



FAITH LUTHERAN DAY SCHOOL

PARENT HANDBOOK

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6000 MORRISS RD.
FLOWER MOUND, TX 75028
SCHOOL OFFICE: 972-691-5491
FAX NUMBER: 972-539-0169
ANN VANLOENEN, DIRECTOR



EMAIL: ann@shapingyounghearts.org

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Faith Lutheran Day School was established in 1987 and is currently accredited by the Evangelical Lutheran Education Association (ELEA). The program is licensed by Texas Health and Human Services (THHS) and follows all the guidelines and standards required by this agency.

Parents may contact THHS or our licensing representative in any of the following ways:

1. THHS, 5117 Watauga Road, Watauga, TX 76137 phone: 817-605-4600
2. Go online at: https://childcare.hhs.texas.gov/Child_Care

To report suspected abuse, contact the Child Abuse Hot Line at:

1. 1-800-252-5400
2. Go online at: <https://www.txabusehotline.org>

Faith Lutheran Day School—Christian Mission Statement

Provide a quality Christian early childhood setting in which each child is encouraged to grow, learn, and develop as a child of God.

Faith Lutheran Day School—Educational Philosophy Statement

FLDS believes that a high-quality Christian early childhood program provides a safe and nurturing environment that promotes spiritual, cognitive, social, physical, and emotional development of young children and their families.

This is accomplished by developing safe, enriching Christian learning environments that promote:

- A growing relationship with Jesus Christ by modeling, teaching, and practicing age-appropriate components of spiritual development
- Loving, nurturing interactions between Christian educators, children, and their families



- Inclusive, anti-bias curriculum and policies that reflect the diversity of children and families in our community (and the world around us)
- A commitment to exceeding the standards, goals, and practices of THHS

STAFF

Our staff is made up of the director, assistant director, teachers, and teacher aides. Education, prior experience, a love for young children, and a statement of faith are all taken into consideration when hiring staff. THHS requires all FLDS staff to participate in early childhood training and staff development. Staff members are required to complete 24 hours and the directors complete 30 hours of in-service per year.

All staff members are fingerprinted and background checked by THHS.

CPR and first-aid training are a requirement of all staff members.

Our experienced and dedicated staff provide a nurturing environment fostering growth and learning in your child. A “Fit for Faith” teacher, Music Teacher, and Spanish Teacher (for kindergarten) are on staff to work with the children in age-appropriate activities during these classes.

STAFF IMMUNIZATION POLICY

FLDS employees are not required to obtain any additional vaccinations as a condition of employment. FLDS strongly encourages all staff to be fully immunized, including but not limited to yearly flu vaccine and pertussis vaccine protection. Staff should follow the recommendation of their personal health care professional and requirements set forth by the Denton County Health Department. Staff should also follow the requirements set forth by the Denton County Health Department for Tuberculin testing.

ENTRANCE REQUIREMENTS

Toddlers must be 18 months old by September 1st

Two-year-olds must be two by September 1st

Three-year-olds must be three by September 1st and have **toilet mastery**

Pre-K students must be four by September 1st

Junior Kindergarten students must be five by October 31st

Kindergarten students must be five by September 1st

Toilet Mastery:

Children in the three-year-old classes through kindergarten should have toilet mastery.



The child should be able to tell the staff when they need to use the restroom.

The child should have bladder and bowel control.

The child should not have daily accidents.

The child should be able to wipe themselves without assistance.

The child should be able to get clothes on/off/up/down with a minimum of assistance.

REGISTRATION INFORMATION

At registration, you must complete the following:

- Admission Form (THHS form)
 - Current immunization records are required by the State of Texas. If your child's immunization schedule is different than the schedule required by the State of Texas, you must provide an original affidavit from the State.
For affidavit information go to: corequest.dshs.texas.gov
 - All children who are 4 or older by September 1, must have current vision and hearing screening results on file with the school. The vision and hearing screening may be done by the child's physician or through a licensed screener that comes to the school, and a copy of the results will be placed in the child's file. The Highland Village Lion's Club offers screenings at FLDS annually.
- Financial Responsibility Form
- Tuition Express Form for ACH
- Photo Permission Form
- Discipline and Guidance Policy
- Parent Signature page for Parent Handbook and Orientation
- Parent Signature page acknowledging safety, health, chapel, late, and extended day policies

Children will not be allowed to attend class if the completed medical form and the completed parent signature pages are not on file. Parents should notify the school office of any changes in address, phone, email, or medical status during the school year. The school office must be provided with an up to date record when vaccinations are given, so records are current.

PAYMENT POLICIES

For specific fees for this school year please check your registration packet or check the website at shapingyounghearts.org

- Registration Fee: a non-refundable registration fee is due at the time of registration.



