

# Handbook 2020-21

## New World United Methodist Day School

972-2798393

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[www.newworldumc.org](http://www.newworldumc.org)

### MISSION STATEMENT

The New World United Methodist Church Day School is provided under the auspices of New World United Methodist Church and is an outreach of ministry and mission for its congregation and the people in its community.



### Philosophy

It is our belief that every child is entitled to the highest standard of quality in early childhood and elementary education. We strive to instill the love of learning and healthy self-esteem in every child. New World UMC Day School is a Christian program devoted to serving the needs of children and their families.

### Enrollment Requirements:

Each child must have completed forms in order to attend school.

- Registration form
- Registration fee
- Notarized Emergency Care form
- Parent's Acknowledgment.
- Health Certificate with immunizations
- Enrollment Information form.

**No Exceptions**

## PROGRAMS:

- Preschool 9a.m.- 2 p.m.
- Kindergarten 9a.m.- 2 p.m.
- Extended Day 7 a.m. – 6 p.m.
- Schoolers (School Age Program (K-5th ) grade)

A. **The Day School** Program **2's, 2½, 3, 4yrs**, Transitional Kindergarten, and Kindergarten is planned to help each child develop self-confidence and independence as he/she experiences various learning situations through creative art, academics, manipulative materials, music, large-muscle activities, science, and literature. Emphasis is placed on the needs of each individual child.

B. **Kindergarten** is a fully developed, literacy-based program designed to prepare children for first grade. Fundamental instruction includes strong math and phonics curriculum as well as science, art history, and music.

C. **Full Day Care classes are available. Additional extended day care hours are provided for children who need full day care.**

 **All programs include weekly Chapel and daily Body Rhythmics.**

## CURRICULUM EMPHASIS

New World United Methodist Church Day School's learning philosophies are designed to stimulate the flow of the child's interest and imagination. It is our goal to channel the child's time at New World into a love of learning that will continue throughout his/her educational experience. We follow the guidelines set forth by the National Association for the Education of Young Children (NAEYC).

Our curriculums emphasize:

- Art is taught through the works of the master artists and Children's authors/Illustrators
- The best of children's literature
- Language Arts \* Safety-Health-Good Manners
- Science \*Outdoor play and exploration
- Mathematics \*Music/Body Rhythmics

**Parents must not be on their cell phones at any time while driving through the New World parking lot! Speed limits must not exceed 5 miles per hour.**

## **Extended Day Hours of operation 7:30 a.m.- 5:30.**

Early Morning Room opens at 7:30 a.m. for children enrolled in Extended Full Day Care.

## **Regular Day School classes begin at 8:50 a.m. - -2:00.**

Class begins at 9:00.

Car pool (drop off/pick up) times are 8:50 a.m. and 2:00 p.m. and 4-5:30 p.m.

- Please call the office if your child is arriving late.
- Late arrivals are disruptive to the teacher, the other children and the classroom setting, but mostly to the late child.

## **PICK UP AT 2:00 and 4 p.m. – 5:30 p.m. Until further notice you must drop off and pick up your child in the “Carpool” area.**

Carpool or Inside Pick up: Parents are not allowed in the building at this time.

- If you come inside to pick up your child, you must park on the side of the playground and come to the hallway by the three year old classroom entrance. A staff member will bring your child to you.
  - Please do not go to your child’s classroom door. This helps eliminate traffic, noise, and confusion in the hallways. Our ultimate concern is your child’s safety. If you wish to speak to your child’s teacher, please call our office and set a conference time or visit over the phone.

**Due to Insurance Regulations, The Staff Can Not Buckle Your Child In His/Her Seat. On cold or rainy days, please assist the staff in helping your child out of the seat belt.**

## **LATE PICK UP FEE**

A \$10 late pick up fee is charged for every 15 minutes beyond 2:00 and 5:30 p.m.

