins at 9:00. Please remember that all children must be in the care of an adult at all times, including siblings. Never leave a child unattended anywhere, including the classroom, on the playground, in a car, in the parking lot or entry area.

### **WALKING IN DURING ARRIVAL**

Parents are welcome to walk in their children each morning. Walk-in parents are requested to use the Atrium entrance on the east side of the church. This eliminates stroller and other pedestrian traffic from the car line area. Please be sure to leave your child with the classroom teacher on arrival. Your child must be signed in by a staff member.

### **MID-DAY DEPARTURE**

**If you are picking up during the school day** please let the receptionist know the child's name and the class. She will call an office staff member to escort your child to the reception area. Please wait near the aquarium and we will bring your child to you. Please be sure to allow ample time for us to gather your child and their belongings.

### **WALKING IN DURING DEPARTURE**

**When walking in to pick up a student**, please wait near the aquarium and we will bring your child to you. There will be a clipboard at the reception desk to write the name of the child you are picking up. Threes and older students will be released to parents in lobby until 1:25 when car line begins.

### **USING CAR LINE FOR ARRIVAL OR DEPARTURE**

**Car line is available for children enrolled in 3 year old classes – Transition.**

Please follow these simple steps:

1. Place your car line sign in the front car window for both arrival and departure.
2. Stay in your car. We will be happy to assist your child.
3. On arrival, have backpacks ready and be prepared for a quick goodbye!
4. Put your car into **PARK** while children are loading and unloading. Do not let your child out of the vehicle until a staff member opens the door.
5. If possible, please place your child in the driver's side of the backseat. We will load and unload from the driver's side only.
6. We will always load your children into the backseat. We will happily assist with seatbelts and car seats.
7. Please hold onto your pets as we load and unload children.
8. Reminder-car line is a **"Phone Free Zone"**. We need your attention and assistance.
9. Please be prompt. Some car lines are much faster than others! If car line is over when you pull up, please park and walk in.
10. Please proceed straight when exiting car line (towards Lakefront Circle). **No U-turns.**
11. Photo ID will be required for release of any child if we do not know you.

## HEALTH

Our school has Registered Nurses on staff to assist with health concerns.

### Medical and Emergency Procedures

A current Medical Release signed and stamped by a physician and signed by a parent must be on file for each child. An Emergency Form also must be on file; in case your child should need emergency medical attention. A current immunization record or an approved exemption signed by your child's physician stating medical contraindications is also required for each child.

### Immunizations

Each child enrolled must meet applicable immunization requirements according to their age, as specified by the Texas Department of State Health Services. You can access the requirements via <http://www.dshs.state.tx.us/immunize/> or you may obtain a copy from the school nurse. Exceptions from the Texas requirements will only be allowed for medical contraindications and require a statement from a physician. Please refer to the Immunization Policy.

### Toilet Training

The goal of Children of The Woodlands is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success.

### Annual Physical

School policy requires each child to have an annual physical examination. The examination is due within 30 days after the child's birthday. Students not in compliance of both immunization and physical exam requirements may not attend school, unless an exemption is on file.

### Illness

Children who do not feel well must not be sent to school. Children with fever, diarrhea, rash or other symptoms of contagion will not be admitted. Fever must be absent for 24 hours without the use of fever-reducing medication before a child may be admitted back to school. For details please refer to the Good Health Policy and the Common Childhood Illnesses chart (in this handbook) for further information. If a child becomes ill during the day, a parent or emergency contact will be called to pick up the child immediately. For this reason it is imperative that emergency contacts and numbers are up to date. Ill children will wait in the school clinic, apart from other children, for a parent or emergency contact to pick them up. An Illness Notification Form indicating symptoms and treatment of the child will be completed by the school nurse or administrative staff and requires the signature of the adult to whom the child is released.

### Medications

The school staff does not administer any medications except those medications required for life threatening emergencies or chronic health conditions. All medications are stored in a locked cabinet in the school clinic and can only be administered by a school nurse or administrative staff. The student must receive the initial medication dosage outside of the school setting with exception of medications given for life threatening conditions. Medication will not be dispensed without a written order from the physician. All prescription and over the counter medication must be in its unopened original container and labeled with the child's full name, date of birth, physician's name and instructions. Medication can only be administered in amounts according to the written orders of the physician. Parents must sign the Physician Request for Administration of Medication and the Authorization for Administration of Medication forms.