- Supply Fee: The first supply fee is due at the time of registration. The second supply fee is due with January tuition.
- Tuition is paid through Tuition Express and will be drafted on the 5th of each month or the following business day if the 5th falls on a holiday or weekend.
- If tuition payment is made by push pay, check, or cash it is still due on the 5th of each month
- Tuition is due September-May. Payments may be made monthly, by semester or annually. Late payments will be charged a \$25 fee.
- No refunds or credits will be given for days missed due to family vacations, trips or illnesses. No refunds will be given due to emergency or weather closings.

SCHOOL CALENDAR and HOLIDAYS

Faith Lutheran Day School follows the Lewisville Independent School District calendar for holiday closings. FLDS is closed on any day that LISD is closed, including teacher in-service, holidays, and weather-related closings. Our school year starts after LISD starts, and our school calendar ends before LISD closes for the summer.

The two-day, three-day, four-day, and kindergarten program calendars are each unique to that particular program.

BAD WEATHER DAYS

FLDS will be closed on any day that the Lewisville Independent School District closes for bad weather. School closing announcements are made by 6:30 a.m. on local television and radio stations. FLDS will post this information on our website, Procare Connect and through social media.

DAILY ATTENDANCE FOR REGULAR SCHOOL DAY

Faith Lutheran Day School meets from 9:30 AM to 1:30 PM for all classes.

Children will be accepted for check-in starting at 9:10 AM.

All outside doors will remain locked at all times.

It is important that children come to school on time. The teachers have learning activities planned for the whole day, and a child who comes late, misses some of the activities and may have a difficult time joining the group if everyone else is involved in activities. Please send a message in Procare or contact the school office if your child will be late to school due to unavoidable circumstances.

If you need to pick up your child early, please check in at the school office and a staff member will go and get your child.

CHECKING CHILD IN AND OUT IN PROCARE CONNECT APP AND DESIGNATED PICK UP PEOPLE

Your child must be signed in and out each school day in the ProCare Connect App. Signing in/out is the parent's responsibility. If a person who does not have access to ProCare Connect is bringing your child to school or picking them up, please notify us through ProCare Connect so we can check your child in/out. Your child will only be released to the people listed in Procare.



If the staff member releasing the child does not know the person who is picking up the child, he/she will ask to see photo identification, make a copy of the photo identification and check Procure before releasing the child. Each person listed in Procure Connect has their own unique 4-digit code to verify their identity to the staff.

Children should NEVER be left unattended in our facility, on our playground or in a vehicle in our parking lot.

In the case of a non-custodial parent picking up a child, the school will only release the child to that parent with a certified custody agreement on file stating that the parent has permission to pick the child up at FLDS on the designated days. If you need to add/delete people from your child's approved pick up list during the school year, please contact the school office. It is the parent's responsibility to keep their family's approved pick up list in Procure up to date.

EXTENDED DAY PROGRAM

There is an optional extended day program which is offered M-F during the school year. Parents must register for this program for their schedule preference. There is an additional charge beyond the monthly tuition for this program. Parents may enroll in this at any time during the year provided space is available. Parents will receive more information about this program at the time of registration.

Morning Extended Day starts at 8:00 AM

Afternoon Extended Day may add additional time until 2:30 pm, 3:30 pm, or 4:30 pm.

LATE POLICY

We know how important you are to your children and they look forward to seeing their parents/designated pick-up person at pick up time. A child can become anxious when he doesn't see a parent or care-giver at the end of a busy school day, especially when he is the only child left from his/her class. To help your children feel secure, to facilitate the transition to afternoon extended day, and to allow our teachers to begin preparing for the next school day, our policy is as follows:

- At dismissal time, each family will receive exactly five minutes grace for being late.
- At 1:35, your child will be taken to extended day. If you arrive after 1:35, you will be charged \$10 for every ten-minute increment that you are late.
- You may not call or message in ProCare Connect and add your child to extended day to avoid the late charge.
- We do appreciate a message letting us know your ETA in ProCare Connect or by phone.
- The time used to determine late fees will be synchronized clocks certified by Faith Lutheran Day School.
- Late Fees will be processed within one business day.

CAMPUS SECURITY



For safety and security all exterior doors will be locked during the school day. If you come to school during the school day, please come to the Love to the Max Center entrance and press the intercom. A staff member will come to the door to assist you.

There is a campus security camera system with views of all exterior doors and the playground. The cameras are monitored in the Day School Office and in the Church Office.

TRANSPORTATION

Parents or guardians are responsible for transportation to and from school. Only those people listed on your child's enrollment form and in Procure will be allowed to pick the child up from school. If, in an emergency, your child should ever need to be picked up by anyone other than the listed people, please NOTIFY THE DIRECTOR and advise the person that he/she must (1) check in with the director and (2) present his/her driver's license before the child will be released to him/her. You will also need to contact the director and inform her of the situation.

