



# Storyland Preschool and Child Care Center

Serving the Amarillo Community Since 1960  
Amarillo, TX USA

## Family Handbook

### 2021-2022



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Amarillo, Texas 79109  
806-352-3322  
FAX: 806-331-4820

Website:  
[www.storyland-amarillo.org](http://www.storyland-amarillo.org)

Facebook:  
<https://www.facebook.com/pages/Storyland-Preschool-and-Child-Care-Center>



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## Table of Contents

SCHOOL CALENDAR .....	5
SPECIAL PROGRAMS .....	7
MISSION AND PHILOSOPHY .....	9
PROGRAM AND STANDARDS .....	10
CURRICULUM .....	10
GOALS FOR INFANT & TODDLER CHILDREN .....	11
SOCIAL/EMOTIONAL DEVELOPMENT .....	11
GOAL: TO LEARN ABOUT SELF AND OTHERS .....	11
PHYSICAL DEVELOPMENT .....	12
GOAL: TO LEARN ABOUT MOVING.....	12
COGNITIVE DEVELOPMENT.....	12
GOAL: TO LEARN MORE ABOUT THE WORLD .....	12
LANGUAGE DEVELOPMENT .....	12
GOAL: TO LEARN ABOUT COMMUNICATING.....	12
GOALS FOR PRESCHOOL CHILDREN.....	12
SOCIAL/EMOTIONAL DEVELOPMENT .....	12
GOAL: SENSE OF SELF.....	12
GOAL: RESPONSIBILITY FOR SELF AND OTHERS.....	13
GOAL: PROSOCIAL BEHAVIOR .....	13
PHYSICAL DEVELOPMENT .....	13
GOAL: GROSS MOTOR.....	13
GOAL: FINE MOTOR .....	13
COGNITIVE DEVELOPMENT.....	14
GOAL: LEARNING AND PROBLEM SOLVING .....	14
GOAL: LOGICAL THINKING .....	14
GOAL: REPRESENTATION AND SYMBOLIC THINKING .....	14

---

LANGUAGE DEVELOPMENT <i>GOAL: LISTENING AND SPEAKING</i> .....	14
GOAL: READING AND WRITING.....	15
INFANT – TODDLER PROGRAM .....	15
PRESCHOOL – PREKINDERGARTEN PROGRAMS.....	16
SCHOOL AGE PROGRAM .....	16
NON DISCRIMINATORY POLICY.....	17
OPEN DOOR POLICY .....	17
ADMISSION POLICY AND YEARLY REGISTRATION.....	17
Enrollment .....	18
Required Immunizations.....	18
Immunizations For Staff Members .....	19
TB Testing.....	19
DAYS AND HOURS OF OPERATION.....	19
RELEASE OF CHILDREN .....	19
TUITION, FEES, PAYMENT INFORMATION.....	20
Tuition Free Week.....	20
Registration Fee .....	21
Supply Fee.....	21
SUPPLIES YOUR CHILD WILL NEED FOR CHILDCARE.....	21
CCMS Acceptance.....	22
TERMINATION WRITTEN NOTICE .....	22
TRAFFIC IMPACT STATEMENT .....	23
THE STAFF .....	23
CHILD HEALTH POLICY .....	23
Health and Exclusion Policy .....	24
Daily Health Checks.....	25
Readmission Policy.....	25
Medication Policy.....	26

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Hearing and Vision Screening .....	26
SAFETY AND EMERGENCY PROCEDURES .....	27
DRESS, DIAPERS, CHANGE OF CLOTHES.....	28
MEALS AND SNACKS .....	29
Sample Menus .....	30
FIELD TRIP AND TRANSPORTATION POLICY .....	31
Water Activities .....	31
NAPTIME ROUTINE .....	31
OUTDOOR PLAY .....	32
<b>Outdoor Temperature Guide</b> .....	33
DISCIPLINE AND GUIDANCE POLICY .....	33
Conscious Discipline.....	34
Unacceptable Discipline Practices .....	35
Discipline Action Steps.....	35
CHILD ABUSE REPORTING LAW REQUIREMENTS.....	36
VIDEO MONITORING SYSTEM .....	37
PARENT INVOLVEMENT .....	37
School to Home Communication.....	38
Bulletin Boards.....	38
Calendars and Newsletters.....	38
Parent/Teacher Conferences and Child Assessments .....	38
NONSMOKING POLICY .....	39
FRONT DOOR POLICY.....	39
VISITORS .....	39
PETS/ANIMALS IN THE CLASSROOMS .....	40
CUBBIES.....	40
TOYS FROM HOME.....	40
ATTENDANCE AND ABSENCES .....	41

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ADDRESS AND TELEPHONE NUMBERS .....	41
BIRTHDAYS .....	41
LOST AND FOUND .....	41
INCLEMENT WEATHER AND SCHOOL CLOSINGS.....	41
TYPICAL DAILY SCHEDULE.....	42
WHAT TO EXPECT ON THE FIRST DAY OF SCHOOL.....	43
GRIEVANCES, CONCERNS AND SUGGESTIONS.....	43
Donations and Fund Raisers .....	44
Fund Raisers.....	44
Donations.....	44
Recycled Materials.....	45
New Items .....	<b>Error! Bookmark not defined.</b>
BENEFITS TO YOU.....	45
FREQUENTLY ASKED QUESTIONS.....	46

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SCHOOL CALENDAR  
School Year: 2021-2022

We will be closed for the following holidays	
Staff Workday	Monday, August 16, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	November 25 & 26, 2021
Christmas Holiday	December 23 & 24, 2021
New Year's Holiday	December 31, 2021
Presidents Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	July 4 & 5, 2022

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Fee Schedule For the School Year  
2021-2022

Supply Fee:	\$ 60.00/yearly
Registration Fee:	\$ 60.00/yearly
Infants and Toddlers 6 weeks to 23 months	\$150.00
Two Year Olds	\$140.00
3 to 5 Year Olds	\$130.00
Preschool Only: 8:30—11:30	\$350
Preschool Only: 8:30—12:30 includes lunch	\$400/month
Kindergarten and Up	\$120 Holidays & Summer Price includes Field Trips
Returned Check Fee	\$35.00
Graduation Fee	\$60.00
Late Tuition Payment: Payment made after Wednesday	\$10.00

Late Pick Up Fee: \$ 1.00 per minute past 6:00 PM

NOTE: If you are receiving government assistance for your childcare through Panhandle Work Source, your monthly co-pay is due by the 3<sup>rd</sup> day of the month. We will add the \$10.00 late tuition payment fee on the 4<sup>th</sup> day of the month. If you do participate in this program, you are required to swipe your card every day to clock your child (ren) in and out. If your child is absent from child care, you must call to report their absence to PWS and us. If you prefer, you can report absences by swiping your card on the terminal. Failure to do so will result in a \$30.00 per day fee for everyday that has been forgot

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## SPECIAL PROGRAMS

We are proud of our tradition of “going above and beyond” to provide a rich experience for your child. Here are just some of the yearly activities that your family can enjoy:

- ❑ Grandparents Day Breakfast
- ❑ Mother’s Day Breakfast
- ❑ Father’s Day Breakfast
- ❑ Fall Festival
- ❑ Christmas Musical Program
- ❑ Formal Preschool Graduation
- ❑ Thanksgiving Family Feast
- ❑ Classroom Parties at Halloween, Christmas, Valentine’s Day, St. Patrick’s Day, Easter
- ❑ End of School Celebration, end of summer celebration

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## IMPORTANT PHONE NUMBERS

Texas Department of Family & Protective Services

3521 SW 15th

Amarillo, TX 79102

(Licensing) 358-6211, Intake 354-5307

Child Abuse Reporting 1-800-252-5400

Texas Department of Family & Protective Services [www.dfps.state.tx.us/Child\\_Care](http://www.dfps.state.tx.us/Child_Care)

\*\*\*\*Should any of the policies in this manual change, we will notify you in writing. Please check your child's cubbies daily for children's work and notices from the administration.

