



2018-2019

Pathways School Parent Handbook

28900 Ranch Road 12, Dripping Springs 78620

512-858-7541

WELCOME

Welcome to Dripping Springs United Methodist Church (DSUMC) Pathways School, a ministry for children ages 2 years to Kindergarten age. The handbook has been prepared by DSUMC to provide information concerning philosophy, policies and procedures of the Pathways School. Please read it carefully and in its entirety so that you will better understand the role we all play in making this a special time in the life of your child. We welcome you and your child and look forward to sharing our ministry with you. If you have any questions, please feel free to contact us at 512-858-7541.

Contact Information

Pathways School Office (Erica Robinson, Admin Asst.)	512-858-7541	pathways@dsumc.org
Mary Fernandez, Director	512-858-7541	mfernandez@dsumc.org
Dominique Peel, Assistant Director	512-858-7541	dpeel@dsumc.org
Cheri Heldstab, Children's Ministry Dir.	512-858-7123 ext 237	cheldstab@dsumc.org
Adam Thornton, Senior Pastor	512-894-7123 ext 225	athornton@dsumc.org
Cara Mullen, Church Business Admin.	512-893-7123 ext 223	cmullen@dsumc.org
DSUMC Main Office	512-894-7123	
DSUMC Mailing Address:	P.O. Box 99, Dripping Springs, TX 78620	
DSUMC Physical Address:	28900 Road 12, Dripping Springs, TX 78620	
DSUMC Website:	www.dsumc.org	

Important Contact Information

Emergency (medical, fire, law enforcement)	911
Texas Poison Control Network	1-800-222-1222
Child Abuse Hotline	1-800-252-5400
Texas Family and Child Protective Services	512-432-5718

Mission Statement:

Pathways School is an integral part of the Children's Ministries at DSUMC. We believe each child is a unique gift from God, and this ministry is designed to provide developmentally appropriate activities for children ages 2 years to Kindergarten age. Support is expressed for the whole child with a special emphasis on God's love for each of us.

OPERATIONAL POLICIES FOR PATHWAYS SCHOOL

Hours of Operation:

- Before School Care 7:30am-8:30am
- School Day 8:30am-2:30pm
- Extended Day 2:30pm-4:00pm

Calendar and Holidays:

Pathways School closely follows the DSISD school calendar each year with the exception of bad weather make-up days. We will not make-up bad weather days or hold school on the bad weather make-up days specified on the DSISD school calendar. For specific information on holidays, first & last day of school, and other special events, please see the Pathways school calendar on the website.

Parental Notification:

Pathways School will notify parents of any changes in schedules or closures due to weather or other emergencies. Parents will also be notified about illnesses, injuries, or any other health or behavioral concern that may arise. For closures due to inclement weather or other hazardous situations, Pathways will make all attempts to contact parents via the email address(s) we have on file, through local television, and the DSUMC Facebook page.

Arrivals, Dismissals and Release of Children:

- School begins at 8:30 A.M. - All children **MUST** be accompanied into the building and to class by an adult. All children **MUST** be signed in on the clipboard outside their child's class. Parents are required by law to sign their child in and out daily on the classroom clipboard.
- Before School Care (BSC) opens at 7:30 A.M. - Children registered for Before School Care need to be signed in on the BSC clipboard. Parents may assist their child in taking their belongings to their classroom and then promptly return to the dining hall. Please respect the time the teachers have in the morning to prepare for their day by scheduling a meeting or conference if you need to speak with them.
- School ends at 2:30 P.M. - All children **MUST** be accompanied out of the building by an adult. All children **MUST** be signed out on the clipboard outside their child's class. Parents are required by law to sign their child in and out daily on the classroom clipboard. Any child not picked up by 2:35 will be brought to the office to wait and a \$1 per minute late fee will be assessed. Extended Day Care - Children registered for Extended Day will be signed in by their classroom teacher. All children **MUST** be picked up no later than 4:00 P.M. to avoid a \$1 per minute late charge.
- Children will only be released to adults listed on their registration form. **We will not release a child to an older sibling (unless the older sibling is of driving age and is providing the child's transportation).** You can add people to your pick up list by going to the office and adding the names to your child's registration form. If you need to make a change in the middle of the day, you must call the office to make the change. Anyone who has been added to your child's list and/or is picking up for the first time that must present his/her driver's license in order to pick up your child.