ATTENDANCE POLICIES AND PROCEDURES

Please call the school office at 972-691-5491 or send a message through Procure Connect to notify us that your child will be absent. If you know in advance, please notify the teacher, as it is helpful for planning reasons. If your child is ill, please let us know if the child has been diagnosed with an illness. There are illnesses in which we are required to notify other parents as well as Denton County Health Dept.

There will be no deductions in tuition for missed classes.

Please refrain from bringing children to school that are ill or appear to be ill. A child must be free of fever and other symptoms for 24 hours before returning to school.

Students with a possibly contagious illness will be taken to the office for initial isolation and evaluation. Parents will be called to pick up their child for the following conditions: fever of 100.0 degrees, vomiting, diarrhea, chicken pox, pink eye, untreated head lice and ringworm, impetigo, and any other suspected communicable disease as listed in the Texas Department of Health Chart. Parents of possible contacts with the contagious child will be notified through an email/Procure from the director.

A written release from a physician is required for readmission to school if a child has been absent due to: meningitis, tuberculosis. Readmission criteria for other communicable diseases is available in the school office.

WITHDRAWAL POLICY

Notice of withdrawal must be made in writing and given to the Director 30 days in advance of the withdrawal date. Tuition is due for 30 days from the notification of withdrawal.

Faith Lutheran Day School reserves the right to cancel the enrollment of any child who displays severe disruptive behavior or those who abuse the privileges and/or policies of Faith Lutheran Day School.



If a family chooses to withdraw or reduce their child's school days in the spring semester, after March 1st, they will still be responsible for April and May Tuition.

CRITICAL ILLNESS AND INJURY

If critical illness or injury requires immediate medical attention, the following procedures will be followed:

- Contact emergency medical services
- Give the child first aid treatment or CPR as needed
- Contact the physician identified on the child's record
- Contact the child's parent

PROCEDURES FOR DAILY HEALTH CHECKS

The staff will conduct daily health checks on each child as they arrive for the day. This process is part of our daily routine. The staff also observes each child throughout the day. They will:

- LISTEN: the staff will ask the child and parent, "How are you today?" Staff will listen to what parent/child says about how they are feeling and how they slept, appetite, or any other comments pertaining to their health.
- LOOK: staff will get down to the child's level to see them clearly, and will observe signs of health or illness.
 - General Appearance: (comfort, mood, behavior, and activity level)
 - is the child's behavior unusual for this time of day?
 - is the child clingy or fussy?
 - does the child appear listless, in pain, or have difficulty moving?
 - Breathing
 - is the child coughing, breathing fast, or having difficulty breathing?
 - Skin
 - does the child look pale or flushed?
 - do you see a rash, sores, swelling, or bruising?
 - is the child scratching skin or scalp?
 - Eyes, Nose, Ears, Mouth
 - do the child's eyes look red, crusty, goopy, or watery?
 - is there a runny nose?
 - is the child pulling at their ears?
 - Are there mouth sores or difficulty swallowing?
- FEEL: Gently run the back of your hand over the child's cheek, forehead, or neck.
 - Does the child feel unusually warm or cold or clammy?
 - Does the skin feel bumpy?



- SMELL: be aware of unusual odors

CHAPEL INFORMATION AND CHAPEL ETIQUETTE

Chapel services are scheduled each week. A member of our church staff or FLDS staff member leads the chapel time. Chapel is held Tuesdays and Wednesdays at 9:30 in the sanctuary. Parents are welcome to join us for chapel.

Weekly chapel is an integral part of our school culture. It is a time to worship together as a school each week. During chapel we are praising the Lord, and teaching the children about our amazing God through Bible stories. This time together is intentional and sacred as we teach the children to listen to God's story, to participate in praising God through song, to speak to God and to give God thanksgiving during prayer time and to be respectful of others during chapel. Our families are welcome to join us in our chapel worship each week. Our expectation is that parents and family members who are joining us are supporting our chapel time together by teaching, modeling, and encouraging their children to participate in worship by listening, singing, praising God, praying and being respectful of others.

MEDICATIONS

The director and staff do not administer any medications except first aid creams or sprays and Band-Aids for a cut or scrape. Parents will receive an incident report when first aid has been administered during a school day.

If a child has severe allergies and needs an epi pen on site, the required paper work must be completed in the school office. If a child has allergies that need to be addressed at school, the child's physician must complete an allergy plan and this must be turned into the school office.

LUNCHES

Please provide a nutritious, ready to eat lunch for your child every school day.

THHS requires that the children be offered ONLY water at every meal time. Please provide a water bottle in your child's lunch as your child's drink. Please only send water in your child's water bottle.