Storyland follows the rules and regulations outlined in the State of Texas Minimum Standards. Should you wish to review these standards, you may visit the school and read these standards on the premises. We are unable to lend this book out as we often refer to it.

You may also visit [www.dfps.state.tx.us/Child\\_Care](http://www.dfps.state.tx.us/Child_Care) and read the standards online. If you ever need to see a copy of our latest inspection report, you may do so by going online to the site listed above or stop by the office, and we will show it to you.

NEW REGULATION § 746.501: 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. A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subjected to increased penalty under Texas law.



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## Welcome to Early Childhood Associates of Amarillo, Inc.

We are glad that you have chosen us to assist you in the care and education of your child. Early Childhood Associates of Amarillo, Inc. owns Storyland Preschool under the direction of Janice Jones; M.A. Karissa Ellison is the director, and our Assistant Directors are Justine McDonald and April Guenther. Storyland has had a rich tradition of providing quality preschool education for the residents of Amarillo. The school first opened in 1960 and has remained one of Amarillo's premiere preschools. Now at its new location, Storyland remains committed to following this longstanding tradition of excellence, and continually strives to enhance the program as new research becomes available in the field of Early Childhood Education.

### MISSION AND PHILOSOPHY

Our mission is to enhance the lives of young children and their families through high quality care and education.

We believe that the first years of a child's life are critical to the development of a positive, self-confident, happy, capable learner who will later become a competent, happy, and successful adult. We also believe that a clean, safe, nurturing, high quality, developmentally appropriate environment outside of the home is beneficial to the child.

The needs of the whole child must be taken into account, and these needs fall into the five domains of cognitive, physical, emotional, social and spiritual. Each child is unique and possesses particular abilities, interests, and learning styles. We believe that addressing these areas in a structured well-planned, high quality early childhood

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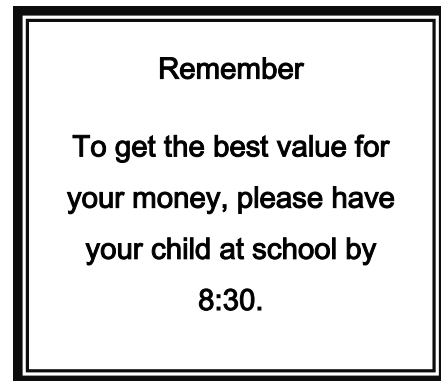
program will help develop positive attitudes towards learning that will enhance self-esteem and overall well-being.

## PROGRAM AND STANDARDS

Our program integrates each child's needs, interests, and abilities and focuses on the whole child. Planned within the framework of our philosophy, the daily program addresses all areas of a child's development including cognitive, social, emotional, cultural, and physical development. A multi-sensory approach is used to introduce each child to his environment.

Daily activities incorporate all five senses. We offer a stimulating yet safe environment that encourages learning. To provide an environment conducive to optimal learning, we strive to limit enrollment so that our teacher-child ratios stay below that required by the State of Texas. For you as a parent, this means that your child will enjoy more one-on-one interactions with their teachers.

We participate in the Texas School Ready program. Please see this link for more information.  
<http://www.childrenslearninginstitute.org/our-programs/program-overview/tx-school-ready/>. This program is administered through the University of Texas, Austin and provides resources and mentoring to teachers of Buddy Block, Preschool Plaza, Alphabet Alley and Starter Street. The goal of this program is to promote school readiness.



## CURRICULUM

Our day revolves around a balance of quiet and active activities, small and large group, indoors and outdoors, child centered and teacher directed. We take into consideration the developmental needs, and ages of individual children.

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All children are encouraged to participate in a wide variety of pursuits consistent with their age including early literacy, math and science, dramatic play, music, movement and drama, arts and crafts, story time, direct and indirect guidance in social and emotional development and, large/small muscle activities. Learning activities are planned to be comprehensive and are based on individual assessments done throughout the school year. Sign language instruction is available in some of the rooms. Computer learning is part of the curriculum and guest speakers augment learning in many classrooms.

We follow a developmentally appropriate curriculum called DLM. For more information on this curriculum, please visit this link.

[https://www.mheonline.com/earlychildhoodconnection/pdf/dlm/overview/dlm\\_overview\\_brochure.pdf](https://www.mheonline.com/earlychildhoodconnection/pdf/dlm/overview/dlm_overview_brochure.pdf)

This program is based on the Texas State standards that include activities in all the learning domains including Early Literacy, Math and Science, Arts and Crafts, Music and Movement, Cooking, Social and Self-help Skills, Fine and Gross Motor Development, and Character Development.

With a strong focus on challenging but appropriate content, our curriculum follows a comprehensive progression of knowledge in all skill domains. Weekly Lesson Plans are posted in or near each room on the Parent Information Bulletin Board. We also send out a monthly parent newsletter to keep you up-to-date on center happenings.

## GOALS FOR INFANT & TODDLER CHILDREN

### SOCIAL/EMOTIONAL DEVELOPMENT

#### *GOAL: TO LEARN ABOUT SELF AND OTHERS*

1. LEARNS TO KNOW AND TRUST CARING ADULTS
2. REGULATES OWN BEHAVIOR
3. MANAGES OWN FEELINGS

- 
4. RESPONDS TO OTHERS' FEELINGS WITH GROWING EMPATHY
  5. PLAYS WITH OTHER CHILDREN
  6. LEARNS TO BE A MEMBER OF A GROUP
  7. USES PERSONAL CARE SKILLS

#### PHYSICAL DEVELOPMENT

##### *GOAL: TO LEARN ABOUT MOVING*

1. DEMONSTRATES BASIC GROSS MOTOR SKILLS
2. DEMONSTRATES BASIC FINE MOTOR SKILLS

#### COGNITIVE DEVELOPMENT

##### *GOAL: TO LEARN MORE ABOUT THE WORLD*

1. SUSTAINS ATTENTION
2. UNDERSTANDS HOW OBJECTS CAN BE USED
3. SHOWS A BEGINNING UNDERSTANDING OF CAUSE AND EFFECT
4. SHOWS A BEGINNING UNDERSTANDING THAT THINGS CAN BE GROUPED
5. USES PROBLEM-SOLVING STRATEGIES
6. ENGAGES IN PRETEND PLAY

#### LANGUAGE DEVELOPMENT

##### *GOAL: TO LEARN ABOUT COMMUNICATING*

1. DEVELOPS RECEPTIVE LANGUAGE
2. DEVELOPS EXPRESSIVE LANGUAGE
3. PARTICIPATES IN CONVERSATIONS
4. ENJOYS BOOKS AND BEING READ TO
5. SHOWS AN AWARENESS OF PICTURES AND PRINT
6. EXPERIMENTS WITH DRAWING AND WRITING

## GOALS FOR PRESCHOOL CHILDREN

### SOCIAL/EMOTIONAL DEVELOPMENT

#### *GOAL: SENSE OF SELF*

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1. Shows ability to adjust to new situations
  2. Demonstrates appropriate trust in adults
  3. Recognizes own feelings and manages them appropriately
  4. Stands up for rights

*GOAL: RESPONSIBILITY FOR SELF AND OTHERS*

1. Demonstrates self-direction and independence
2. Takes responsibility for own well-being
3. Respects and cares for classroom environment and materials
4. Follows classroom routines
5. Follows classroom rules

*GOAL: PROSOCIAL BEHAVIOR*

1. Plays well with other children
2. Recognizes the feelings of others and responds appropriately
3. Shares and respects the rights of others
4. Uses thinking skills to resolve conflicts