## **CELL PHONES**

**When you enter our parking lot, you are in the Day School Safe Zone. Please do not use your cell phone during this time. Your child’s safety and the safety of other children is our utmost priority.**

## **RELEASE OF CHILDREN**

Your child will be released only to the person(s) designated on the enrollment form EXCEPT when you notify the center in advance by either written permission or a telephone call. The staff will verify that the caller is the parent or guardian. A person who is authorized to pick up your child but who is not known by the staff will be

required to show his/her driver's license. The center will record this and keep the information for 24 hours.

**Tuition is set up on a nine month basis, is due on the first class day of the month.** All tuition charges can be included in one check. Please call the day school office if you anticipate being late with your tuition payment.

If the payment has not been received by the tenth of the month, a \$15 late fee is added to the balance due, and the parents are contacted. If tuition and late fees are not paid by the end of the month, your child cannot return to school.

Full tuition is due each month even if a holiday or illness falls during the month. There is no reduction in tuition for the Christmas, Spring Break holidays, or illnesses.

A \$25 fee is charged for checks not honored by your bank. Cash payment is required to replace the returned check and pay the returned-check fee. If the school receives two insufficient funds checks, ALL REMAINING PAYMENTS TO THE SCHOOL MUST BE MADE IN CASH.

If payment is sent with your child, please put the payment in an envelope and pin it to your child's clothing or the outside of your child's bag. If you bring your payment in personally, place it in the "Check Box" located in the preschool office on the file cabinet to the left of the door. Please, DO NOT HAND THE CHECK TO A STAFF MEMBER IN CARPOOL.

Extended Day tuition may be paid weekly or at the beginning of the month.

## **WITHDRAWAL OF PUPILS**

Thirty days written notice is required for withdrawal of a student. Tuition for the entire month of the withdrawal date is due.

If a child is withdrawn and tuition is not current, and the child is enrolled in the school again, the parent is required to pay the unpaid tuition and another registration fee.

## **HEALTH CERTIFICATE/REQUIREMENTS**

The child must be examined by a licensed physician within twelve months prior to the first day of school. New World Day School's medical form (sent with the confirmation letter) must be completed and signed by a physician and be on file in the Day School office. The child's immunization file must be kept current throughout the year; it is the parents' responsibility to advise the Day School staff when a child receives age-appropriate immunizations.

***A child will be exempt from immunizations when parents provide an Affidavit of Exemption From Immunizations for Reasons of Conscience from Austin, Tx.***

**State Law Article 4419g VTCS requires all children age four and older be screened for vision and hearing problems. New World offers this screening for a nominal fee.**

**Staff members have obtained all required immunizations.**

**All animals are in compliance with state regulations regarding vaccinations.**

**If a critical injury occurs New World will call an ambulance.**

**New World will perform CPR if needed.**

## ILLNESS/MEDICATIONS/ALLERGIES

Parents will be notified when a contagious disease occurs in the school.

The school reserves the right to ask for a health certificate or letter from a physician or pediatrician regarding special needs or circumstances.

When a child is absent due to illness, please call the Day School office.

### **Please keep your child home if he/she has one of the following:**

- A temperature of 100 degrees or any fever accompanied by:  
A deep cough.  
Earache or draining ear.  
Spasms of cough.
- A rash of any kind until diagnosed, treated, or declared harmless by a physician.
- Very bad colds with purulent discharge.
- Diarrhea, fever or vomiting the previous evening or current morning. **Child needs to be free for 24 hours before returning to school.**
- Red, runny, or matting eyes. These are symptoms of pink eye (conjunctivitis); please call your doctor.
- Bronchitis, if your child is coughing frequently.

Your child may come to school:

- If his/her cold is over, but he/she is left with a minor nasal drip.
- If he/she has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed, and it can be determined on what dates he/she should stay home.