No-spill cups or water bottles are required to be sent to school each day.

Please do not send foods that require refrigeration or heating.

Please cut all round food items such as grapes and hot dogs for the 18 months and 2-year olds. Send items a child can eat independently.

Please label your child's lunchbox, thermos and all containers.

If you have more than one child in the program, please pack separate lunches.

Faith Lutheran Day School does not assume responsibility for the nutritional value of snacks/lunches or for meeting the daily food needs for students.



SNACKS

Each parent will furnish a nutritious mid-morning snack for their child. Water will be served with the snack each day. Please inform us of your child's known food allergies.

*If you would like to bring a birthday snack to celebrate, please talk to your child's teacher in advance. (Please see birthday section)

BREASTFEEDING

A comfortable place with seating will be provided within our school to enable a mother to breastfeed her child. Please alert the school office, and we will provide a comfortable space. Mothers have the right to breastfeed or provide breast milk for her child while they attend Faith Lutheran Day School.

BIRTHDAYS

Birthdays are important to children, and we strive to make your child's birthday a special occasion. We will celebrate your child's birthday in the classroom and make it a special day for him/her at school. Parents may provide a pre-packaged, store-bought snack for the class. To do this, please communicate with your child's teacher before his/her birthday. Please do not send cupcakes or cookies with large amounts of colored frosting. This frosting stains clothing and skin. Teachers will celebrate half birthdays for children who have summer birthdays. Birthday party invitations will be passed out at FLDS if the whole class is invited.

Parents may request contact information for classmates to send out an electronic birthday invitation. Our staff will not send birthday invitations electronically.

CLOTHING

Dress your children in comfortable, washable play clothes. Children should wear rubber-soled tennis shoes.

- Fastening on clothing should be simple enough so the child can use the bathroom independently.
- Please mark all jackets with your child's name. Please send a jacket when needed as we will go outside as weather permits. We will go outside all winter except under extreme conditions, a wind chill at or below freezing.
- Send a change of clothing each day for all children, including socks and underwear for older children). Accidents from puddles, paints, spills do occur and a change of clothing may be necessary during the school day. Remember to change the extra clothing in the back pack with the change of seasons. Toddlers must bring their own disposable diapers and wipes.
- We are not responsible for ruined clothing. Some activities are messy (i.e. painting) and although we do take precautions to protect the children's clothing, sometimes there are spills. We are here to play, explore, experiment, and get messy!



BEHAVIORAL GUIDANCE/DISCIPLINE POLICY

We believe that developmentally appropriate activities and spaces will engage children in learning. Teachers and aides will actively engage with the children and model appropriate behavior. Re-direction may be used when a child needs assistance engaging appropriately with classmates. If a behavior becomes a consistent problem to a class, or is harming classmates, the teacher may remove the child to speak to them and give them a break and then bring them back into the group or activity. Behavior that continues to be inappropriate will result in 1. A phone call to the parents 2. A parent-teacher conference 3. A parent-director conference. 4. Our staff may recommend parents seek assistance from their pediatrician, other professionals and/or testing from the school district.

Faith Lutheran Day School follows the Discipline and Guidance Policy outlined by THHS:

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching acceptable behavior and self-control

Staff members must only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

- Use praise and encouragement of appropriate behavior instead of focusing only on unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior by using positive statements
- Using a brief, supervised separation from the group when needed and appropriate for the child's age and development which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.



Our staff is able, by education and experience, to identify inappropriate behavior. We strive to be as consistent as possible with our classroom rules so that the children will know what is expected of them. It is always imperative that home and FLDS cooperate with mutual goals and procedures.

BITING POLICY

Teachers are required to report each occurrence of biting to the Director.

Under all circumstances the parents of the children involved will be made aware of the incident.

The administration will decide if a child requires exclusion from school.

After the first biting occurrence, the child will be closely monitored in the classroom to avoid subsequent biting.

A discussion will be held with the parent, teacher and director to determine a possible reason for the biting such as teething, frustration with sharing, language delays, etc.

Each biting incident will be evaluated on an individual basis. Continual biting may necessitate a conference to determine the child's readiness for school.