PHYSICAL DEVELOPMENT

*GOAL: GROSS MOTOR*

1. Demonstrates basic locomotion skills (running, jumping, hopping, galloping)
2. Shows balance while moving
3. Climbs up and down
4. Pedals and steers a tricycle (or other wheeled vehicle)
5. Demonstrates throwing, kicking and catching skills

*GOAL: FINE MOTOR*

1. Controls small muscles in hands
2. Coordinates eye-hand movement
3. Uses tools for writing and drawing

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## COGNITIVE DEVELOPMENT

### *GOAL: LEARNING AND PROBLEM SOLVING*

1. Observes objects and events with curiosity
2. Approaches problems flexibly
3. Shows persistence in approaching tasks
4. Explores cause and effect
5. Applies knowledge or experience to a new context

### *GOAL: LOGICAL THINKING*

1. Classifies objects
2. Compares/measures
3. Arranges objects in a series
4. Recognizes patterns and can repeat them
5. Shows awareness of time concepts and sequence
6. Show awareness of position in space
7. Uses one-to-one correspondence
8. Uses numbers and counting

### *GOAL: REPRESENTATION AND SYMBOLIC THINKING*

1. Takes on pretend roles and situations
2. Makes believe with objects
3. Makes and interprets representations

## LANGUAGE DEVELOPMENT

### *GOAL: LISTENING AND SPEAKING*

1. Hears and discriminates the sounds of language
2. Expresses self-using words and expanded sentences
3. Understands and follows oral directions
4. Answers questions

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5. Asks questions
  6. Actively participates in conversations

*GOAL: READING AND WRITING*

1. Enjoys and values reading
2. Demonstrates understanding of print concepts
3. Demonstrates knowledge of the alphabet
4. Uses emerging reading skills to make meaning from print
5. Comprehends and interprets meaning from books and other texts
6. Understands the purpose of writing
7. Writes letters and words

## INFANT – TODDLER PROGRAM

We believe infant care should be based on relationships and child-directed learning over adult-directed learning. We design rooms and schedules with the children in mind and work hard to provide an environment that is both inviting and safe. While we put an emphasis on the teacher child relationship, providing tender loving care, and keeping children safe, we also think that it is important to look at the entire child's growth and development when planning fun and challenging activities.

Children learn so much in the first three years of their lives, and we want to be there to help guide and direct this learning. Our infant toddler programs are not considered a stepping-stone to prepare children for preschool. Rather, during these important years, we want to lay the foundation by forming secure attachments, working on social and emotional development and providing ample time each day to learn and practice motor skills, language development, self-help and self-regulation.

Ratios are kept as low as possible to provide opportunities for one-on-one, small group, and large group activities. Books and stories, arts and crafts, music and movement, and specific learning activities fill the toddler's day. Learning takes place all day long,

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so we do not designate a specific period of time such as that seen in our preschool programs.

**A Note to Nursing Moms:** We encourage you to nurse your baby at Storyland if your time permits. We have a comfortable, quiet, and private basement for you to use, or you may nurse in the classroom if you prefer.

## PRESCHOOL – PREKINDERGARTEN PROGRAMS

A formal preschool program is available, Monday through Friday, from 8:30 until 11:30 or 12:30 for children. A well-planned, developmentally appropriate curriculum is used to teach basic skills and prepare children to excel in school.

This program is included in the cost of childcare for children enrolled on a full time basis. This formal program begins when a child enters the three-year-old room and continues each year to prepare them to be successful in kindergarten. Children learn important early literacy skills, math and science, music and movement, cooking, fine and gross motor skills as well as self-help and socialization. Our curriculum is based on the Texas State Early Childhood guidelines. Parents continually tell us that their child is well prepared for kindergarten.

## SUMMER SCHOOL AGE PROGRAM

Our children participate in a variety of activities including indoor and outdoor play. We provide opportunities to participate in arts and crafts, board games and puzzles, dramatic play, computer fun, movies, large group and small group games, music and movement, field trips, guest speakers, and community involvement programs. Our summer program promises to provide a full day of activities revolving around a theme. Bowling, skating, swimming, sports, picnics, arts and crafts, reading and much more fill up each day. Children who have completed kindergarten up through age 12 are eligible to participate in this program.



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## NON DISCRIMINATORY POLICY

We admit children from 6 weeks of age without regard to race, color, religion, national origin or ancestry. Children with special needs are accepted as long as a safe, supportive environment can be provided for the child, and it is determined that we can successfully meet the needs of that child.

## OPEN DOOR POLICY

Please feel free to visit Storyland at any time during the center's hours of operations to observe your child, the childcare center's operation, or the program activities. You do not need prior approval to this, and we encourage you to visit.

## ADMISSION POLICY AND YEARLY REGISTRATION

Prior to admitting any child, a pre-enrollment interview will be conducted so that parents and children can visit the school and meet the teachers. During this pre-enrollment interview, we will discuss your individual needs, and we will explain the program to you. If you decide to enroll your children, you will need to download copies of our enrollment form, child information form and a copy of this handbook from our website, <http://storyland-amarillo.org> and read it thoroughly. All necessary forms are online and can be completed online, printed, signed, and returned along with an up-to-date immunization record and health statement from a physician. This must be completed prior to enrolling your child. A nonrefundable deposit of \$60.00 will hold your child's place. Failure to complete all forms may cause a delay in the start date.

We update our records each April as required by the State of Texas Child Care Licensing. A complete registration packet must be completed for each child for the

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coming school year, and the non-refundable \$60.00 must be paid to hold your child's place.

## ENROLLMENT

Before your child can be admitted, the following forms must be completed:

- Completed Registration Form and Child Information Form: All spaces **MUST** be filled in
- Completed CACFP eligibility form
- Physician's Health Statement
- Current Immunization Records
- Emergency care plan for allergies
- Orientation visit and center tour
- Paid Registration and Supply Fees

## REQUIRED IMMUNIZATIONS

This list is meant to be comprehensive, but may change depending upon State or Federal requirements.

### DtaP

By 3 months---1 dose

By 5 months---2 doses

By 7 months---3 doses

By 19 months---4 doses

### POLIO

By 3 months---1 dose

By 5 months---2 doses

By 19 months---3 doses

### HIB

By 3 months---1 dose

By 5 months---2 doses

By 7 months---3 doses

### HEPATITIS B

By 3 months---1 dose

By 5 months---2 doses

By 19 months---3 doses

### MMR

By 16 months---1 dose

Kindergarten---2 doses

### VARICELLA

By 19 months---1 dose

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## HEPATITIS A

By 19 months---1 dose

By 48 months---2 doses

## PNEUMOCOCCAL CONJUGATE

### VACCINE

2 doses, 2 months apart

## IMMUNIZATIONS FOR STAFF MEMBERS

Our staff is encouraged to receive physical exams by their Personal physician on a regular basis. Our staff consults with their doctors concerning the need for adult immunizations and receives the proper vaccines recommended by their personal physician as needed.

## TB TESTING

TB Testing is not currently required in Potter and Randall Counties. Should this change, you will be notified immediately.

## DAYS AND HOURS OF OPERATION

Storyland Preschool is open from 6: 30 A.M. until 6:00 PM, Monday through Friday, with the exception of the holidays listed in our yearly calendar. (Please see page 2 of this manual). In case of severe weather, please listen to your local television or radio stations for announcements of closing. As a rule of thumb, if A.I.S.D. and/or C.I.S.D. are closed, we will be closed. If we are forced to close during the school day due to severe weather or power outages, we will notify you at your work to come pick up your child.

## RELEASE OF CHILDREN

Children should be accompanied into the school building by an adult and signed in. An electronic sign in pad is located by the front office. Parents are also expected to sign their child in on the clipboard provided

### LATE PICK UP REMEMBER

To avoid any late charges,  
please pick up your child  
before closing at 6:00 PM.  
There is a fee assessed for  
every minute you are late.