Your child will be sent home if he/she is ill. In such cases, he/she will be immediately isolated from the other children and a parent will be contacted. We expect you to pick up your child as quickly as possible. In all cases, we reserve the right to send a child with suspicious or prolonged symptoms home. (this includes two episodes of diarrhea)

***If your child has a diagnosed food allergy, you must have your physician complete the Food Allergy & Anaphylaxis Emergency Care Plan in your packet. This form is required by Child Care Licensing. The signed form will be posted in the Day School office, classroom, and food supply room.***

## ILLNESS CHART\*

\*Source: U.S. Dept. of Health and Human Services

<b>ILLNESS</b>	<b>MAY RETURN TO SCHOOL:</b>
Chicken pox	24 hours after lesions have crusted.
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage and excessive tearing have stopped)
Croup	After illness has subsided

Diarrhea-Gastro Enteritis	24 hours after last loose stool or after one normal bowel movement.
Rubella	at least 8 days
Hepatitis A	At least 7 days after onset of jaundice.
Impetigo	24 hours after treatment has started.
Fever	24 hours after temperature is normal <b>without medication.</b>
Influenza	24 hours after symptoms have subsided.
Lice	24 hours after treatment has begun.
Pin worms	After treatment is completed.
Roseola	After illness has subsided.
Strep throat	48 hours after start of treatment.
Poison Ivy	After lesions have dried up.
Pneumonia or Epiglottitis	Written note from physician.
Bacterial (spinal) meningitis	When Health Department gives okay.

Prescription medication will be administered when: A designated school staff member can administer

prescription medication. A Medication Authorization form, available in the Day School office, must be completed and signed by the parent and on file with the school. The written authorization should include the exact time the child needs the medication; for example, “8:00 a.m., 12 noon, and 4:00 p.m.,” rather than “every 4 hours” or “as directed on the bottle.”

**Prescription medication must be in the original container, labeled with the child’s name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date, and prescriber’s name and license number. Such medications will be stored according to the instructions on the label, kept beyond the reach of children, and returned to the parent when no longer needed.**

**Non-prescription medications, such as acetaminophen, ibuprofen, cough syrup, or nose drops, are not administered by the Day School staff.**

Any allergies the child may have which may cause serious reactions (ex.: food, insect bites) must be written on the back of the Authorization for Emergency Medical Care form (sent with your confirmation letter) and on the “Does Your Child Have Allergies?” form (found in the Day School packet).

**Do Not send medication in your child’s backpack.**

## **Health Check**

It is the policy of New World Day School to administer health checks to children. A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs of symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

If it is suspected your child has a temperature, a staff member will take the child's temperature under the arm. If a temperature of 99 registers on the thermometer you will be notified.

### **➤ DISCIPLINE**

Our teachers are trained to exhibit a quality of tenderness in working with children.

When a discipline problem arises in the school, the teacher is responsible for the discipline of the child. The teacher will apply principles that build individual esteem and avoid any shaming practices. We accomplish order and discipline through close supervision, gentle guidance, and redirection. If this fails, we utilize a brief thinking time. If a serious problem arises, the teacher involved will call and consult with the parent.

If a child is causing harm to one's self and/or to others, the parents will be notified, and the child may be sent home for the remainder of the day. If the behavior continues, a conference will be held to determine the child's continued stay at New World. When a child cannot adjust to the conduct acceptable to the school, it may become necessary to request the parents seek a program that will meet the needs of their child.

No corporal punishment is used at New World Day School.

### **➤ POTTY TRAINING**

All children enrolled in the three year old program and older must be completely potty trained in order to attend.

### **➤ BITING**

Biting is an issue to be taken seriously. This is a normal stage of development; however, excessive biting will be addressed. A child who bites two times on any one day will be sent home for the remainder of the day. A child who exhibits an uncontrollable biting stage may be asked to remain at home until the stage has passed.

## **When additional assistance is needed...**

If staff deems more assistance is needed to meet the needs of a child with challenging behaviors, the Day School will request the parent pay additional tuition to cover the cost of hiring another teacher's aide for the classroom. This allows for an uninterrupted learning and peaceful environment for all the children.

### **➤ ACCIDENTS**

In case of an accident, we make an immediate attempt to contact a parent. If parent can not be reached, we will call emergency contacts. If we cannot reach the parent or contact, the director or an assistant makes decisions about the care of the child.