### **Medical Assistance and Devices**

If your child requires specialized medical assistance and/or devices while at school, a written note from the health care provider with the diagnosis and directions for school must be submitted to the nurses before your child may attend school. Medical assistance is defined as any necessary medical device or assistance other than medication that the child needs (i.e. casts, splints, walker, wheelchair, crutches, orthotics, hearing aids, etc.) According to TX House Bill 434, the written diagnosis and directions must be signed and dated by the health care provider and kept up to date as changes occur.

### **Allergies**

Please notify us in writing if your child has a specific allergy and include all allergy information on the Medical History form. Allergy Action Plan forms are required to be completed if a child has a life-threatening allergy, (i.e. food, insect stings or bites, latex, etc.). The school nurse will call you to discuss allergies prior to your child's first day of school or immediately after diagnosis.

### **Incident Report Form**

Minor accidents sometimes occur. Parents will be notified of scrapes, bumps and bites with a Minor Incident form which will be sent home with your child. Parents will be called immediately if an incident requires medical attention and a detailed Incident/Illness Report will require the parent's signature.

### **Good Health Policy**

COTW provides a healthy and safe environment for each student and staff member. We work hard to maintain safe and hygienic conditions at all times. For this reason, we adhere to a strict Good Health Policy.

Our policies regarding common childhood illness are on the following pages. While we realize doctors may diagnose illnesses differently, and an illness may manifest itself in one way with one child and differently with another, **these policies supersede any written notes from a physician.** We encourage you to follow up with your child's pediatrician for clarification of any illness your child may have. However, it is due to these varying differences that our policies have been established for the overall health of everyone in our program.

We are required to care for ill students apart from other students, and our limited facilities and staff require this be kept to a minimum. Therefore, parents are contacted to pick up their child immediately. We appreciate your understanding and support of these important rules. In order to maintain a healthy environment for everyone, children who are ill or not responding to medical treatment should remain at home.

It is important to be able to contact parents and arrange for pickup quickly. If you are unable to pick up your child or we are unable to reach you within 20 minutes, we will contact the persons you have listed as emergency contacts on your behalf. Please make sure the contact information is current and up to date.