Visitors:

Parents, grandparents, and other special guests are always welcome at Pathways School. All visitors must sign in and be presented with a visitor's badge that must be worn while they are on campus. Please have your photo I.D. available.

Enrollment & Registration:

Children will be enrolled according to their age as of September 1st of that school year. Registration for current students and/or their siblings is not automatic. All students are required to re-register for the following school year.

In order to confirm enrollment and attend the first day of school, each child MUST have the following items on file:

- Completed registration form
- Completed medical information (*including up-to-date immunization records)
- Completed medical authorization
- Vision and Hearing Screening Results (ages 4 and up)
- Signed parental releases and permission forms
- Registration Deposit and Supply Fee (\$100) paid

Waiting List

- To place a child on a wait list, please come by or call the office so your information can be properly recorded.
- Children are placed on a wait list, at the parent's request, based on the age of the child on or before September 1st of the current school year.
- The wait list applies to the current school year only. We do not take children on a wait list for future school years.
- There is no fee to have a child on the wait list.
- As a space opens, parents will be contacted in the order they were placed on the wait list.
- Parents have 72 hours to respond, then they will be moved to the end of the wait list and the next family will be called.

Tuition:

Payment	Description	Due date
Registration Deposit	1st tuition* installment + supply fee *tuition only, not extra care	<ul style="list-style-type: none">• At Registration (1 payment)• Or ½ tuition installment @ registration, and other ½ installment + supply fee by May 1st. (2 payments)
Tuition Installments (10, 2, or 1)	Your tuition for the year (less deposit, plus extra care) divided into equal installments.	<ul style="list-style-type: none">• 1st installment = Registration deposit• 2nd - 10th installments (Sept-May) due on 1st of month.• If paying 1 installment (less deposit), due Sept. 1st.• If paying 2 installments (less deposit), due Sept. 1st and Jan. 1st.

Pathways School tuition is a financial commitment for the stated school year. All Tuition payments are non-refundable and due on the 1st and delinquent on the 10th.

- If there is a reason that your payment will be late or you cannot pay an installment, please speak with the Director or Asst. Director as soon as possible. We may be able to assist you in making alternative payment arrangements.
- Tuition installments not paid by the 10th will be assessed a late fee of \$25.
- Failure to pay your tuition installment by the 30th of the month, could result in your child(ren) being removed from the Pathways School program.
- There will be a charge of \$25 for all returned checks.

- A 30- day notice must be given for a child to withdraw from the program for any reason. If school is in session, you are still responsible for tuition being paid at regular intervals during this time period. If 30-day notice is not given, you are responsible for the remaining semester's tuition.
- Sibling Discount- \$25.00/per installment amount per family
- 2% Cash/Check/ACH Credit- You will receive a 2% cash credit to your student account when tuition is paid by cash, check, or online ACH withdrawal.
- \$100.00 Supply Fee (only partial refunds are given if student withdraws after the school year has begun and withdraws with proper notice per Parent Handbook)

Illness and Exclusions:

Your child's health is a matter of great importance to us.