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in the doorway of each classroom. Each child must be signed in and out by the parent or individual responsible. This is a Minimum Standard for the State of Texas

For safety, children will only be released to those individuals authorized to pick up the child. The parents or guardians must authorize individuals to pick up their child. If someone other than the parent is to pick up the child, please let the front office know. The person picking up the child will be required to show proof of identify, such as a driver's license, and sign out the child. We will make a copy of the driver's license, and this will become part of the child's record. A member of the management team will escort the person to your child's classroom and introduce them to your child's teacher.

Children must be picked up at the agreed upon time. Failure to do so will result in late charges being imposed. Storyland closes promptly at 6:00. To avoid any late charges, please pick up your child before closing. There will be a \$1.00 per minute fee assessed for late pick up after 6:00 PM.

## TUITION, FEES, PAYMENT INFORMATION

Full time tuition is based on up to 50 hours of childcare services per week. Tuition for preschool and child care must be **paid weekly**. This tuition is due by Wednesday of the childcare week. It is very important that tuition be paid in a timely manner.

**If tuition is not received by Wednesday at 6 PM, a late fee of \$10.00** will be assessed. For your convenience, you may also have charges automatically drafted from your debit or credit account. Rejected charges are subjected to an additional fee of \$35.00, which must be paid with the next week's tuition payment. If tuition is not received by end of week, childcare will be refused for the following week until payment is made.

### TUITION FREE WEEK

There will be no reduction in fees if your child is sick or absent. After attending Storyland Preschool for one year, you will be entitled to a "free" week of vacation. By this, we mean that you may schedule a family vacation at any time of the year. Your children will not lose their enrollment status, and you will not need to pay tuition for that week.

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If you choose to take a vacation lasting more than one week, you will need to pay the regular tuition to keep your child's spot in our program. Tuition must be paid in advance of the child's leave of absence. We can no longer hold your spot in the program, tuition free, for any length of time except the one week vacation described above. Anyone wishing to keep their child out without paying the regular full time tuition will lose the spot. At that point, you may elect to be placed on our waiting list for the next available opening.

Tuition payments cover all of the costs associated with the activities that we do on a daily basis as well as meals and snacks. Field Trips are restricted to our school age children only. Cost of Field Trips is included in the tuition.

Please make checks payable to *E.C.A.A. Or Storyland* and write your child's name on the lower left hand corner of the check. You may also use your VISA, MasterCard, DISCOVER or Debit card to pay for tuition and other fees. **There will be a \$35.00 fee for returned checks.**

#### REGISTRATION FEE

There is a yearly **nonrefundable** registration fee of \$60.00 per child. This fee helps to defray the costs of paperwork involved in maintaining a professional service.

#### SUPPLY FEE

An annual fee of \$60.00 covers the cost of school supplies and other incidentals. This fee along with the first week's childcare tuition will be collected when the child is enrolled. Parents are expected to pay a supply fee for every child enrolled in our program (ages 6 weeks through school age).

## SUPPLIES YOUR CHILD WILL NEED FOR CHILDCARE

Children will need the following items, labeled with their first name and first initial of their last name:

- Diapers (if needed)

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- Diaper wipes (if needed)
  - Diaper Cream
  - Current photo clearly showing child's face; Snap Shots are fine
  - Sippy cup for children under 2 years old
  - Clean empty bottles and your breast milk or formula
  - Change of clothing (everyone); Several changes for children 2 and under
  - Vinyl nap mat, Blanket and pillow for nap (one year olds and up)
  - Water bottle: Everyone should have one daily

## CCMS ACCEPTANCE

We accept children eligible for CCMS as space permits. At this time, we are only able to accept a percentage of eligible CCMS families. Those that are accepted are expected to abide by the rules outlined by both Storyland and the Texas Workforce. Enrollment should be year round without breaks for children to be eligible to continue at Storyland. Storyland will not be able to hold a spot for those children whose care has been temporarily terminated due to school holidays or gaps in employment

- Swipe their card in and out daily: If the child is here and the card has not been swiped, the office will call the parent
- Report absences daily
- Take care of co-pay by the 3<sup>rd</sup> day of each month unless other arrangements are made in the office

## TERMINATION WRITTEN NOTICE

If your situation changes and you must terminate your childcare arrangement, we will need two weeks written notice. You are expected to pay tuition for each week your child is enrolled. Storyland reserves the right to terminate your care. We will attempt to give you as much

### TERMINATION REMINDER

You must provide a two week written notice of termination of care and plan to pay full tuition for these two weeks.

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notice as is possible, but we make no guarantees in this regard.

## TRAFFIC IMPACT STATEMENT

Drop off and pick up times at Storyland are hectic and often cause traffic congestions in our small parking lot. To improve traffic flow and prevent unnecessary backup, we ask each person picking up children to abide by the following guidelines:

- Respect the one way signs in our covered drive through
- Pull as far to the right to allow other cars to pass on the left
- If you know that you will be longer than a few minutes picking up your child, please find a place to park rather than using the covered drive through.
- Please tell anyone who will be picking up your children about the requirements listed above.

## THE STAFF

We choose our staff very carefully. Each teacher is well qualified by college education, experience and/or state certification. In addition, each staff member must participate in yearly continuing education that includes but is not limited to First Aid and CPR, age appropriate activities, safety, child development, child supervision, and positive guidance. A current list of all people employed at Storyland is available and posted on the bulletin board in the front office.

## CHILD HEALTH POLICY

Each child is required to have on file, a Child's Health Record that includes a record of up-to-date immunizations, allergies, and chronic physical problems, special needs, dietary restrictions, or food supplements and a list of medications currently being administered to the child. As this information changes, it is the responsibility of the parent to provide the front office with updates.

We work very hard to prevent the spread of illnesses here at Storyland Preschool. Teachers are thoroughly trained in infection control. Unfortunately, from time to time,

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children do get sick. Contrary to popular belief, not all illnesses originate in childcare facilities such as Storyland. Germs and pathogens are everywhere that children go including churches, stores, and doctor's offices. If your child does develop an infectious illness, we ask that you please make other arrangements for care.

## HEALTH AND EXCLUSION POLICY

Our health standards and practices meet or exceed the State of Texas requirements including those procedures associated with the proper use of hand washing, appropriate diaper and toileting routines and sanitation of toys, equipment and linens. As part of our daily routine, we also teach children proper methods of hand washing.

Children who come to school should be healthy and able to participate in all activities during the school day, indoors and outdoors. No child who is noticeably ill with a fever of 100°- (Arm Pit or Ear), 101°- (Orally), - or rash will be admitted for that day. Children who have any illness that would prevent them from participating comfortably in daily activities including outside time should remain at home. This ruling is a Texas DFPS regulation stated in Minimum Standards and must be enforced. Children with the following symptoms should not be in school:

- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Unusually colored urine or stool
- Headache and stiff neck
- Vomiting
- Diarrhea
- Fever of 100 or higher



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## DAILY HEALTH CHECKS

Each morning, your child receives a health assessment from his/her teacher or the teacher in charge at the time of arrival. The child is assessed for the symptoms listed above, and you may be asked health related questions to assure that your child is ready for the school day. If it is developmentally appropriate, we will also ask your child how he is feeling. This practice helps keep everyone in the building healthy with less chance of being exposed to an infectious agent.

Remember, in most cases, if your child is sick, giving them medication prior to bringing them to school will not cure their illness, and it is likely that you will be receiving a phone call from the office asking you to pick up your child. If your child will be out for the day, please call and let us know by 10:00 AM. We keep accurate records of all illnesses contracted by children in the facility so that we may better alert you to any possible outbreaks. Should a child become ill during the day, you will be notified immediately.