## Common Childhood Illnesses

Illness	Symptoms	When To Exclude From Care	When The student May Return To Care
<b>Chickenpox (Varicella)</b>	<ul style="list-style-type: none"> <li>Slight fever, loss of appetite, irritability, itchy, blister like rash</li> <li>Blisters in various stages of oozing and crusting</li> </ul>	<ul style="list-style-type: none"> <li>When evidence of fever, lesions or blisters are present</li> <li>Usually about 6-9 days before able to return</li> </ul>	<ul style="list-style-type: none"> <li>When the student is fever free without medication assistance for 24 hours</li> <li>When all lesions are dried and are crusted over</li> </ul>
<b>Cold Sores</b>	<ul style="list-style-type: none"> <li>Fever, runny nose, cold sores</li> <li>Or fever blisters on the lips or in the mouth</li> </ul>	<ul style="list-style-type: none"> <li>Not necessary unless fever is present</li> </ul>	<ul style="list-style-type: none"> <li>Once the student is fever free for 24 hours without medication</li> </ul>
<b>Cold, congestion or upper respiratory illness</b> – Nasal Discharge is green or yellow	<ul style="list-style-type: none"> <li>Sore throat, cough, headache, nasal discharge, fatigue, muscle aches</li> </ul>	<ul style="list-style-type: none"> <li>When persistent yellow or green discharge or copious discharge – continues after several wipes</li> <li>When unable to participate in group activities (including outdoor play)</li> <li>If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>Once a pediatrician evaluates the student, on treatment and responding to treatment (minimum of 24 hours)</li> <li>When able to participate in group activities (including outdoor play)</li> </ul>
<b>Diarrhea – infectious</b> (May be caused by bacteria, virus, or parasites)	<ul style="list-style-type: none"> <li>Stools decreasing in consistency</li> </ul>	<ul style="list-style-type: none"> <li>If student has 1 or more stools decreasing in consistency in a 24 hour period</li> <li>If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>When the student is symptom free for 24 hours without further diarrhea</li> </ul>
<b>Diarrhea – non-infectious</b> (may be caused by food intolerance and some antibiotics)	<ul style="list-style-type: none"> <li>Stools decreasing in consistency</li> </ul>	<ul style="list-style-type: none"> <li>Unless or until the information mentioned to the right is presented and extensive individualized care is not required</li> </ul>	<ul style="list-style-type: none"> <li>If related to food intolerance</li> <li>Must have written authorization from a physician to attend school from a physician to attend school</li> </ul>
<b>Ear infections</b>	<ul style="list-style-type: none"> <li>Pulling at ear, irritability, fever</li> </ul>	<ul style="list-style-type: none"> <li>If fever is present</li> <li>If student requires extensive individualized care.</li> </ul>	<ul style="list-style-type: none"> <li>Once fever free for 24 hours without fever reducing medications</li> <li>Able to participate in group care (including outdoor play)</li> </ul>
<b>Fifth Disease</b> (slapped cheek rash) Incubation period usually 4-10 days	First symptoms can be mild and nonspecific: <ul style="list-style-type: none"> <li>Fever, runny nose and headache</li> <li>Red rash on cheeks,</li> <li>Possibly a second lacy rash over body</li> </ul>	<ul style="list-style-type: none"> <li>If fever is present or does not feel well. Children with Fifth's disease are most contagious before they get a rash.</li> </ul>	<ul style="list-style-type: none"> <li>Once fever free for 24 hours without medication and able to participate in all activities</li> <li>*Pregnant mothers with children, who have been exposed, should check with their doctor.</li> </ul>

Illness	Symptoms	When To Exclude From Care	When The student May Return To Care
<b>Hand, Foot, Mouth Disease/Herpangina (Coxsackievirus)</b>	<ul style="list-style-type: none"> <li>• Cold-like symptoms, sore throat, fever, blisters on inside of cheek, gums and tongue</li> <li>• Blisters on palms of hand, fingers, soles of the feet, and sometimes buttocks.</li> </ul>	<ul style="list-style-type: none"> <li>• If fever is present</li> <li>• When unable to participate in group activities (including outdoor play)</li> <li>• If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>• Once fever free for 24 hours without medication</li> <li>• Able to participate in group activities (including outdoor play)</li> </ul>
<b>Head Lice</b>	<ul style="list-style-type: none"> <li>• Persistent itching or scratching at the back of the head or around the ears</li> <li>*Check hair shafts for head lice or their nits (eggs).</li> </ul>	<ul style="list-style-type: none"> <li>• When lice or nits are present</li> <li>* Exclude from care and send home all linens.</li> </ul>	<ul style="list-style-type: none"> <li>• After one treatment with an effective medicated shampoo or cream treatment</li> <li>*Treatment must include medicated shampoo &amp; tick /nit removal with specialized comb. Prior to re-entering classroom, the student must be checked daily for evidence of new infestation for 10 days after treatment.</li> </ul>
<b>Impetigo</b>	<ul style="list-style-type: none"> <li>• Reddish spot or bump on the skin which breaks</li> <li>• Releases a yellow cloudy fluid, leaving a weeping sore</li> <li>• Fluid dries, leaving a yellow, golden or honey-colored crust</li> <li>• Usually involves the face, neck, and limbs but may be anywhere on the body</li> </ul>	<ul style="list-style-type: none"> <li>• Until on treatment and responding</li> <li>• If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>• After receiving treatment and responding (minimum of 24 hours after receiving treatment) Doctor's note is required stating impetigo is being treated and is no longer infectious.</li> </ul>
<b>Molluscum</b>	<ul style="list-style-type: none"> <li>• Virus causing small white, pink or flesh colored raised bumps or growths (wart like)</li> <li>• May be indented in the center.</li> </ul>	<ul style="list-style-type: none"> <li>• If areas of molluscum cannot be covered and kept covered during the school day</li> </ul>	<ul style="list-style-type: none"> <li>• May participate in all activities if all molluscum growths are covered by clothing or bandaids</li> </ul>
<b>Pertussis (Whooping Cough)</b>	<ul style="list-style-type: none"> <li>• Cough following a cold that the child has difficulty in catching a breath of air</li> <li>• Characteristic of a "whooping cough" (sound)</li> </ul>	<ul style="list-style-type: none"> <li>• Until on treatment and responding</li> <li>• If student requires extensive individualized care.</li> </ul>	<ul style="list-style-type: none"> <li>• Only after they have taken antibiotics for at least the first 5 days of the 14 day course of treatment</li> </ul>