- **Precautions are taken to safeguard the health of every child and staff member including refusing to admit sick children into the school and isolating children who become sick while at school.**
- **If you know or strongly suspect that your child is sick or is getting sick, please do not send him to school.**
- Should your child become sick while at school, the parents will be contacted. If parents cannot be reached, emergency contacts will be called.
- **It is VITALLY IMPORTANT that one parent be reachable at all times while your child is physically in the care of DSUMC Pathways School and that your information is up-to-date.**
- If your child is on any medications, please alert the staff and director (if available), and let them know of any side affects so the teachers may be aware.
- **Please do not bring your child if he has had ANY of the following symptoms in the past 24 hours.**
 1. Appears overly tired
 2. Has or has had fever (99.5) in the past 24 hours
 3. Has or has had symptoms of diarrhea or vomiting in the past 24 hours
 4. Is on day 1 of antibiotics
 5. Has heavy or discolored nasal discharge
 6. Has a constant cough
 7. Is abnormally fussy, cranky or upset
 8. Has symptoms of a possible communicable disease
 9. Has an undiagnosed rash
 10. Has head lice and/or lice nits
- Children may return to Pathways School when they are fever-free for 24 hours without acetaminophen, ibuprofen or any other fever reducer.
- Children may return to Pathways School when all lice, nits and eggs are removed. Often times a second pair of eyes is helpful in ensuring your child is free of lice, nits and eggs. Therefore, please have your child's hair inspected by the Pathways School Director, Assistant Director or Administrative Assistant prior to attending class.

Your child will feel better at home recovering, so please keep them home if he/she is not feeling well. It is extremely important that you notify the school immediately if your child has been ill and/or has a communicable disease. We are required to report certain communicable diseases to the Texas Department of Protective and Family Services as well as the State Health Department.

Procedures for Dispensing Medications:

- ALL medication must be in its original container
- ALL medications will be dispensed according to either a doctor's note, as prescribed, or according to the medications label.
- ALL medication MUST be brought to the office by the parent and checked in through our Administrative Assistant. *DFPS defines medication as "a prescription medication, or a non-prescription medication, excluding topical ointments such as diaper ointment or sunscreen."*
- ALL medication must be current. Medication with past the expiration date will not be administered.
- Medications will only be administered to the person for whom it is prescribed.
- OTC medications that are not indicated for your child's age, MUST have an accompanying doctor's note with orders on the amount that is to be given to a child.

- Each time medication is administered, a note will be sent home through your child's folder indicating the medication that was given, the amount, the time it was given and the person who administered the medication.

Allergy Policy

The church is a shared space with many people in many rooms every day. For this reason, we cannot guarantee the absence of specific allergens. The staff will make reasonable accommodations if your child has an allergy. If your child has a food allergy, please let us know as soon as it is discovered, and we will make every effort to avoid the product in our snacks and to watch for them in the lunches of their classmates.

Immunization Requirements:

Please see the Texas Department of Family and Protective Services for the immunization schedule of required vaccines. *A copy of your child's up-to-date vaccine record must be kept in your child's file.* You can find more information in the Texas Department of State Health Service's rules at 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). You can access it on the Texas Department of State Health Services Internet website at: <http://www.dshs.state.tx.us/immunize/>, or you may obtain a copy from Licensing or your local or state health department.

T.B. Testing Requirements:

Requirements for tuberculosis screening and testing vary across the state. If your regional Texas Department of State Health Services (DSHS) or local health authority requires tuberculosis testing for children in your child-care center, then you must have documentation to indicate that each child in your care is free of active tuberculosis. Documentation of a TB screening is not required to be on file. If you are unsure of the requirements for your area, contact the TB manager at the DSHS regional office nearest you.

Hearing and Vision Screening Requirements:

All children ages 4 and up MUST have hearing and vision screening results in their child's file at Pathways School. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. Refer to 25 TAC Chapter 37, Subchapter C, (relating to Vision and Hearing Screening), for specifics on vision and hearing screening. This information may be accessed on the Internet at: <http://www.dshs.state.tx.us/vhs/>.

Discipline and Guidance:

Please inform your child's teacher if your child has experienced a traumatic emotional or stressful event. Something as small as a fender-bender can trigger emotional episodes in young children, so please, let us know if something has happened with your child. This will enable our child's teacher to understand and deal with behavior difficulty(s) she may observe in the classroom.

