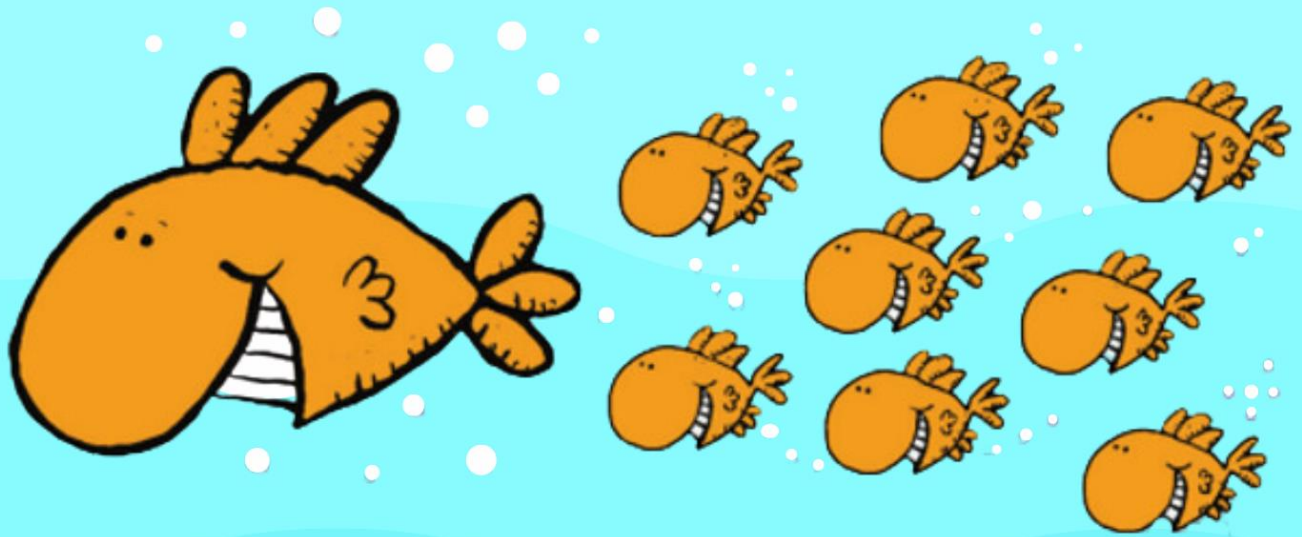


Oak Hills Church  
**PRESCHOOL**  
**PARENT HANDBOOK**  
2024-2025



*Let the little children come...*  
*Matthew 19:14*

Oak Hills Church  
**PRESCHOOL**

<b>OHC Main Number</b>	210-698-6868
<b>OHC Preschool</b>	210-698-4685
<b>OHC Fax Number</b>	210-698-1323
<b>Selma Rivas</b> Children's Minister <a href="mailto:selmar@oakhillschurch.com">selmar@oakhillschurch.com</a>	210-698-4684
<b>Kendra Kunkel</b> Preschool Director <a href="mailto:kendrak@oakhillschurch.com">kendrak@oakhillschurch.com</a>	210-698-4685
<b>Leah Carabajal</b> Administrative Assistant <a href="mailto:leahc@oakhillschurch.com">leahc@oakhillschurch.com</a>	210-698-4681

**Mailing Address**

19595 IH 10 West  
SA, TX 78257

**Phone**

210.698.4685 or 210.695.4681

**Fax**

210.698.1323

[kendrak@oakhillschurch.com](mailto:kendrak@oakhillschurch.com)

# Parent Handbook

Dear Parents:

Welcome to Oak Hills Church Preschool. You have chosen an early childhood program where your child's growth and development will be fostered in a developmentally appropriate way by teachers and staff who love God and have a passion to serve him through teaching.

This handbook has been prepared to acquaint you with school policy.

Please read this handbook so you will understand our school policy, and your role as a parent(s) in supporting our preschool program. Please keep this handbook as a guide.

Any changes made to policies and procedures throughout the school year will be sent home in the form of an amendment which will require your signature as a parent of a preschooler enrolled at Oak Hills Church Preschool.

If you have questions or concerns regarding policies and procedures, please contact the Preschool Director at 698-4685.