The child will be isolated from other children on his mat in the main office. If a child contracts a communicable disease and exposes the other children, we will notify all of the other parents. We are also required to report some infectious diseases to the Health Department.

## READMISSION POLICY

Children will be re-admitted following an illness when their presence will not endanger the health of other children. A child may return when treatment has begun, he/she feels well enough to participate in usual daily activities, and the following conditions exist:

- No fever for 24 hours
- No vomiting or diarrhea for 24 hours

- The appropriate doses of antibiotics have been given over a 24 hour period for known strep or other bacterial infections.
- Chicken pox lesions are crusted, usually 5-6 days after onset.
- Scabies is under treatment
- Pinworm treatment has occurred 24 hours before re-admission.
- Lesions from impetigo are no longer weeping.
- Conjunctivitis has diminished to the point that eyes are no longer discharging.
- The child has completed the contagious stage of the illness.
- The child has written documentation from the health care provider stating that they are cleared to return to the childcare program

## MEDICATION POLICY

We will administer **prescription type medications** to children enrolled at the center.

This includes oral medications, topical, breathing treatments, and any procedures ordered by a physician that can be comfortably administered in a child care facility. We will not be administering any over the counter medication unless you have a doctor's orders. If your child needs medication during the day, you must bring the medication to the front

office and fill out a permission form. All medications including nebulizer vials must be in the original container with all prescription materials clearly legible. All medication will remain in the office and should be picked up at the end of the day.

### HEALTH REMINDER

- Call the office by 10:00 to report absences.
- Pick up sick children promptly from school.
- Children should be fever-free for 24 hours before returning to school.

## HEARING AND VISION SCREENING



The State of Texas requires us to screen all children at the preschool level.

These screenings will be done during the first semester or within 120 days of enrollment.

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Normally we do not notify you of results unless we find a problem. You will be notified if your child needs a referral to a health care provider for either vision or hearing.

## SAFETY AND EMERGENCY PROCEDURES

Safety has always remained our number one priority. To ensure a safe environment for everyone, we do daily inspections inside and out, provide continuing education for our teachers in safe practices, CPR, First Aid, and teach about safety to all of our children.

No one likes to think about disaster preparedness, but at Storyland, we are ready for emergencies. We practice fire drills monthly at different times of the day according to TDPRS. An evacuation plan is posted in every room. In the event of a real fire or

disaster, children will meet at the end of the large playground, and parents will be called to pick them up. If we are ordered to clear the premises, our rendezvous location is Region 16 on the corner of Bell and Hillside. The address of Region 16 is 5800 South Bell Street, Amarillo. In a case of emergency, if you are unable to reach the school at the regular number, 806-352-3322, the person in charge will carry a cell phone (806-433-8145). This number is not to be used except in the case of an emergency.

We have a comfortable basement that is used for tornado drills and is available should a real tornado warning occur. We practice tornado drills four times per year. The teacher's main responsibility is to remain with the children at all times until the situation is safe. We prefer that our children remain safely sheltered in our basement until all threats have been lifted. If you prefer to pick your child up in the middle of a tornado warning, please do so at your own risk. You will find us sheltered in place in the basement. The basement door is located adjacent to Buddy Block.

### Storyland Emergency Information

Shelter in Place (Tornado, etc.) –  
School Basement (Adjacent to Buddy Block  
Classroom)

Contact us at 352-3322 or 433-8145

If we must evacuate --

Please go to Region 16 at 5800 South Bell  
Street

Contact us at 806-352-3322 or  
806-433-8145 Cell

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In addition to tornado drills, we also practice lock down drills four times per year. We practice this in the event of a threat inside or outside of the building. In the event of a real lock down situation, teachers are instructed to barricade inside of their classroom and are to remain sheltered until instructed otherwise by law enforcement.

In case of a minor accident or injury, first aid will be administered. A well-stocked First Aid kit is available in the front office and in each classroom at all times, and we carry additional ones in cars or vans for field trips. For minor accidents, first aid will be administered, and a report completed with a copy provided to the parents.

In the case of a major accident, the school will take the following steps:

1. Dial 911
2. The parent or guardian will be notified either directly or through any of the persons listed on the emergency form. Emergency first aid will be administered. All staff members are trained in CPR and First Aid.
3. If a parent or guardian is not available to assume responsibility—we will initiate treatment as recommended by a health care professional.
4. Any expense incurred in the process of obtaining treatment will be the responsibility of the child's parent or guardian.
5. A written accident report will be given to the parent as set forth in the Standards within 48 hours.
6. We will notify childcare licensing if a child is injured and requires treatment by a health care professional within 48 hours.

**CLOTHING REMINDER**

- Every child needs a complete set of clothes with their name clearly marked to keep in their cubby.
- No Wheelies® please
- Label everything brought to school

## DRESS, DIAPERS, CHANGE OF CLOTHES

We encourage all parents to dress their children appropriately for the weather in

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comfortable play clothes. We play inside and out, weather permitting, and do a variety of art projects that often involve messy work.

Each child will need a **complete change of clothes** that includes underwear and socks. If your child is two years old or younger, please bring two or more sets of clothes including shoes. Please place the complete change of clothing in a zip lock bag and place in your child's cubby.

You may also want to send an old sweater or sweatshirt just in case they feel cold. These items will remain in your child's cubby throughout the year.

**Tennis shoes or Sneakers are the best and safest type of shoes for children to wear to school.** We do play and run from time to time and children in flip-flops, sandals, boots, or other hard sole shoes risk injury or exclusion from the activity. Please, do not send your child to school in "Wheelies.®"

**All items brought to school should be marked clearly with your child's name.** (First name and first initial of last name)

Non-potty trained children will need diapers. Parents are responsible for sending a supply of diapers and diaper wipes, and replenishing the supply as needed. We will notify you on the child's daily sheet if he/she needs supplies. Please know that if diapers are not provided, we will call you at work and ask that you supply them or come pick up your child.

Disposable diapers are the only type that can be used in day care for sanitary purposes. Prescribed diaper change procedures are typical of the state regulations for center-based care. We follow the Four-step sanitizing procedures outlined in the State of Texas Minimum Standards.

## MEALS AND SNACKS



We serve nutritious foods and snacks based on the Child and Adult Food Program guidelines. Each child in attendance is welcome to enjoy a nutritious breakfast, lunch, and afternoon snack. We serve a variety of healthy foods including familiar and unfamiliar ethnic

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types of dishes and encourage children to try whatever is served. We do not insist that they eat. We will let you know if your child is having difficulty at mealtime and we can discuss alternative plans.

If you would prefer to bring your child's breakfast or lunch, this is fine as long as it meets the nutritional guidelines set forth by the State of Texas. A nutritious lunch might include a serving from the meat or meat alternate group, a vegetable, a fruit, a serving from the bread group, and milk. PLEASE, do not send soft drinks or candy with your child, as this is not nutritious. If a child arrives with a breakfast or lunch that we conclude is not nutritionally sound, we will provide a nutritious breakfast or lunch for your child. There is no reduction in fees for sending a lunch.

We serve breakfast in the classrooms from 8:00 to 9:00 each day depending on your child's classroom. After that, our preschool program begins. If you arrive late and your child needs to eat, you may stay with your child in their classroom until they are finished eating. Please be sensitive to the needs of the class and do not expect your child's teacher to stop teaching and feed your child breakfast after their scheduled meal time.

For children not yet ready for table food, you must provide written feeding instructions with your signature and date. The feeding instructions must be reviewed and updated at least every 30 days until your child is able to eat table food. Storyland provides the Parent's Choice brand formula if you would like. If you wish to provide your own formula you will be responsible for providing formula or breast milk in sufficient supply for the day. We provide baby cereal, fruits, and vegetables. Please label each bottle with your child's first name and first initial of their last name.

#### SAMPLE MENUS

Each classroom has a parent board that includes the weekly menu, as well as useful information

about your child's program. Visit it regularly. We also post weekly menus on our website.