Our staff members make learning fun and enjoyable through the development of weekly topics and daily lesson plans for each class. Our main emphasis is teaching the children that God loves them and He wants us to love others. This knowledge and faith in God's love should be shown in their daily lives by showing respect for the teachers and adults, getting along with others, following class rules, being kind to one another, and sharing God's love with others.

Children are encouraged to develop and grow in self-control by many means – redirection, positive reinforcement, use of logical and natural consequences, individual and group discussions, and development and implementation of consistent Christian classroom guidelines.

As a last resort, when none of the above methods seem to be effective, a short "time out" in the classroom followed by more structure for the remainder of the day may prove to be helpful for some children. Home and school need to work closely with one another in developing consistent guidelines if and when problems do occur.

Please contact your child's teacher should you feel there is a problem that needs to be discussed. Your child's teacher will do likewise. Pathways School feels a strong Christian commitment to work with and help the children and families in our school within the limits of our capabilities.

If a child is unresponsive to the above methods, and the student's behavior continues to cause problems, DSUMC Pathways School reserves the right to request the withdrawal of a child who cannot adapt to the group situation. Should this be the case it will be important that home and school work closely in order to best meet the needs of the child.

Snacks and Meals:

A mid-morning snack will be provided each day for all children. A mid-afternoon snack will be provided for all children in Extended Day. If your child is here during the lunch time, the child will need to bring a nutritious lunch and drink (no carbonated beverages) in a lunchbox labeled with your child's name. Please label all containers and don't forget any needed utensils. All food should be ready to eat and easy to manage independently for ages 2 and up. All food must be something the child has previously eaten successfully in front of parents. Please do not send TV dinners or food that must be heated up.

What to Bring to School:

- Your child in washable play clothes. Please remember that this is a learn-while-playing and learn-by-doing program. Your child will get dirty – children may get Play dough smashed in their clothes or paint on buttons and hair. Please do not dress them in their Sunday best, as they will probably not come home the same way.
- Rubber-soled shoes with laces or Velcro closures. Open-toed shoes are not appropriate for outdoor playground play or nature walks.
- A small blanket and pillow or nap mat for nap time. "Security" items are welcomed, but please keep them at a reasonable size and note that these will be used for rest time.
- A weather appropriate change of clothing in a large Ziploc bag clearly labeled with your child's name (don't forget to include underwear and socks). This will stay at school in case there is any kind of accident. Please be sure to re-stock your child's change of clothes after each accident at school. Make sure the change of clothes kept at Pathways School fit the child and change appropriately with the seasons.
- A nutritious lunch and drink in a lunchbox labeled with your child's name.
- Each child will need to bring a water bottle (labeled with his/her name) to school each day. Please consider a sport top or other type of bottle that closes as to minimize spills.
- For two-year-old classes, please bring sufficient diapers and wipes for your child in his/her bag each day. These must be refreshed daily in his/her bag.

What NOT to Bring to School

- Toys of any kind unless requested by the teacher. *Specifically, no toy guns, knives, war toys, swords, weapons or toys of destructive nature.* These are prohibited and are not consistent with what we are teaching. Security items will be used at rest time if needed, but need to stay in your child's backpack during the remaining parts of the school day.
- Carbonated drinks
- Money, jewelry and other valuables. Children cannot be responsible enough to care of these items, and the staff cannot be held responsible for these items being lost or misplaced.
- Gum, candy, candles, or party favors as these may prove to be an unsafe hazard to children here at the facility
- Anything fragile/breakable unless pre-approved by the teacher

Toileting Policy:

Children in our 3 year-old, 4 year-old, and Kindergarten classes must be fully toilet trained before enrolling at Pathways School. These classrooms are not equipped with individual restrooms, but the classes have several scheduled class restroom times, and we have support staff who can take a child to the restroom as needed. The children in our 2 year-old classes may experience toilet training during the year, and we would be happy to assist with that while they are at school. It is important that parents stay in good communication with the teachers and staff about their child's toilet training, so that we may work together in the best way possible.