Sincerely,

Kendra Kunkel  
Preschool Director  
210-698-4685

Oak Hills Church Preschool does not discriminate based on race, color, creed, nor national or ethnic origin in the administration of programs or employment.

## **OAK HILLS CHURCH PRESCHOOL**

Oak Hills Church Preschool offers quality early childhood education in a Christ centered setting.

Oak Hills Church Preschool was founded in 1999 as a ministry of Oak Hills Church to serve the families of our community by offering quality early childhood education in a safe, loving, Christian environment. Oak Hills Church Preschool is licensed by Texas Health and Human Services (THHS). The Department of Family and Protective Services (DFPS) is a department of THHS and oversees Child Care Licensing. The state licensing offices may be contacted at 210-337-3399. You may review the latest minimum standard and licensing inspection upon request. You may go to the DFPS website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org) to learn more about DFPS. Our license and our most recent licensing inspection report are posted in the preschool office. The DFPS abuse hotline is 800-252-5400.

Oak Hills Church Preschool is managed by the School Director and is overseen by the Children's Minister at Oak Hills Church.

### **HOURS OF OPERATION, HOLIDAYS, CLOSURES**

The first day of school in September is on the Wednesday after Labor Day, and the last day of class in May is the Friday before Memorial Day. Please note that a "Get Acquainted Meeting" is held prior to the first day of class. An Oak Hills Church Preschool calendar is published yearly that coincides with Northside ISD calendar for most major holidays, with the exception of the first and last day of school.

Pre-K 3's, 4's, and 5's students attend school two or three mornings a week, 8:30/8:45am to 12:30/12:45pm Extended day is available on Wednesdays until 2:15pm for an additional \$35 charge. All students are expected to be prompt and to attend classes regularly.

### **SCHOOL CLOSURE**

When inclement weather requires special precaution, the school may be forced to close. If Northside ISD closes due to bad weather conditions, Oak Hills Church Preschool will also close. Listen to your local TV and radio stations for information about school closing. Oak Hills Church Preschool will not make up bad weather closure days regardless of how NISD handles it. In the event we must close the school after the school day has begun because of electrical outage, plumbing, water shut off, natural emergency, or any other reason, the school office will contact you through the use of our GroupMe App or a telephone call from your child's teacher or office staff. You must pick up your child immediately. (It is a health requirement that there be running water in order for school to be in session.)

### **OFFICE HOURS**

The school office is normally open from 8:15am to 2:45pm on school days. If we are not in, please leave a message on the voice mail, and your call will be returned as soon as possible. In an emergency dial 210-380-4273 and/or 210-698-6868 (church office).

## **ENROLLMENT REQUIREMENTS**

Before the child's admission to the school, three forms must be completed and returned to the school office. The forms are: the admission form (electronic form), which includes emergency medical authorization, a shot record and medical form which must be signed and dated by a physician, and an emergency data card (electronic form). Forms must be received before your child can attend class. All students four years of age and older will need a vision and hearing screening, as required by the state. These screenings can be done through Stone Oak Speech and Language Center, shortly after school begins in our facility for a nominal fee.

A child is considered enrolled when his/her name has been added to the appropriate class list and the required fees have been paid. These fees include the registration fee, a supply fee, and May's prepaid tuition.

Please note that diapering facilities are not readily available; therefore, independent toileting must be mastered before a child can attend our school. If you have concerns about this matter, or if your child has a medical problem, please notify the Director.

The school makes an effort to accommodate all children, but our school reserves the right not to accept a child whose needs require individual attention that cannot be provided for by available staff. We do not have a registered nurse on staff. The school reserves the right to refuse care for a child if the parent's account is delinquent, and the parents have failed to pay outstanding charges.

Each parent must provide a current telephone number where he/she can be reached in the event of an emergency. Two alternate persons should also be indicated and have a current phone number and address listed on both the enrollment form and emergency card. The emergency card will be sent in a link to your preferred email. If you prefer not to have your phone number released in the class directory, please notify the school by checking the appropriate box on the Parent Handbook Acknowledgement form.

## **REGISTRATION POLICY INFORMATION**

Registration is held in February for the following fall (September). The school year is from September through May. All registration is done online at [oakhillschurch.com/preschool](http://oakhillschurch.com/preschool).