#### **FOOD & NUTRITION REMINDER**

- No candy or soda for meals
- Breakfast ends promptly at 9:00
- Late arrivals: Please call by 10:00 if your child will need a lunch

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To get an idea of a typical meal, go to <http://storyland-amarillo.org/weekly-menu.html> or on our page <http://storyland-amarillo.org/family-resources.html>

Children are encouraged to drink water throughout the day. To help us with this, we recommend that you send a water bottle with your child's first name and first initial of last name clearly marked on the bottle.

## FIELD TRIP AND TRANSPORTATION POLICY

Children in All-Star Alley (School Age Children Only) are eligible to go on field trips. You will be notified at least 48 hours before the field trip in writing with notices posted at the front of the building. Field trips are planned around the various themes that are being studied and fun activities that complement the daily programming in the summertime. Each child will be restrained in the appropriate seat belt or child restraint seat depending on their age.

## WATER ACTIVITIES

During the summer months, we provide several types of water activities for children to enjoy. These include sprinklers and classroom water tables.

Your permission on the enrollment form is necessary for your child to participate in any such events. We follow the State of Texas Minimum Standards for child/caregiver ratios during all water activities.

## NAPTIME ROUTINE

Children who are present in the afternoon will participate in the naptime program.

Naptime is generally a quiet time where children can rest or sleep. If children are still

### **NAPTIME ROUTINE REMINDER**

- All children present in the afternoon participate in naptime
- Children 12 months and older need their own vinyl mat, blanket and small pillow
- We provide crib sheets; No blankets allowed in cribs
- All linens must be taken home on Friday's, laundered and returned on Monday

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awake after one hour, they will be allowed to participate in an alternate quiet activity until naptime is over for the other children.

Fresh bed linens are provided for infants and laundered once per week or more frequently if necessary. Older children will need a blanket, pillow, and a king size pillowcase.

**Pillows should be small, camp-size pillows, as we do not have the room to store regular bed-size pillows.** Everything that is brought from home must fit comfortably in your child's cubby. Please mark everything you bring into the building with your child's first name and first initial of last name. These items should be taken home each Friday, laundered, and returned to school on Monday.

## OUTDOOR PLAY

Children love and benefit outdoor play in many ways. Most experts in the field of Early Childhood Education will agree that daily outdoor play is essential for the health and well-being of every child.

Contrary to popular belief, children do not get sick from being outdoors; rather they get sick from coming into contact with a contagion. We follow the State of Texas laws, regulations, and guidelines when developing our outdoor play policy.

We play outdoors each day, once in the morning and then again in the afternoon, weather permitting. Generally, weather permitting means temperatures with the wind chill factor taken into consideration above 32 degrees and clear. If the wind chill causes the air temperature to go below 32 degrees, we will remain indoors. Please visit the chart below for guidelines on outdoor play in very cold or very hot weather. By dressing your child appropriately for the weather, your child will be able to enjoy his/her outdoor experience. If the temperatures go above 95 degrees, we will limit the amount of outside time or remain indoors. All children are expected to participate in outdoor play if they are present at the center.



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Children are welcome and encouraged to bring a water bottle to school to be kept in their cubby. They may take the water bottle outside when they have recess.

### **OUTDOOR TEMPERATURE GUIDE**

All temperatures include wind chill factors

Under 40 degrees, outside time is limited to 5-10 minutes

Under 50 degrees, outside time is limited to 20-25 minutes

50 degrees – 85 degrees outside time remains the same

Over 85 degrees, outside time is limited to 20-25 minutes

## **DISCIPLINE AND GUIDANCE POLICY**

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. Effective, positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior.

The long-term goal of guidance is inner self-control, appropriate behavior, and the social/emotional skills needed to succeed in elementary school and beyond. Teachers provide a respectful, supportive climate in which children are helped to make decisions, observe the consequences of their actions and take responsibility for their own behavior.

Our teachers are trained to positive guidance, praise and encouragement, redirection, and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. We encourage children to respect themselves and other people, to respect property and to learn to be responsible for their actions.

Some typical basic rules that each classroom follows include:

- We use walking feet.
- We keep our hands and feet to ourselves.
- We use inside voices indoors.
- We respect the rights of others.

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- ☑ We take care of our toys and belongings.
  - ☑ We learn to return materials to their proper places.

We believe that social and emotional development is extremely important for children's overall success. Therefore, teaching social skills is an integral part of each day's curriculum. Learning to control one's emotions in socially acceptable ways is an ongoing process that children must develop in order to be happy and successful.

Our discipline program involves teaching character and self-control. Under no circumstances do we use physical punishment or abusive language in the center. We use redirection and encouragement of appropriate behaviors.

We provide opportunities to be successful and many warnings for those who may forget the rules. If warranted, a brief, supervised separation from the group might be used. This method is used when children are "out of control", hurting themselves or others, or deliberately destroying property. Once the child has calmed down, they will be asked if they care to rejoin the group. This will be limited to one minute per age of child. With older children, we also use logical consequences as appropriate. (Ex. "If you draw with crayons on the walls, your job will be to clean the wall,")

## CONSCIOUS DISCIPLINE

Storyland is in the process of implementing a system of discipline called Conscious Discipline. Created by Dr. Becky Bailey, Conscious Discipline® is based on current brain research, child development and developmentally appropriate practices, and is built on the foundation that discipline should not be applied to children, but rather should be developed within the child. This is a new program that we started in August 2013 and is equally effective in the classroom and in the home. Many parents are beginning to apply the principles outlined in this approach.

In a nutshell, Dr. Bailey's program is research based and integrates social-emotional learning and development into a process that teaches self-regulation to children, as well as adults. This approach is not like traditional attempts at disciplining a child that uses rewards and punishments, but rather relies on setting achievable goals, managing

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emotions, understanding personal boundaries, teaching mutual respect and conflict resolution.

Most of us are familiar with the traditional approaches that rely on rules that are upheld through consequences. The goal of consequences is to obtain obedience from the child. If a child is compliant, he is rewarded, if he is not, he is punished. This traditional approach is based on the premise that we are capable of controlling others through changing the environment in some way. This is very familiar to most parents and teachers, but Conscious Discipline offers a new approach that empowers the adult to venture onto a lifelong process of personal growth.

### UNACCEPTABLE DISCIPLINE PRACTICES

Under no circumstances will harsh, cruel, or unusual treatment of any child be permitted at Storyland. Examples of discipline and guidance that are always prohibited include:

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

### DISCIPLINE ACTION STEPS

If your child is having difficulties in the classroom, we will let you know. If discipline problems persist, we reserve the right to perform the following actions:

- Daily verbal communication between your child's teachers and you.
- Notify you in writing through notes home from your child's teacher

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- Phone call to you by center Director
  - Request a conference
  - Devise a cooperative behavioral action plan between home and school to help your child improve his/her behavior
  - Dis-enrollment

No one likes the thought of expelling a toddler or preschooler from a child care more than we do. We believe that all children deserve to play and learn in a high quality program such as Storyland Preschool. From time to time, however, we do encounter a child with extreme behaviors usually in the form of aggression towards others or him/herself.

When a child is at risk of hurting other children, we must evaluate the situation immediately and determine if this child would be better served in another setting. This does not happen very often because in most cases there is complete cooperation between the school and the parents where both parties work diligently and with the help of outside professionals to help the child improve. Sadly, this cooperation does not always occur, and the ending is not as positive. For this reason, we want you to be aware that all children deserve to attend child care free of the fear of being hurt by another child. If we cannot resolve the matter in a timely manner, the aggressor will be dis-enrolled.

If you need to discipline your own child while on the premises of Storyland, please do so in accordance with the above policies. This means that your discipline methods must take into consideration the restrictions placed on child care facilities in the state of Texas. No corporal punishment of any kind. Should this discipline policy ever change, we will notify you in writing of such changes.