Policy Changes:

Parents will be notified in writing of any policy changes that may occur.

Animals:

We have a variety of animals at Pathways School such as fish, degus and turtles. *Please let us know if your child has any allergies to any of these types of animals.* We will notify you if any other animals are added to our classrooms. The animals' habitats are changed regularly and we will not let the presence of animals create an unsafe or unsanitary condition. *The children will never be allowed to touch the turtles as Child Care Licensing does not allow enrolled children to have contact with reptiles, amphibians, chickens or ducks.* **As a precaution to all students and staff, we do not allow pets to be brought into the building except for service animals.**

Curriculum:

All classes follow a monthly chapel topic, Bible verse, weekly Bible story, and age/grade level curriculum, but daily lesson plans for each class are individually designed by the teacher. The planned activities serve not only to reinforce and build on the theme but to provide opportunities for developing concepts and skills in language arts, mathematics, social sciences, natural sciences and fine arts. In addition, emphasis is placed on eye-hand coordination, large and small motor development, and auditory and visual perception skills.

Creative art activities are planned to introduce the child to a variety of art media and to broaden the child's experiences, to promote creativity, to provide opportunities for feelings of accomplishment, and to develop thinking and planning skills. Emphasis will be on the experience and the learning process and not on the finished product. Your child may or may not choose to participate in each day's activity and therefore may or may not bring home daily work.

All Pathways students benefit from additional enrichment opportunities within the context of special classes in Music & Movement, Science, and our corporate Chapel service. Pathways School also hosts a *Preschool for Parents* night in the fall to discuss classroom-specific curriculum and routines.

Teachers/Staff Requirements and Teacher/Student Ratios:

Pathways School employs qualified and nurturing professionals who are committed to enriching the development of each child. We strive to keep teacher-child ratios that exceed recommendations by state licensing and child development experts. *All Pathways staff members are addressed using their last name during hours of operation with children... i.e. "Mrs. Fernandez or Mr. Moon."*

Optimal Pathways School Ratios:

- 2 year-old classes have six to seven children with a teacher and support staff
- 3 year-old classes have eight to nine children with a teacher and floating support staff
- Pre-K (4 yr old) classes have ten to eleven children with a teacher and floating support staff
- Kindergarten classes have fifteen children with a teacher and a teaching assistant. If 2 kindergarten classes are formed, then each class would have eight to ten children and each class would have a full-time teacher and a shared assistant.

Outdoor Play:

We have a daily scheduled recess time for every class. In the event of inclement weather and the director has deemed that it is not safe or in the best interest of the children to go outside during this scheduled recess, classes will have "indoor recess" in the gymnasium. In addition, classes may go outside for nature walks, gardening, picnics, or other class activities. Please always send your child to school in weather appropriate clothing.

Water Play:

The children will have the opportunity to participate in water activities throughout the year. These activities include sprinklers and squirt bottles, etc. These activities may include wading pools at the end of the school year and parents will always be notified of these water activity days in advance and of what to bring (swimsuit, towel, water shoes, etc.).

Rest Time Policy:

All classes will have a designated rest time in their daily schedule. This rest time will be after their lunch meal. Children will not be forced to go to sleep but encouraged to rest quietly so not to disturb the other children in the class who may want to go to sleep.

Birthdays & Other Celebrations:

If you and your child would like to prepare a nutritious birthday snack, please contact your child's teacher in advance so she can plan accordingly. Special plates and napkins may be sent, but please do not send party favors. For children in the weekday program who are not here during the summer and whose birthday falls in the summer months, you may celebrate your child's birthday on their half-birthday or toward the end of the school year. Please contact your child's teacher to make arrangements.