Registration is on a FIRST-COME FIRST-SERVED basis. When a class is filled, a waiting list will be established. The list will remain in effect through the current school year only. It does not carry over to the next school year.

The annual registration fee and supply fee are NON-REFUNDABLE. The registration fee is \$100 for the first child, \$75 for the second child, \$50 for the third, and no cost for the fourth child in the same family. The supply fee is \$200 (3-day classes) or \$165 (2-day classes).

Included in the registration fee is May tuition. We take May tuition up front to secure a spot and tuition paid in advance will be refunded **ONLY** if the following criteria are met:

1. The school is notified before July 1 that you are withdrawing your child.
2. If school has started a 30 day notice is required.
3. We are able to fill the place vacated by your child.

## **TUITION AND FEES**

Oak Hills Church Preschool is a nonprofit organization and is a ministry of the church. Our budget is set annually, and we are totally dependent on the tuition generated yearly for the school operating expenses. Tuition is based on a full year and collected in nine equal payments.

Regular tuition (September-April) is due on the 1<sup>st</sup> school day of the month and will be considered late on the 10<sup>th</sup> day of each month. After the 10<sup>th</sup> day of the month, a \$20.00 late fee will be charged. A 5% discount is available for paying a year in advance. There are NO credits for illness or vacation time. Tuition payments may be paid online, mailed, or brought to the school office. Credit/debit card payments are accepted online by using the link emailed to you monthly. If payments are mailed, be sure they are addressed to Oak Hills Church Preschool, 19595 IH 10 W San Antonio, TX 78257 and include the child's name in the memo line of the check to eliminate confusion in the church office.

Each January new tuition rates and fees will be published for the following school year.

## **CLASS ASSIGNMENTS**

Student class assignments are made after thoughtful consideration for each child individually and as a class member. We are unable to guarantee teacher requests. Please base your registration on the 2-day or 3-day class option rather than a specific teacher.

A "BACK TO SCHOOL" mail-out will be sent in mid-summer. Your child will also receive a post card invitation to a "Get Acquainted Meeting" before the start of school. The school is located within the Northside Independent School District boundaries, and we follow their calendar for major school holidays. Holiday and School closure dates are listed on our website at [oakhillschurch.com/preschool](http://oakhillschurch.com/preschool).

## **EDUCATIONAL PHILOSOPHY**

Our goal is to provide a Christ centered program that combines developmentally appropriate teaching techniques and current educational philosophy within a secure and stimulating environment. Each child has the opportunity to grow spiritually, physically, emotionally, mentally, and socially at his/her own rate.

Time and space are organized to encourage active exploration by each child. Freedom of choice and self-directed time are scheduled in addition to teacher-directed time and structured activities. Children will build self-esteem and self-confidence as they explore and discover. Hands-on learning and discovery provide the conceptual background necessary for the later development of all abstract learning. Children will use all senses to be actively involved in the learning process. Children will develop at their own pace as they learn about life and how they relate to the community and the world around them.

## **CURRICULUM**

Each teacher plans the preschool curriculum around topics that are developmentally appropriate for the age group they are working with, based on a yearly outline of suggested topics. Social development, cognitive skills, language skills, and perceptual skills are all emphasized through play in independent play as well as large group activities. Each child is unique and develops at

his/her own rate. Because “play” is a child’s “work,” the classroom is divided into learning or “work” centers, which provide opportunities for learning through various challenging activities. The children are provided with daily experiences that will promote their overall level of development.

### **ENRICHMENT CLASSES**

Music, Life Skills and Motor Skills classes are provided for children to enhance their learning experience. These enrichment classes are taught by teachers hired for these specialty areas.

### **CHAPEL**

Oak Hills Church is a non-denominational body of disciples who make disciples by guiding all people to follow Jesus moment by moment. Preschool chapel is held weekly. This time of worship consists of praise and worship, Bible stories, memory verses from the Bible, and prayer.

### **INDOOR/OUTDOOR PHYSICAL ACTIVITY**

Oak Hills Church Preschool believes there is strong research that shows the need for physical activity and play each day. When children participate in physical activity every day there are multiple benefits to their overall health. According to the Centers for Disease Control and Prevention, physical activity for children improves academic performance, brain health, muscular fitness, heart and lung health, cardiometabolic health, bone strength, long term health, and healthy weight. Regular physical activity reduces stress and improves self-esteem. Research has shown there is a strong link between cognitive skills and physical fitness.