**It is of the utmost importance that the telephone numbers in your child's file are current so we can contact you.**

### **➤ CLASS PARTIES**

Class parties are scheduled at Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are asked to assist with the class parties

### **➤ BIRTHDAYS**

Children receive special recognition and are honored in their classes on their birthdays. Children may bring special snacks for their classmates on their birthdays. For these special celebrations we encourage snacks that are also nutritious.

**Because snack period is only approximately twenty minutes in length, the celebration should be kept simple (no decorations, etc., that must be put up and taken down).** We also ask that parents not send bags of party favors to pass out at school. **Please do not send party invitations to school to be distributed to class members. We ask that you mail these; addresses are listed on the pupil roster. The teachers are not responsible for passing out the invitations.**

### **➤ Dress Code**

Children should wear comfortable play clothes appropriate for inside and outside play. **Tennis shoes that will allow children to run and climb on playground equipment safely are required. Flip-flops, open-toed, open-heeled shoes, and boots are unsuitable and unsafe for playground and gym activities.**

Every child needs a complete change of clothing available either in his/her school bag or in his/her cubby in the classroom.

Mark your child's coats, sweaters, mittens, caps, etc., with his/her full name in permanent marker. We ask children not wear hoop or large earrings.

**Children must wear tennis shoes. This is for your child's safety.**

## **BACKPACKS**

➤ Children must bring a backpack each day. We have found bags without buckles or zippers are easier for children to handle. Please mark your child's name on the outside of the bag.

### **➤ FIELD TRIPS PreK 4 and Kindergarten**

Parents will receive notification about each trip 48 hours in advance. Parents who volunteer to go on the field trips must have a Criminal History Check (found in the preschool packet) on file in the office. Transportation for field trips is the parents' cars. For the health and safety of the children, smoking is not allowed during field trips. All field trips are well supervised and exceed childcare licensing ratios.

## ➤ SNACK BASKET / LUNCH

We serve a mid-morning snack, which the children bring from home.

The children rotate taking home the “Snack Basket” container to be filled by the parent with enough appropriate finger food to share with each child and teacher in the class. The snack can also reflect the unit of study for the week (example: apples for letter A) and become part of the learning process. The Garland Health Department has strict guidelines requiring prepackaged snacks to share with each child and the teacher. *Suggestions: Cheese cubes, apple sauce, yogurts, cheese crackers, vanilla wafers, Teddy Grahams, etc.*

Homemade goodies are an exception to the rule on Party Days!

Children bring their lunch from home. New World provides water or juice. *Never send soft drinks.* New World Day School is not responsible for the nutritional value of a child’s lunch or for meeting the child’s daily food needs. However, state guidelines require children to have a portion of their daily milk products while in our care. This can be cheese on a sandwich, yogurt, string cheese, or milk. **Heatable meals are reserved for children who attend the full day program.** Please do not send any food that needs water added or needs to be boiled. No T.V. dinners or Raman Noodles. Read the nutritional information on the packages. **Watch for sugar, sodium, and fat.**

## ➤ BAD WEATHER

The Day School observes the same closing as the Garland Independent School District for bad weather. On suspect days, listen for announcements on the major radio/television stations, or call the Day School office for information recorded on the answering machine.

## PARENT/STAFF COMMUNICATION

### ➤ Evaluations / Conferences

A partnership between parents and teachers benefits the child. We encourage communication between parents and staff; our doors are open to parents at all times. Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. You will receive a monthly newsletter telling of upcoming events, the weekly units of study, tuition amounts for the month, approaching holidays, etc. The teachers also send home notes telling of specific happenings in their classrooms.

During January, we conduct mid-year evaluations. Conferences with the parents are in February. There will be no regular classes, only extended day care will be available on conference day.

In addition to the mid-year conferences, parents are encouraged to request a conference with the teacher whenever desired. The teacher may also schedule additional conferences.

**Should a child require more specialized individual attention than our school can supply, we will suggest other resources that are available to meet the child’s needs.**

Please notify the staff of pertinent information concerning changes in your child's life, such as illness of child or family member, change in sleeping patterns, change in eating, change in family unit, etc.