CHILD ABUSE AND NEGLECT

FLDS is committed to preventing and responding to abuse and neglect of children. FLDS staff are required to complete yearly training on the prevention and reporting of child abuse and neglect. Parents may contact the school office to learn more information about:

- Required annual training for employees
- Methods of increasing employee and parent awareness of issues regarding abuse and neglect, including warning signs that a child may be a victim of abuse or neglect
- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect
- Strategies for coordination between the center and appropriate community organizations. Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention

DAILY CHECKLIST FOR SCHOOL

Each day when you bring your child to Faith Lutheran Day School, be sure you bring the following in a back pack labeled with your child's name:

- Boxed lunch with drink (see notes in lunch section)
- Water bottle or no-spill cup
- Extra clothing including socks that are appropriate for the season
- Coat or jacket if needed to be comfortable outside
- Child's folder
- Diapers for children in the 18 months and two-year-old classes

TOYS FROM HOME

Please do not permit your child to bring toys, gum, candy or toy weapons to school. If it is in the car on the way to school, it must stay in the car. Some classes will have show-and-share time



each week. Please help your child choose something of interest from home to show the class. Help your child select his/her item and learn a few things to say about it. The teacher may choose to designate a category for show-and-share time.

DAILY SCHEDULE/PLANS

Each class has a daily schedule that is followed which includes: centers, circle time, story time, child-initiated play, music, snack time, lunch time, prayers, Bible time, recess and physical activity, opportunities to practice large and fine motor skills, and individual time with teacher's and aides working on various skills. Daily schedules are posted in each classroom. Our schedule is set up to allow each child to have successful opportunities to discover, experiment, learn, play, and investigate God's world.

Each class has a daily plan which includes developmentally-appropriate themes and curriculum, as well as the weekly Bible story. Our goal each day is for each child to:

- Feel safe and secure
- Know they are loved by our staff
- Be met where they are
- Know Jesus loves them

PHYSICAL ACTIVITY THROUGH OUT THE SCHOOL DAY

Faith Lutheran Day School believes in and supports the need for physical activity each school day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology. Our team will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. All children will participate each day in:



- Two occasions of active play indoors or outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day, including Fit for Faith Class.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom, the gym or outdoors, when weather permits. THHS requires that all children have scheduled time outdoors (weather permitting) each school day. Please be sure your child has appropriate clothes for the weather (i.e. jackets, long pants, sweaters, etc.) We will go outside each school day except for extreme conditions, such as wind chill and temperatures below freezing. Shoes worn should be good for climbing, running, and jumping. If your child is too sick to go outside, he/she is probably too sick to be in school. Please do not ask the teacher to keep a child inside. We are not staffed to have an alternate place for a child. If a doctor recommends staying in, please bring written instructions from the doctor to the director and we will adjust on a case-by-case basis. Playground/outside time is an important part of our daily activities and the children need a break from inside activities. If recess needs to be indoors due to weather, each age group will be scheduled for time in the gymnasium.

Each class/age group will have an assigned 30 minutes on the playground/gymnasium each day during the regular school hours of 9:30 am-1:30 pm. Each class/age group will have an additional Fit for Faith class (physical education) of 20-30 minutes once per week during the regular school hours. Each class/teacher will incorporate 15-30 minutes of physical activity within the regular school hours of 9:30 am-1:30 pm. Extended Day Care incorporates a minimum of 60 minutes of physical activity on the playground or in the gymnasium each school day.

SLEEP/NAP POLICY

Faith Lutheran Day School provides children with appropriate opportunities for sleep and rest for children attending school more than 5 hours, while maintaining a safe, supervised environment. The Center follows the Texas Health and Human Services Commission (HHSC) Child-Care Licensing Minimum Standards regarding safe sleep, naptime, supervision, and rest periods. This policy applies to all children who sleep or rest while in care. For children in our 18



months and two-year-old classes who stay for extended care, we will provide a rest period at 1:35 PM, after our 1:30 PM regular school day dismissal. Older children who are in our extended care program over 5 hours per day, will be provided an opportunity to rest as well at 1:35 or at 2:30 PM.

A sleep or rest period may also be provided for a child who is in care for fewer than five consecutive hours when the child's individual physical needs indicate that a rest period is appropriate.

Children Are Not Required to Sleep

Children are not required to fall asleep during the scheduled rest period. Our staff will not:

- Force a child to sleep
- Put anything on or in a child's head or body to force the child to rest or sleep; or
- Confine a child in a restrictive device to make the child rest or sleep.

Children will be treated respectfully and will not be disciplined for being unable to sleep.

Napping Equipment and Room Arrangement

Faith Lutheran Day School will provide sleep mats for children as required by Texas HHSC.

Mats will be arranged so that:

- Entrances and exits are not blocked;
- Equipment does not interfere with children's activity space;
- Caregivers have sufficient walk and work space between sleep/rest equipment;
- Children and caregivers can access walkways without walking on or over another child's cot or mat; and
- Caregivers can adequately supervise all children in the group.

Napping equipment will be cleaned, maintained, stored, and used according to Texas HHSC requirements and the Center's sanitation procedures.

Lighting and Environment



The Center may adjust lighting during a sleep or rest period while maintaining sufficient visibility for caregivers to adequately supervise the children.