Every class will play outdoors for a minimum of 20 minutes, regardless of the temperature, unless something is falling from the sky. In the case of inclement weather, we will use the indoor playscape for free physical play time. Every class offers an hour of uninterrupted center-based play inside the classroom on every school day. Unstructured physical activity takes place both indoors and outdoors on every school day throughout the day. Gross motor skills class is offered every Friday for each class for 20 minutes in a large, open space allowing for large muscle movement.

### **DISCIPLINE**

At Oak Hills Church Preschool, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child’s ability to become self-disciplined, which is our ultimate goal. Modeling the expected behavior, redirecting children to an acceptable activity, and setting clear limits are a few of the methods used at Oak Hills Church Preschool to guide children. Children are given opportunities to develop social skills such as cooperating, negotiating, and talking with the person involved to solve interpersonal problems. Children are taught to express their feelings and self-regulate in a socially accepted manner. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they make has a direct consequence, they will begin to learn to be responsible for

their own actions. A negative choice will result in a negative consequence. Oak Hills Church Preschool prohibits corporal punishment of any kind, cruel or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of the Preschool Director.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home. When dangerous or disruptive behavior persists, brief time out periods are used in the classroom or the school office. Corporal punishment is never used. In cases of extreme behavior problems, parents will be notified. Cooperative plans for resolution will be developed.

We believe in a positive atmosphere for learning. Students will be taught to respect one another's rights and privileges so that acceptable discipline can be maintained during all school activities.

Discipline problems which have reached a level to warrant a visit with the Director will result in a note sent to the parent(s) and a phone call home each time the child is brought to the Director so that the parent(s) are aware of the situation at hand. The note must be signed and dated by one of the child's parents and returned to the school. In the event that serious behavior problems cannot be resolved, the student will be dismissed from Oak Hills Church Preschool.

#### **DAILY SCHEDULE**

Each classroom has a daily schedule posted. The schedule has been designed to alternate between large and small group time, active and quiet activities, and to allow sufficient time for centers and outdoor play. Changes to this schedule will be sent home in your child's tote as well as posted in the classroom.

### **ARRIVING/DEPARTING FROM THE PRESCHOOL**

#### **PARENTS RIGHT TO IMMEDIATE ACCESS**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Oak Hills Church Preschool, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Oak Hills Church Preschool must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with the Preschool, both parents shall be afforded equal access to their child as stipulated by law. Oak Hills Church Preschool cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason.



If a situation presents itself where one parent does not want the other parent to have access to their child, Oak Hills Church Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The Preschool Director will contact the local police should a conflict arise.

### **DROP OFF/PICK UP**

Drop off takes place through a car line. We have 3 different drop off doors and your teacher will make you aware of your specific time and door. Drop off takes about 10 minutes each morning. This time has proven to be a very important time of greeting and engaging for every student. It helps set the tone for the day. Please be on time so your child does not miss this time.

If you miss your drop off time, please park and come inside. The security guard will notify the school office and we will come up and receive your child.

We are a cell-free zone at pick-up. Please do not enter the school on your phone. Finish your call outside the wing so you can make eye contact, fully engaging, and intentionally relating to your child. They need to share their important day.

### **SIGN IN/SIGN OUT PROCEDURE**

When your child is received at your vehicle, please sign in under your child's name and indicate your arrival time on the class clipboard. At pick-up, repeat the process by signing your name and pick-up time.

### **RELEASE AUTHORIZATION**

If someone other than persons designated on the enrollment form is to pick up your child, please notify your child's teacher in writing by filling out the Permission to Release form. Late charges will be assessed in the event you are late picking up your child. Please refer to the section entitled "Hours of Operation" in this Handbook for further explanation of late fees.

### **SAYING "GOODBYE" (SEPARATION)**

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices with children:

- Plan and execute a routine. Example: When we pull up say "Hi" to our teacher, see which friends are already here and help teacher get child from the car quickly and safely. This greeting time between teacher and child is invaluable.
- Goodbyes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.
- Parents should encourage children to make friends with the teachers and look forward to being at school without feeling guilt or disloyalty.