## CHILD ABUSE REPORTING LAW REQUIREMENTS

Storyland Preschool and Childcare staff are REQUIRED by Texas State law and licensing requirements to report immediately to Family and Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when Family and Protective Services are called about possible child abuse, neglect, or exploitation. Please remember

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this mandatory reporting when interacting with your own children while on the premises of Storyland Preschool.

## VIDEO MONITORING SYSTEM

A digital video monitoring system is in place at Storyland Preschool. Information is recorded during all hours of operation. It records all classroom activity areas as well as playground areas. There are many uses for the system including monitoring and training. It also allows the staff to review images on video in an attempt to proactively address safety issues, teacher-child interactions or busy transition times within classrooms. It is important that parents are aware that this system is in use and that children's activities are recorded on a daily basis. Due to confidentiality, we are unable to allow parental access to live or recorded videos.

## PARENT INVOLVEMENT

We strongly encourage parents to become involved with their children's education and activities. A sign of a quality program is the extent of parent interest and involvement in all aspects of the center operation.

Even though we are a for-profit center, we always encourage and hope that you will get involved in some way. Parents are always invited to drop in and visit.

There are many ways to get involved with your child's education. These include, but are not limited to participation in field trips and classroom activities, donation of used items such as dress-up clothes, or volunteering to plan or assist with a classroom party.

Regular classroom volunteers will be asked to fill out a criminal history background check as required by Minimum Standards of the State of

### PARENT INVOLVEMENT

#### HOW CAN I HELP?

- Read a story to your child's class
- Volunteer at party time
- Go on a field trip
- Share a hobby, cultural experience or vocation with the children.
- Donate old toys, clothes or books for classroom use
- Donate usable "junk" for children's crafts and classrooms
- Offer suggestions for school wide improvement

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Texas. You will also need to participate in an orientation program.

## SCHOOL TO HOME COMMUNICATION

### BULLETIN BOARDS

We like to keep you up to date on everything that is happening at Storyland Preschool. Please check the bulletin boards outside your child's room regularly. We post menus and lesson plans there for you to see. We also post notices of field trips and special events on the window near the front door.

### CALENDARS AND NEWSLETTERS

We post our monthly calendars and newsletters on our internet site, <http://storyland-amarillo.org> that provide information on all of the activities. Please provide us with an e-mail address that you check regularly as this has become our Number One way of communicating with current families. From time to time, we also send notices home with your child. Please check their cubby or backpack regularly.

### PARENT/TEACHER CONFERENCES AND CHILD ASSESSMENTS

Your child's educational success is extremely important to us, and we use current knowledge of child development and sound educational principles to provide the best learning opportunities for your child. Ongoing assessment is part of this procedure.

Children's progress is assessed informally and formally throughout the school year through direct observation, checklists, and anecdotal notes, portfolios, and computer assisted assessment measures. If, at any point in the year, you require a conference with the teacher and/or directors, please do not hesitate to call. We will make every effort possible to set up a time that is mutually agreeable to everyone. If we feel that a conference is needed, we will contact you and arrange a time to meet.

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We also send home a written assessment of your child's progress three times per year in September, January, and May. If you ever have any questions about your child's progress, please talk to your child's teacher.

## NONSMOKING POLICY

Storyland is a non-smoking facility. There is no smoking policy in the building and on the grounds in effect. This policy also extends to field trips as well.

## FRONT DOOR POLICY

We are very lucky to have a doorway that remains locked throughout the day. It helps everyone feel safe. To ensure that the building remains safe, the staff watches the front door and then "buzzes" people in by use of remotes that are located in the front office.

### FRONT DOOR REMINDER

Please do not open our front door for anyone you do not know personally

Our staff members are instructed to visit with any and everyone who they do not immediately recognize. Anyone picking up a child for the first time will need to show adequate identification.

We cannot do this if parents take over this responsibility. As well-meaning as you all are, this has created problems in the past. PLEASE, unless you know the person you are letting in do not open the door. We will take care to do this in a timely manner.

REMEMBER, if the red light is showing on the keypad, it means we have already released and opened the door. Please just come in. Anyone routinely picking up your child should be made aware of this too. Many times, we see people standing at the door waiting for someone to open the door for them. This takes up valuable staff time.

## VISITORS

All visitors to the school must sign in and out at the front office. Workers such as plumbers

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present at the center will be escorted. All other individuals who spend time in the classrooms (excluding pick up and drop off) will be required to present a clear background check and participate in an orientation program. This includes parents, friends and family members.

## PETS/ANIMALS IN THE CLASSROOMS



From time to time, we keep animals (pets) in our classrooms. Presently, our school keeps a four guinea pigs. This is subject to change. Teachers who keep pets in their classrooms are responsible for keeping the pets clean and healthy. There are certain types of animals that are not permitted in the school, and these include chickens, ducks, reptiles, and amphibians. If you have a pet that you would like to share with your child's classroom, please let us know in advance so that we can notify other parents in advance when they will be here. All dogs, cats, ferrets, and any other animals such as small rodents must have written documentation from a veterinarian showing evidence of vaccinations and statement of health. Children are required to wash their hands thoroughly after handling pets.

## CUBBIES

Every child is assigned a cubby to keep their coats, backpacks, change of clothes and papers. Please check your child's cubby **every day** for items to take home. Often teachers will place notices in the cubby to help keep you informed of classroom activities. Please help us keep the school less cluttered by assuring that everything fits well inside the cubby.

## TOYS FROM HOME

There will be times when your child's teacher will request that you bring items from home for Show and Tell. We encourage your child to participate in such events. We discourage, however, bringing items from home at any other times as they may get lost,



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and we cannot be responsible for them. This includes the infant and toddler rooms also. If a child insists on bringing a toy, that toy will be confiscated and held in the office until the end of the day. You may pick up the toy in the office.

## ATTENDANCE AND ABSENCES

If your child is going to be absent, please notify the center to let us know by 10:00 each morning. If you are currently receiving benefits from Panhandle Work Source (CCMS), you must notify us each time your child is absent as well as the CCMS office. Failure to do so could result in your termination of benefits.

## ADDRESS AND TELEPHONE NUMBERS

If your address, telephone number or other pertinent information changes, please let the office know as soon as possible. You will need to initial and date all changes on your child's record.

## BIRTHDAYS



Birthdays are very special at Storyland. We like to celebrate each of them. Please arrange a time and date with your child's teacher and ask if there are any allergies that may prevent you from bringing in certain snack. You are welcome to bring in party snacks or treats for the class. You may provide juice, but please, no soft drinks. You are also welcome and encouraged to stay and enjoy the party if your schedule permits.

## LOST AND FOUND

Please label all belongings with your child's name. If any item becomes lost, please check with your child's teacher or the lost and found box. The lost and found tub is located between the front double doors.

## INCLEMENT WEATHER AND SCHOOL CLOSINGS

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If A.I.S.D. and/or C.I.S.D. schools close for severe weather, Storyland will be closed. We will also follow A.I.S.D and/or C.I.S.D. delayed opening schedule. If either school system has a delayed opening, Storyland will delay opening for the same amount of time. Please check your local TV channels when the weather is bad.

Emergency and Disaster Information If Storyland should lose electrical power, we will shut down and notify you by phone. This type of emergency is not within our control, and there is no reduction in tuition fees for that day.

Should we experience a tornado warning; all children will be escorted to our basement and entertained until the warnings have been lifted. Fire drills, tornado drills, and lock down drills are held regularly at the school, and all children are instructed in safety practices.

## TYPICAL DAILY SCHEDULE

Children thrive on routine and predictable schedules. They feel secure knowing what comes next in their day, and they actually learn how to tell time based on these routines. This is only a guideline and the actual daily schedule for your child's classroom might be different. Schedules are subject to change if necessary.