Illness	Symptoms	When To Exclude From Care	When The student May Return To Care
<b>Pinkeye / conjunctivitis</b>	<ul style="list-style-type: none"> <li>Redness that involves the whites of the eye or surrounding tissues</li> <li>Itching and burning of the eye.</li> <li>Discharge</li> </ul>	<ul style="list-style-type: none"> <li>When the tissue or whites of the eye are red OR the eye has persistent colored (green or yellow) discharge or copious amounts of white discharge</li> </ul>	<ul style="list-style-type: none"> <li>When child has been on treatment and is responding</li> <li>Clearing of the redness AND no discharge must be evident</li> <li>Doctor's note is required stating when they may return to school</li> </ul>
<b>Teary Eyes (allergic)</b>	<ul style="list-style-type: none"> <li>Teary eyes</li> <li>Discharge is clear</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate by pediatrician if continues for more than 3 weeks</li> <li>Not excluded from care</li> </ul>	<ul style="list-style-type: none"> <li>Not excluded from care</li> </ul>
<b>Rashes</b>	<ul style="list-style-type: none"> <li>Raised, reddened areas of inflammation of the skin</li> <li>May or may not have fever</li> </ul>	<ul style="list-style-type: none"> <li>When fever is present</li> <li>If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>When the rash has been identified by the pediatrician</li> <li>When fever has been absent for 24 hours without medication</li> <li>When rash is gone</li> <li>If student is able to participate in group activities (including outdoor play)</li> </ul>
<b>Ringworm</b>	<ul style="list-style-type: none"> <li>Flat, scaly areas with reddish borders</li> <li>Spreads in a circular pattern</li> </ul>	<ul style="list-style-type: none"> <li>Until on treatment and responding</li> </ul>	<ul style="list-style-type: none"> <li>Once on antifungal medication &amp; responding to treatment</li> </ul>
<b>Roseola</b>	<ul style="list-style-type: none"> <li>Sudden fever that can go up to 106 and last 3-5 days</li> <li>May have sore throat with swollen glands</li> <li>Rash will appear after fever breaks</li> <li>May fade within hours or last 1-2 days</li> </ul>	<ul style="list-style-type: none"> <li>When fever and rash are present</li> <li>If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>When fever free for 24 hours without medication</li> <li>When no rash is evident</li> <li>If student is able to participate in group activities (including outdoor play)</li> </ul>
<b>Strep Throat</b>	<ul style="list-style-type: none"> <li>Fever, red painful throat, swollen tonsils</li> <li>Ear infections possible</li> </ul>	<ul style="list-style-type: none"> <li>Until on treatment and responding (minimum of 24 hours) and fever free requiring extensive individualized care.</li> </ul>	<ul style="list-style-type: none"> <li>When fever free for 24 hours without fever lowering medication</li> <li>Once on antibiotic treatment and responding</li> <li>Doctor's note is required to return to school</li> </ul>
<b>Vomiting</b>	<ul style="list-style-type: none"> <li>Disgorging the contents of the stomach through the mouth</li> </ul>	<ul style="list-style-type: none"> <li>If there is a vomiting episode in a 24 hour period (may indicate a bacterial or viral infection)</li> <li>If student requires extensive individualized care</li> </ul>	<ul style="list-style-type: none"> <li>When child has been symptom free for 24 hours without further episodes</li> </ul>

## **IMMUNIZATION POLICY**

Exemptions from the Texas Department of State Health Minimum Vaccine Requirements will only be allowed for medical contraindications. To claim exclusion for medical reasons the parent or legal guardian is required to present a statement or letter, written and signed by the child's physician. \*The letter must state, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's immediate household. The statement/letter will be valid for one year from the date signed by the physician unless it is written in the statement that a lifelong condition exists.