### **LATE PICK-UP**

Children should be picked up promptly at 12:30/12:45pm. A late fee will be assessed at 12:40/12:55pm. We charge \$5.00 for the first 10 minutes and \$1.00 for every minute after 12:45/1:05pm. If you are late to pick up, your child will be in the school office. If your child participates in extended day and you are late, you will be charged the same rate beginning at

2:25pm and you will pick up your child in the school office. If you have an emergency, please have someone contact us as soon as the situation is safe.

### **VISITING ALUMNI**

As much as we enjoy seeing and visiting with our past alumni, we will no longer be able to allow alumni to stay in the classroom during the school day. We cannot take on the added liability or increase our student/teacher ratios while maintaining licensing requirements and standards. We love to share a quick visit before or after the school day and we love staying in touch. Please make arrangements with your teacher or other alumni to visit before or after school.

### **SAFETY PRECAUTIONS**

Never leave children unattended in your car. If you need assistance, please contact school office and we will assist you. Also, please lock your car and do not leave your purse or valuables in plain sight. This is for your safety and well-being as well as that of your child/children and your possessions. Please do not allow your child to walk into the building alone.

## **ILLNESS AND HEALTH PRECAUTIONS**

### **HEALTH AND MEDICAL REQUIREMENTS**

Each child must have a current medical form on file in the office listing proof of immunizations. This form must be signed and dated by your physician and must indicate the status of your child's immunizations.

In addition, we require that all employees consult the recommended immunization schedule and work directly with their health care provider as to which vaccinations are best for each individual. Unless a vaccination is REQUIRED for an adult by the CDC (Centers for Disease Control and Prevention) or the City of San Antonio Health department, all Oak Hills Church Preschool employees have the right to make their own informed decisions. All employees are expected to follow the same illness policy that is set forth in our parent handbook. A copy of the recommended adult immunization schedule is included in our handbook and redistributed each year at in-service training. For further information you may check:

<http://www.sanantonio.gov/Health/HealthServices/Immunizations/VaccinePreventableDiseases.aspx>.

- Tetanus, diphtheria, pertussis (Td/Tdap): a booster is needed every 10 years. Tdap should be given in place of Td for adults 19-64 years old who have never received Tdap in the past.
- Varicella (chickenpox): two-dose series given to adults with no evidence of immunity to the chickenpox virus. Pregnant women should not get this vaccine.
- Measles, mumps, rubella (MMR): one or more doses given to adults with no evidence of immunity. Pregnant women should not get this vaccine.
- Influenza (flu): yearly vaccination.
- Hepatitis A: two-dose series given to adults with certain medical, occupational, lifestyle, or other indications including chronic liver disease, illegal drug use, and health care workers.

An employee may show proof of an exemption due to a medical condition or for reasons of conscience, including a religious belief. Exemptions will be filed in the personnel folder and reviewed annually. An exempt employee will not be discriminated against nor will retaliatory action against such employee take place.

### **ILLNESS**

Please be sure your child is well before bringing him/her to school. If a child is well enough to be at school, we will expect him or her to go outside with the class and participate in all classroom activities. Your child's health is a matter of major importance to us. State licensing requires that precautions be taken to safeguard the health of all children enrolled. This includes excluding children from attendance who come to school sick or isolating children who become ill at school. It is the teacher's responsibility to question the parent at drop off if a child appears to be sick, and it is also the teacher's responsibility to ask a parent to take a child back home if the child is deemed not well enough to be at school. The school does not employ a school nurse; therefore, any first aid administered, or medication given will be done by the child's teacher or the office personnel. Please see the specific requirements for administering medication in the section entitled "If Your Child Needs Medication Administered at School," located in this handbook.

### **COMMUNICABLE/INFECTIOUS DISEASE**

Oak Hills Church Preschool follows all health/communicable disease recommendations of the Center for Disease Control (CDC). If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children must be free of symptoms of illness for 24 hours before returning to school or provide a note from your doctor stating they may return. If your child becomes ill (a temperature of 100 or higher) while at school and you are called, please pick up your child promptly. We will not ask you to come if we do not feel it is necessary.