7:00--8:30:	Arrival, Free Choice Activities
8:30--11:00	Preschool: Includes breakfast, structured large group, small group, and individual activities. Early literacy, math, science, music and movement, art, fine motor development, computer, and Spanish lessons are presented during this time. Children will also have outdoor play, weather permitting for approximately 30 minutes during this time period.
11:00--12:30	Clean Up, Hand Washing, Lunch.
12:00--12:30	Clean up, Diapering, Story time
12:30--2:30	Nap Time for most children
2:30--3:00	Wake up, make up mats, prepare for snack, Diapering, Toileting
3:00--3:30	Snack

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3:30--5:00	Unstructured Learning, Science and Discovery, Music and Movement, Outside Play
5:00--6:00	Diapering, Toileting, Quiet games, Story Time

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## WHAT TO EXPECT ON THE FIRST DAY OF SCHOOL

Just as we are often apprehensive on the first day of a new job, children react similarly. It is normal for your child to have some fears, and if this is the first time away from you, the transition may be traumatic. Depending on the age of your child and their disposition, you may experience clinging, temper outbursts, refusal to eat, bed-wetting, thumb sucking, or nighttime waking. Separation anxiety is strongest after 8 months old. These problems are normal and usually temporary. As long as you remain positive about the situation and lovingly firm, these behaviors should go away.

Parents are often worried about leaving a crying child. Most children do not cry long. Usually, the child will settle down shortly after you leave. The best way to handle sad goodbyes is a cheerful hug and kiss, a loving smile, and a reassuring word that you will be back after work (or in terms that the child can understand such as, "I'll be back after you wake up from your nap"). Lengthy goodbyes generally do not help. Conversely, we do not recommend that you "sneak out" as this causes excess anxiety in children. First day nervousness is normal. Be assured that your child will do just fine, and it is always harder on parents.

## GRIEVANCES, CONCERNS, AND SUGGESTIONS

We strive to provide the very best care for your child. Our goal is to provide a safe, educational, and stimulating environment for your child so that you can feel comfortable that your child is always safe, secure, and happy. We know, however, that concerns come up from time to time, and we are here to listen.

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If you have any concerns, please do not hesitate to speak to your child's teacher first. If additional assistance is needed, the owners/directors are available to listen. We will do whatever we can to resolve these issues in a timely manner.

We also value your suggestions and comments and encourage you to become involved in helping us improve the program. Many wonderful changes have occurred here over the years because parents have taken the time to share their ideas. While we love hearing what we do right, we also need to hear your ideas on areas that can use some improvement. We survey our parents once per year, but please do not wait for the survey if you have a good proposal

## DONATIONS AND FUND RAISERS

We'd like to report that the tuition you pay covers all expenses for the care and education of your child. Sadly, this is not the case. We rely on Fund Raisers and Family Donations to help keep the program in top notch condition.

### FUND RAISERS

We do several fund raisers each year and depend on parents, extended family and friends of the school to help out with these events. The money we raise from fund raisers goes directly back to the classrooms where supplies and equipment are needed. Normally we participate in a program called Midland Fundraising that allows our school to make 40% profit on all proceeds. This is very generous compensation for the school our hope is that all parents actively participate in this program. Sometimes the money is directed towards larger purchases such as playground equipment. We hope you will be willing to help with any fundraisers we might have.

### DONATIONS

There are several ways that you can help make our school the best in town. From time to time, we have specific needs that don't always fall within the budget. Sometimes they are as simple as new puzzles for the toddler room or manipulative toys for our preschool rooms. Equipment wears out quickly when many children enjoy playing with it on a daily

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basis, so we are always replacing items that have worn out, lost pieces or has been destroyed. There are several ways you can help:

### *RECYCLED MATERIALS*

We use a variety of recycled materials for arts and crafts and encourage you to save and donate. If you have any of the items listed below, we can sure put them to good use:

- ❑ Plastic grocery store bags
- ❑ Empty paper and toilet rolls
- ❑ Old magazines for kids to cut
- ❑ Old scraps of fabric, lace, ribbon, buttons, pompoms, yarn, (you name it)
- ❑ Old dress up clothes
- ❑ Empty spice containers
- ❑ Old appliances (without the cords) for our home-living centers
- ❑ Plastic containers such as old yogurt cups, margarine tubs, etc.
- ❑ Outgrown clothes, especially pants and underpants (for use when children do not have a change of clothing)
- ❑ Books and toys that your child no long uses
- ❑ Old but usable toys that your child has outgrown such as puzzles, blocks, educational items or home-living type toys such as toy phones, furniture, and accessories. We also love baby items such as swings, bouncers, bibs, washcloths, and toys.

## BENEFITS TO YOU

What are you getting for your money?

- Friendly, courteous, college educated and trained Staff
- Safe, secure environment
- Video monitoring
- All staff are certified in CPR and First Aid and have gone through background checks and FBI fingerprinting
- Professionally designed, developmentally appropriate curriculum

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- Computer training in the 4 and 5 year old classrooms and school age programs
  - Field trips and guest speakers
  - Nutritious meals and snacks
  - Convenient hours and pick up times
  - Clean, bright, attractive rooms
  - Parental involvement opportunities
  - Enrichment experiences lessons
  - Opportunities to participate in Scholastic book clubs
  - PWS Vendor

## FREQUENTLY ASKED QUESTIONS

1. Do you have to ring the doorbell to get into the school? *NO. If we know you, we will release the door using a remote or the button in the office. Ringing the bell does not release the door.*
2. Why do we have to pay even when our children are not there? *Even though your child may be out sick, our school is still open, and teachers still are paid.*
3. What age will you start potty training my child? *We generally begin when the child moves into the two-year-old room (Discovery Drive). If your child is showing the signs of readiness prior to moving into the room, we may be able to work with him/her. This is something you will need to discuss with your child's teacher.*
4. Do I get a free week to use for my family vacation? *Yes. You may get a week's tuition credit for your vacation after one year.*
5. Do you charge less on weeks when the school is closed for holidays? *There again, we do pay our teachers for holidays. There are few benefits working in a childcare center, and salaries are much lower than those in the school districts. This is one way we can show we appreciate our staff. Many other centers do not do this and have a huge turnover rate. Our staff is relatively stable.*
6. Do you accept debit and credit cards? *Yes, we accept debit, Visa, MasterCard and Discover Cards.*

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7. Can I send my 14-year-old son to pick up my child? *No, we prefer for an adult (over the age of 18) to pick up children.*
  8. My son was running a fever last night; can I still bring him this morning? *No. Children should be fever-free for 24 hours before returning to school.*
  9. I don't want my child to go outside today; can she stay with another class while her class goes outdoors? *No. Minimum Standards states that children should be well enough to participate in all daily activities. Outside play is one of those daily activities.*
  10. We were running late this morning, could my child still have breakfast? *Each class has designated meal times. If you are running late, please feed your child prior to bringing him/her to school.*
  11. What should I do to help my child succeed in school? *READ. The single most important thing that a parent can do to help their child succeed in school is to read to them daily.*
  12. Is it OK to drop off my child any time of the day? *We suggest that all children arrive by 8:30. If you know your child has an appointment but will arrive for lunch, please let the office know by 10:00 so that we can prepare an extra plate.*

### Unity

I dreamt I stood in a studio, and I watched two sculptors there

The clay they used was a young child's mind

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And they fashioned it with care  
Once was a teacher—the tools he used  
Were books, music, and art  
The other, a parent, worked 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 when at last, their task was done  
They were proud of what they had wrought  
For the things they had molded into a child  
Could neither be sold nor bought  
And each agreed they would have failed  
If each had worked alone  
For behind the teacher stood the school  
And behind the parent, the home