PARENT-TEACHER COMMUNICATION

It is important that the parents communicate to the teacher any significant changes in the child's life or the life of the family, which might affect the child's behavior at school. It will help the teacher to understand the reasons behind a change in behavior, and allow the teacher to help the child cope with the changes. These might include illness or death of a family member or pet, separation or divorce of the parents or other changes in the family structure, an impending move, etc. Please be assured that whatever information you relay is confidential.

The Pre-K, Jr K and K teachers will have scheduled parent/teacher conferences throughout the school year. Please feel free to check on your child's progress at any time.

Parents have a direct connection to the teacher through Procare Connect. Teachers will send out regularly scheduled updates about your child's class activities and schedule. You may message the teacher or director with questions, or updates through Procare Connect.

We use a secure photo site called Smug Mug. You will receive an invitation from Smug Mug to access the class folder. The teachers update the class folders with weekly photos of happenings in the classroom. Only the parents in your child's class have access to these pictures.

PROCARE CONNECT APP INFORMATION

We use the ProCare Connect app for signing children in and out of school and for communication between parents and staff. ProCare Connect allows 2 adults per family to be registered for the app. Your child's teacher will share more information at 'meet the teacher' about classroom updates and communication through ProCare Connect.

COMMUNICATING WITH TEACHERS DURING THE SCHOOL DAY

Texas Health and Human Services Code 746.1203 prohibits our staff from using an electronic device/cell phone while teaching and supervising children. If you send a message in ProCare Connect during the school day and it is time sensitive, the office staff will respond and communicate with your child's teacher.

POLICY CHANGES AND COMMUNICATING TO PARENTS

FLDS communicates to our families through our website and Procare Connect. Procare Connect and e-mail is an efficient way to communicate reminders and individual questions. Parents may e-mail the director at: ann@shapingyounghearts.org or the assistant director kari@shapingyounghearts.org. Policy changes will be addressed through: ProCare Connect app, our newsletters and via the website.

CHILDCARE POLICY



FLDS requests that members of our staff do not enter into babysitting arrangements with current families. While we form close bonds here at school, the relationship a family/child has with a babysitter and a teacher is different and may be confusing to our students. It may also lead to unintentional favoritism between staff and students. Should a staff member and a family decide to enter into an agreement outside of school hours, please note that planning or discussing at home schedules or issues are prohibited during working hours.

Staff members may not care for children outside of school hours on Faith's campus.

Any outside agreement between a staff member and a Faith Lutheran Day School family who is currently enrolled or a former family are individual contracts between those parties and Faith Lutheran Day School is not legally responsible or bound by any independent agreement.

PARTY GUIDELINES

Each FLDS class will have holiday parties throughout the school year as listed on the calendar. Teachers will share party information in advance through Procure Connect.

WATER ACTIVITIES

FLDS teachers will occasionally use the water table in their classroom or outside throughout the school year. Parents will be notified in advance if classes have a 'splash day' with outdoor water activities. Parents give permission on the registration form for water play. We do not offer water activities that involve swimming.

VOLUNTEER OPPORTUNITIES

There are volunteer opportunities for making copies, laminating, family events, Book Fair, Breakfast with Santa, Stuff Sale, Pizza Day, Staff Appreciation Week and other activities. Some opportunities are a regular weekly commitment and some are once a year.

FIELD TRIPS

The kindergarten class may travel off site one time during the school year. Parents will transport their own children on this trip. JrK may take a walking field trip. Parents will receive email communication with details about any field trip that is scheduled on the school calendar. The 18 months – PreK children will not leave school for field trips.

SOCIAL MEDIA POLICY

Faith Lutheran Day School requires written parental permission to post photos of enrolled children on our social media sites. Children will never be identified by name.

Please do not post photos of children at school other than your own children. Do not share confidential information on social media. Never use social media as a means to harass, intimidate or otherwise mistreat FLDS staff or parents.

Social media includes websites and applications that are used for social networking. Most personal use of social media does not concern FLDS; however, it becomes an issue when personal use could potentially harm the school or the school's representation.



Before using social media to post or comment you must identify your association and clearly state that your comments do not represent official views.

SAFETY – BUILDING AND PARKING LOT

Children need to be walked to the door by an adult. Please wait for staff to receive your child. Please do not let your child stand outside the door by themselves without an adult present. Children are not permitted to walk across the parking lot without an adult escorting them. Children may not run in the parking lot.

Never leave children alone in your car as you walk your other child(ren) to class.

DRIVE SLOWLY and ATTENTIVELY in the parking lot. Children are quick and unpredictable.

Children may not walk out of the building without an adult.

Children may not run around the gym or school building during drop off and/or pick up.

Children must walk through the school buildings and gym.

When you are dropping your child off after school has begun or picking your child up early, you **MUST** check in at the office. This allows us to know who is on campus and when children are arriving and leaving.