Please keep your child at home if he/she has any one or more of the following symptoms:

- A fever higher than 98.6
- Diarrhea (two episodes of loose, watery stool) OR has had diarrhea during the previous 24 hours—see school policy stated below
- Has vomited within the last 24 hours—see school policy stated below
- Is taking the first day dosage of an antibiotic
- Onset of a cold/cough unless allergy related
- Heavy nasal discharge—see school policy stated below
- Fussy, cranky, and generally not himself/herself
- Exhibits unexplained rash
- Head lice
- Conjunctivitis (pinkeye)
- Sore throat or difficulty swallowing
- Moist or open sores

Your child's teacher will do a daily health check on your child. Cold and allergy symptoms can be confusing, but a child's sinus discharge should run clear by mid-morning if not an infection. We reserve the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program. Parents, please notify the school when your child is out sick. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared.

**The school's policy with regard to specific symptoms is as follows:**

- Diarrhea: Parents will be notified when the first episode of watery bowel movement occurs. Parents will be informed that if a second watery movement occurs during the school day, parents must pick up the child. Parents will be asked to pick up a child immediately if abdominal pain, fever, or vomiting accompanies the first or second occurrence of diarrhea. To be certain that the diarrhea does not reoccur, children are to be excluded from the program for 24 hours from the time the diarrhea occurs. For example, if a child has had diarrhea during the previous day or evening, the child will not be allowed to attend school the following day. He/she must remain at home for 24 hours, free from diarrhea symptoms.
- Vomiting: if vomiting occurs within the previous 24 hours, the child shall be excluded from the program. If vomiting occurs during the school day, parents will be called and asked to pick up child immediately. Gagging due to excessive crying does not constitute vomiting.
- Eye/Nose Drainage: If thick mucus or pus is draining from the eye or nose, a child is prevented from attending school. Green or yellow mucus may indicate an infection or allergy. If the doctor indicates that mucus is due to allergy and is not contagious, a note from the doctor must be brought to school in order for the child to attend school.
- Sore Throat: If the child complains of sore throat that is accompanied by a fever, the child is prevented from attending school.
- Fever: If the child has an oral temperature of 100 degrees or higher, the child is prevented from attending school and may not return until he/she is fever free without fever reducing medication for 24 hours.
- Skin Rashes: If the child has undiagnosed skin rashes or sores, the child is prevented from attending school. If the child has persistent itching of skin or scalp, the child is prevented from attending school.
- Appearance or Behavior Changes: If the child looks or acts differently, is unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken, the child should remain at home for further observation.
- Lice: If a child contracts lice, treat as physician recommends, and child must be nit free before returning to school.

## **MEDICATION**

Only medication prescribed by your doctor will be administered to your child while at school. Medication must be in the original bottle with clear indication of the dosage and the time the medication is to be administered. You must sign a medication permission form in the school office and notify your child's teacher of the time the medication is to be administered. If over-the-counter medication is to be used in the case of an allergic reaction, this must be outlined by the child's physician in the physician's orders and in an Emergency Care Plan outlined specifically for your child. The Emergency Care Plan must be signed by both the physician and the parent. The over-the-counter medication must be labeled with the child's name and dosage according to the doctor's recommendation.

## **HEARING AND VISION SCREENING**

It is required by the Texas Health and Safety Code that all children four years of age and older have a vision and hearing screening on file in the school office. If your doctor does not do these screenings, it can be done at the school shortly after school begins through Stone Oak Speech and Language Center for a nominal fee.

## **ALLERGIES**

For the safety of your child, parents of children with severe allergies are required to provide a signed copy of an "Allergy Special Care Plan," detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This plan must be updated annually, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. If there is a change in allergic sensitivity (it is determined by physician that the child is no longer allergic to something), this information must be communicated in writing on letterhead from the physician. Parents are discouraged from making these determinations on their own for the health and well-being of their child. Any medication required to treat an allergic reaction must be provided.

## **EMERGENCIES**

In case of injury or severe illness, we will first contact the child's parents, then, if need be, the designated emergency persons. If necessary, the school will arrange for emergency medical care and/or emergency transportation. It is the parent's responsibility to keep the school records updated with current telephone numbers and emergency information.