Provisional admittance will be allowed for students whose vaccine series are not up to date. TO remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as medically feasible and provide written documentation of evidence of vaccination to the school nurse. A school nurse shall review the immunization status of the provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of the vaccines. If at the end of this 30-day period a student has not received a subsequent dose of the vaccines, the student is not in compliance and the school will exclude the student from attendance until the required doses are administered.

Any student exempt from some or all immunizations will be excluded from school if a vaccine-preventable disease is present in the school or an outbreak of a vaccine-preventable illness occurs in the community as declared by the local health authorities and/or the Texas Commissioner of Public Health. The school nurse will notify the parent when exclusions from school is necessary and when it is safe for the student to return to school. If the student is at school at the time of the outbreak, the parent must pick up the student from school immediately. The student will be excluded from school until the school nurse determines the threat of illness has passed.

Staff are encouraged, but not required, to receive any vaccinations before being employed by Children of The Woodlands. Specific vaccines needed as an adult vary on such factors including age and overall health.

\*Physician is defined as an M.D. or D.O., duly registered and licensed to practice medicine in the U.S. The physician may not be a parent or family member of the child.

## **OTHER PROGRAMS AT THE WOODLANDS UNITED METHODIST CHURCH**

### **The Woodlands Methodist School (TWMS)**

Faith·Joy·Excellence! Located in the Family Life Center on our campus, our school promotes students' spiritual, social-emotional, physical and cognitive growth by utilizing varied developmentally appropriate instructional strategies to encourage student learning, collaboration and inquiry. The school serves grades kindergarten through sixth grade, with plans to extend through eighth grade by 2018. For more information, call 281-882-8220.

### **Noah's Nook**

Our busy church nursery is committed to providing high quality care while parents participate in church activities. The nursery is often prearranged for specific school events, but it is not available for "drop-in" care. To reach the nursery reception desk call 281-297-5949.

### **Children's Ministry**

Our vision at The Woodlands United Methodist Church is to create an innovative and imaginative children's ministry that brings God's love to a new generation. Our mission is to partner with families to reach and teach children in such a way that they have the greatest opportunity to become fully developed followers of Jesus Christ. For information on activities for ages 3 years - 6<sup>th</sup> grade, call 281-297-5951.

### **Recreation Ministry**

Our recreation ministry fosters Christ Centered relationships through athletics and fitness while promoting the health of the body and soul. Children ages 4 through sixth grade will enjoy our Upward Sports and sport-related camps. The Recreation Ministry offers opportunities for the entire family. Call for more information at 281-882-8222 or visit our website <http://www.thewoodlandsumc.org/recreation>

### **Women's Ministries and Mom2Mom**

Are you interested in fellowship with other mothers? TWUMC has many options, including monthly "moms" meetings, weekly Bible studies and small group opportunities. For information, contact Women's Ministries at 281-297-5916.

### **Special Blessings**

Families with a child with special needs will find friendship, fellowship and support at The Woodlands United Methodist Church. For information, call 281-882-8223.

### **The Woodlands Academy of Fine Arts**

Our church has children's choirs for grades kindergarten through sixth grade. Additionally, The Woodlands Academy of Fine Arts at TWUMC offers Music for Little Mozarts, a keyboard introduction class for children. For information, call 281-297-5961.

### **Grace Point Counseling Center (GPCC)**

GPCC provides counseling services to individuals, couples and families, helping them to restore well-being and wholeness from a Christian perspective. For information call 281-466-8602.

### **Divorce Support**

"DivorceCare for Kids (DC4k)" is a program designed to help children dealing with the pain of divorce. DC4k is available for children in Kindergarten through sixth grade while a parent attends Divorce Care. Nursery is available. For information call 281-297-5953.

***The Woodlands United Methodist Church welcomes you to our church family. Please contact the church office at 281-297-5900 if we can be of service.***