If someone besides the parent is going to drop off or pick up your child, the parent is responsible for communicating the safety expectations to them.

EXTREME WEATHER CONDITIONS CRITERIA FOR OUTDOOR PLAY

Faith Lutheran Day School follows the Lewisville Independent School District's (LISD) guidelines for outdoor play during extreme weather conditions for both heat and cold temperatures.

The chart is on pg. 24 of this handbook.

EMERGENCY PREPAREDNESS PLAN

Fire exit routes are posted in each room. Fire extinguishers as well as a sprinkler system are installed throughout campus. A plan for the protection, care, and evacuation of the children has been developed if an emergency arises. This includes: fire, tornado/severe weather, lock down, evacuation, and managing any crisis with a child or family in our school. In the event an evacuation is necessary, a notice will be posted on the doors of the school designating the location where the children may be picked up. If relocation is necessary, we will be relocated to Trietsch United Methodist Church at 6101 Morriss Road. The staff will have the children's emergency contact information. If possible, parents will be notified by the Procure Connect app and/or phone to pick up their child.

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 harsher penalty.

OPEN CARRY POLICY

As of January 1, 2016, Texans with concealed handgun license are allowed to openly carry handguns. Faith Lutheran Church has established a policy banning the open carry of firearms on Faith Lutheran Church property, in conjunction with Section 30.07 of the Penal Code. In



adherence with THHS policy, concealed handguns/firearms are not allowed at Faith Lutheran Day School. Signs are posted at all building entrances.

PROCEDURES FOR SUPPORTING INCLUSIVE SERVICES

When planning activities that include a child with special needs, we will:

1. Provide a child with special needs with the accommodations recommended by a health care professional or a qualified professional affiliated with the school district or early childhood intervention program.
2. As recommended, utilize any adaptive equipment that has been provided to the center for a child's use.
3. Make it possible for a child who receives early intervention services or special education services to receive those services from a qualified service provider at our school with parental request and approval.
4. Ensure that activities integrate children with and without special care needs.
5. Ensure that caregivers adapt equipment and procedures and vary method as necessary to ensure that they care for a child with special needs in a natural environment.

NON-DISCRIMINATORY POLICY

Faith Lutheran Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school-administered programs.



POSTING REQUIREMENTS THHS

Faith Lutheran Day School is licensed through the Texas Health and Human Services. Our school meets the Minimum Standards for Day Care Centers. The THHS requires that the following items be displayed in the Day School Office in The Love to the Max Center or as listed:

- Child Care Center's License-in office
- Inspection Form from most recent licensing visit-in office
- The Licensing Notice *Keeping Children Safe*-outside office
- Emergency evacuation and relocation diagrams-in office
- The activity plan for each group of children in the center-in classrooms
- The daily menu for snacks served at extended day in office
- The Licensing *Parent Notification Poster* outside office
- Telephone numbers specified in 746.405 in office
- A list titled "Current Employees." In office
- A list of each child's food allergies that require an emergency plan, as specified in 746.3819-in office for all children, and in each child's classroom
- Notice of availability for review:
 - Minimum standards also available on the web at:
https://childcare.hhs.texas.gov/Child_Care
 - Most recent THHS inspection report
 - Documentation of liability insurance that complies with Human Resources
 - Most recent Fire Marshal's Inspection Report



- Most recent Health Department's Sanitation Inspection Report
- Most recent Gas Pipe Inspection Report
- The Licensed Center's Operational Policies

CONTACTING TEXAS HEALTH AND HUMAN SERVICES

Parents may contact the Texas Health and Human Services by the following methods:

- Online: https://childcare.hhs.texas.gov/Child_Care
- Local licensing office: 940-381-3400
- 24-hour child abuse hotline: 800-252-5400

PARENT'S BILL OF RIGHTS—TEXAS HEALTH AND HUMAN SERVICES

Form 2987

October 2023

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;



(10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
(11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signed By: Parent or Guardian Date

Resources

Facility Information and Online Compliance History:

<http://txchildcaresearch.org>

Child Care Regulation Contact Information:

<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

ACCESS TO THE INFORMATION IN PARENT'S BILL OF RIGHTS AT FAITH LUTHERAN DAY SCHOOL:

1. Entering and examining the school during hours of operation and without advance notice:
 - Parents may come to the doors by the school office to enter the school, and a staff member will escort them to the areas they need to see.
2. File a complaint against the school:
 - Parents may contact the local Child Care Regulation office. The contact information is listed outside the school office, or parents may contact the school office for the information.
3. Review the school's publicly accessible records:
 - Parents may review the school's records online at the THHS website or ask to see the most recent reports in the school office.
4. Review the school's written records concerning the parent's or guardian's child:
 - Parents may contact the school office to see their child's file at any time.
5. Receive inspection reports and information about how to access the school's online compliance history.
 - Parents may contact the school office for the website to see the school's online compliance history. This information is also listed outside the school office. Parents may also ask to view the paper copy of the most recent report which is located in the school office.
6. Have the school comply with a court order that prevents another parent or guardian from visiting or removing a child.
 - Parent should provide a copy of the court order to the school office as soon as it is in effect. The Director or Assistant Director will notify the teachers/staff members who need this information and add the child's name to our list of confidential information we share with staff for safety protocol.
7. Be given the contact information for the school's local Child Care Regulation Office:
 - This information is listed on page 4 of the parent handbook, and posted outside and inside the school office.
8. Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receives prior notice from the facility:
 - There are exterior security cameras located at entrances and a few other places on campus. The footage is only saved for a short time. If needed, it will be accessed and then parents of other



children captured on any footage will be notified. The parents asking for the review will be given the information as soon as possible after notifying other parents as required.

9. Obtain a copy of the school's policies and procedures handbook:
 - The handbook is available on the school's website: shapingyounghearts.org. Parents receive this information at registration. A paper copy is always available for viewing in the school office.
10. Exercise these rights without receiving retaliatory action by the school.
 - Parents and children will always be treated with kindness and care.

UNITY

I DREAMED I STOOD IN A STUDIO
AND WATCHED
TWO SCULPTORS THERE,
THE CLAY THEY USED
WAS A YOUNG CHILD'S MIND,
AND THEY FASHIONED IT WITH CARE.

ONE WAS A TEACHER.
THE TOOLS HE USED WERE
BOOKS AND MUSIC AND ART.
ONE A PARENT WITH A GUIDING HAND,
AND A GENTLE, LOVING HEART.

DAY AFTER DAY THE TEACHER TOILED
WITH TOUCH THAT WAS DEFT AND SURE,
WHILE THE PARENT LABORED BY HIS SIDE
AND POLISHED AND SMOOTHED IT O'RE.

AND WHEN AT LAST
THEIR TASK WAS DONE,
THEY WERE PROUD OF WHAT
THEY HAD WROUGHT
FOR THE THINGS THEY HAD MOLDED
INTO THE CHILD



COULD NEVER BE SOLD OR BOUGHT.
AND EACH AGREED
HE WOULD HAVE FAILED
IF HE HAD WORKED ALONE,
FOR BEHIND THE PARENT
STOOD THE SCHOOL,
AND BEHIND THE TEACHER, THE HOME.

-ANONYMOUS

Lewisville ISD Elementary Recess Weather Guidelines

Heat Index

Heat Index Below 89°	Heat Index 90° - 98°	Heat Index 99° - 103°	Heat Index 104° or Above
Outside Recess > Students can comfortably play outside for 30 minutes > Provide waters, breaks, and shade	Caution at Recess > Monitor conditions during 30 minute recess > Students should be allowed water before, during, and after recess > Play in shaded area if available	Limited Recess* > Limit activity to 20 minutes or less > Students should be allowed water before, during, and after recess > Consider actual temperature > Allow for cool down period	Danger > No Outdoor Play > All students should remain inside

*Consideration for timeframes are based on LISD SHAC input and the National Weather Service recommendation.

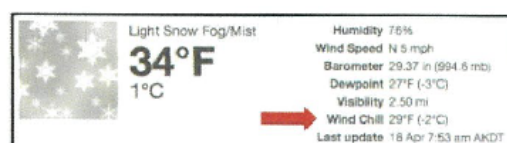
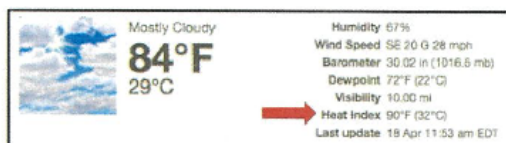
Wind Chill Factor

Wind Chill 33° or Below	Wind Chill 34° - 40 °	Wind Chill 41° or Above
Danger > No Outdoor Play > All students should remain inside	Caution at Recess* > Monitor conditions during 20 - 30 minute recess > Students should be dressed appropriately for weather > Allow for water and breaks	Outside Recess > Students can comfortably play outside for 30 minutes > Allow for water and breaks

*Consideration for timeframes are based on LISD SHAC input and the National Weather Service recommendation.

Type the campus zip code in the upper left hand corner of this site for current heat index and wind chill conditions.

<https://www.weather.gov/>



Campus Administrators make the final decision for outside recess. Data indicates ozone concentrations typically occur after recess/end of school day and should not be the main factor deciding outdoor play. Always consider individual medical plans of students. LISD policy states elementary students shall participate in daily unstructured recess.

Revised 5/2019