If you have any problem or concern about our operation or your child's progress, please contact the Director, either by telephone (972-279-8393), by e-mail (nwumcds@yahoo.com), or in person. Your concern is our concern.

**Please do not send toys from home.**

**WAYS PARENTS CAN HELP!**

**Always read your monthly newsletter! Post it where you and your child can discuss the upcoming events.**

**Check your child's backpack every day. Your child has worked very hard during the day and is excited for you to observe his/her progress.**

**A Quick List of "To Do"**

- **Be On Time....if you are late, please call our office to come to pickup lane to get child.**
- **Check your child's folder each day.**
- **Take out daily folder papers including your child's work and school information every day.**
- **If you have a concern, please call the office and leave a message for your child's teacher. The teacher will be happy to call you back as soon as possible.**
- **Please send your child in appropriate shoes and clothes. Tennis shoes and play clothes are required.**
- **Please do not talk on your cell phone in carpool line!**
- **If crossing the parking lot, hold your child's hand at all times.**

# EMERGENCY EVACUATION PROCEDURE

## Emergency Preparedness

In case of an emergency including, but not limited to natural events such as tornadoes, floods, hurricanes, health events such as medical emergencies, communicable disease outbreak, and human caused events such as intruder with weapon, explosion, or chemical spill.

1. In case of emergency weather conditions, such as tornado or flood, all classes will locate to the hallway area outside the parlor and Sunday school office in the middle of the building.
2. In case of the need to relocate due to weapon, explosion, or chemical spill, staff and children will relocate to:
3. Grandpa's Barnyard on Rowlett Road  
Address: 1521 Rowlett Road Garland, TX 75043  
(972) 240-1247

If you arrive to pick up your child, at Grandpa's Barnyard on Rowlett road, park in front of the day care. The person picking up your child (including yourself) must have a valid picture I.D. .

### **All parents will be immediately notified!**

Students will exit out Carpool doors on the South side of the building. Vehicles will pull up in the designated areas.

Children will be transported by vans, school buses, and personal vehicles.

4. All teachers will have student rosters/ roles to account for all children. Parents will be notified by cell phones, email, and Remind texts.  
Director and Assistant will carry additional class rolls.

## Gang Free Zone

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers.

### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal

### ***What does this mean for my child care program?***

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

## Child Abuse & Neglect

The State of Texas requires that New World UMC Day School provide parents with contact numbers and information for reporting child abuse or neglect of a child. You can contact the State of Texas by calling 1-800-252-5400 or through the abuse hotline website at <http://www.txabusehotline.org> . Each New World Day School employee is trained annually in preventing and responding to abuse. The training methods are designed to increase employee and parent awareness of issues regarding abuse and neglect. We will strive to provide strategies for coordination between our school and appropriate organizations. In addition, if a parent of a child is a victim of abuse or neglect, we will help them obtain assistance and intervention.



## **Section 746.3707**

### **Firearms or other weapons are not allowed in licensed child-care facilities.**

- (a) Law enforcement officials who are trained and certified to carry a firearm on duty may be firearms or ammunition on the premises of the child-care center.**
- (b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.**

## **TEXAS MINIMUM STANDARDS FOR CHILD-CARE CENTERS**

### **Animals in our school**

Child Care Licensing has amended this rule to clarify that the following requirements must be met when animals are on campus.

- notifying parents in writing when animals are or will be present;
- ensuring the animals do not create unsafe or unsanitary conditions;
- ensuring that children do not handle any animal that shows signs of illness
- ensuring that caregivers and children practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

**When there is a pet in your child's classroom, you will be notified. Every animal must have up to date immunizations and a statement of good health record on file. If your child has allergies, notify the office immediately.**

### **State Licensed**

***New World UMC Day School is licensed by the Texas Department of Health and Human Services and the City of Garland Environmental Health Department. A copy of Minimum Standards for Child Care Centers and most recent inspection reports are available for review in the Day School office.***

***Childcare Licensing Offices are located at 8700 N. Stemmons Freeway, Dallas, Texas 75247:telephone 214-583-4253. The website address is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Child Abuse Hotline number is 1-800-252-5400.***