We have several celebrations throughout the year including: Pumpkin Patch Party, Walk the Walk & Thanksgiving, Christmas Program and Birthday Party for Jesus, Valentine's Day, Easter, End-of-the-Year parties, and Pre-K and Kindergarten Recognition. Parents are encouraged to volunteer for and participate in these celebrations. The staff strives to keep these events simple, inexpensive and nutritious.

Field Trips:

The kindergarten classes *may* go on field trips during the school year. Each child will need to have signed permission on the registration form. Field trip location and times will be posted at least 48 hours before each trip. If your child is still required to use a car seat or booster seat, you will need to leave your child's seat at the school on the day of the field trip. We encourage parents to volunteer or chaperone during these trips to be involved in your child's activities.

Open Door Policy/Communication:

The parents and families are an important part of DSUMC's children's ministries. The director and staff encourage your participation in your child's school life through volunteering. Please feel welcome to observe or volunteer to share your talents, special interests or profession in your child's classroom.

The staff understands that communication is the key to any effective relationship. For this reason, you will be notified of needs in your classroom and kept up-to-date on school activities through daily notes, postings, or weekly emails, and the Pathways School Primer which will be emailed monthly. The Primer lists the month's chapel topics, bible stories & verses, snack calendars, and featured students for each class. We want you to know what your children are doing here at Pathways School and what will be coming in the next month.

PLEASE READ ALL INFORMATION SENT HOME

All Teachers will invite you to a Parent-Teacher conference mid-fall to discuss your child's adjustment to school and his/her social development. Pre-K and Kindergarten parents will have additional conference times offered during the school year. Pathways Teachers are available to conference by appointment at any time in the year. Should you feel the need to confer, please contact the director or teachers to schedule an appointment. **Please do not confer with the teachers during arrival or dismissal time as it takes their attention away from the other students, and the teacher will not be able to provide you with their undivided attention.** *It is in the best interests of the children to discuss any problems in a private setting.*

Minimum Standards and State Licensing

The DSUMC Pathways School is a licensed child-care facility. Therefore, all staff members follow the Minimum Standard Rules, as outlined in the Texas Department of Family and Protective Services. This agency conducts annual inspections of our facility. The most recent Licensing inspection report is posted on the bulletin board next to the Director's office. Copies of the Minimum Standards are in all the Pathways School offices as well as on the TX Dept. Of Family and Protective Services website. Please contact DSUMC Pathways School Director or Administrative Assistant if you wish to view the Minimum Standards or the most recent licensing inspection report.

Preventing and Responding to Abuse and Neglect:

The Child Abuse Hotline can be found in contacts section in the front of this handbook. The Texas Department of Family Protective Services website is www.dfps.state.tx.us The Child Care Licensing information hotline is 1-800-862-5252.

Emergency Preparedness Plan:

DSUMC has a master Disaster Plan in place and all staff has been advised and trained on what to do in certain situations. A full copy of the Disaster Plan is available in the DSUMC office. An emergency evacuation and relocation plan is posted in every classroom, hallway bathrooms, the Family Life Center and outside the office of the school to ensure safety of children during a fire, weather, or other emergency requiring evacuation or relocation of the children.

At Pathways school, we conduct monthly fire drills and quarterly severe weather and lockdown drills in accordance with state and local licensing procedures. In addition, smoke detectors, carbon monoxide detectors and fire extinguishers are checked on a regular basis. We are a secure campus where entrance and exit doors are unlocked during arrival and dismissal times only. If for some reason you need to come into the building at a different time, you will need to ring the doorbell to be let in and check in through our visitor log and obtain a visitor's badge.

In the case of an individual emergency, the parent/guardian will be called. If the parents cannot be reached immediately, EMS will be dispatched (at your expense) to take your child to the nearest hospital. Every effort will be made to contact the parents as soon as possible. In the event the parents cannot be reached, the persons listed on the registration form will be contacted. For minor injuries and non-threatening circumstances, as a courtesy to the parents, we call as we feel it is necessary to do so. If it is not an emergency, our staff will inform you upon arrival and have you sign an accident report (if necessary).