## **ACCIDENTS/INJURIES**

The teacher will treat the injury and send home an accident report if the injury is minor. In case of a more severe injury, the appropriate first aid measure will be taken immediately to care for the child, the parents will be notified, and if necessary, parents will be asked to pick up the child for further medical treatment. Emergencies will result in a call to 911. It is very important that all telephone numbers and emergency information be kept current so that parents can be reached at all times. Please be sure cell phones are turned on and accessible while your child is attending school.

## **HANDWASHING**

The most important thing teachers and children can do to prevent the spread of illness is to wash hands thoroughly and often. Teachers are given the following guidelines regarding hand washing.

### How to Wash Your Hands:

1. Rub your hands together vigorously for at least 20 seconds using warm running water and soap.
2. Wash under fingernails, between fingers, backs of hands and wrists.
3. Rinse your hands well under running water.
4. Dry your hands with a single use paper towel.
5. For hand-held faucets, turn off water using a paper towel instead of bare hands to avoid recontamination of clean hands.

### When Teachers Should Wash Your Hands:

1. When you arrive at the program.
2. After you change an undergarment.
3. After you handle items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes.
4. After you clean up messes.
5. After you handle a sick child.
6. Before you prepare food or serve food.
7. Before you eat or drink.
8. After handling any pets or animals.

### When You Should Wash the Children's Hands:

1. When they arrive at the program.
2. After they use the toilet or have their under garments changed.
3. After they have touched a child who may be sick or have handled soiled items.
4. Before they eat or drink.
5. Before and after using the water/discovery table.
6. After handling any pets or animals.

## **INSURANCE**

Oak Hills Church Preschool meets all state requirements regarding insurance coverage for children enrolled in a licensed facility. The liability insurance coverage is reviewed annually.

## **SAFETY PRECAUTIONS**

### **ONSITE SAFETY OFFICER**

Oak Hills Church has onsite security officers who are stationed at the west entrance to our building. All other entrances remain locked during the day. The officers will also patrol the perimeter of the building throughout the day. If you need to come into the building at any time other than drop-off/pick-up times, you will need to come through the west entrance, show the officer your preschool tag, and he will radio the school office to make us aware of a visitor and allow you to come down.

During drop-off and pick-up, Preschool office staff will man the doors allowing you to enter.

### **GANG-FREE ZONE**

Oak Hills Church Preschool is designated as a gang-free zone. A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law. Parents may contact their local municipality to obtain a copy of the map if they choose to do so.

### **FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on church property for any reason unless they are police officers required to carry these weapons as part of their uniform/job and disclose this information to the Director and the classroom teachers.

### **FIRE SAFETY**

Fire drills are conducted monthly, and all classes participate. Every room in the school displays the emergency procedures regarding fire and notes the primary and secondary evacuation routes. The Oak Hills Church building is equipped with a fire/smoke alarm system that notifies the City of San Antonio Fire Department when activated. There are fire extinguishers strategically placed around the building, and teachers are trained in how to operate them. The school complies with all legal requirements regarding installation of smoke detectors, extinguishers, and alarms.

### **SEVERE WEATHER**

The school is required by licensing to conduct a severe weather drill every three months. Teachers are trained in what to do in case of a tornado or high winds. The school's policy is that children will be gathered in the preschool classroom away from windows or exterior doors until the danger has passed. In case of a school closure due to weather emergency, the school follows the directive of the Northside Independent School District. If NISD schools are closed due to flooding, snow, ice, or any emergency, our school is closed as well. In case of thunderstorms, teachers are to bring children inside and may not return outside until 30 minutes from the last sound of thunder or flash of lightning.

### **WEATHER/TEMPERATURE ALERTS**

The school subscribes to [www.tceq.texas.gov](http://www.tceq.texas.gov) in order to receive daily emails regarding ozone levels. When levels are unhealthy, children's time spent outdoors will be limited to 20 minutes at a time. When the air temperature is 90 degrees and the heat index is between 91-97 degrees or the air temperature is 94 and the heat index is between 97-103 degrees, children's time spent outdoors will be limited to 20 minutes at a time. When the air temperature is below freezing and the wind chill is below 32 degrees, children's time spent outdoors will be limited to 20 minutes at a time. Children will dress for cold weather with coats, hats, and gloves if provided.

### **TOXIC FUMES**

In the case that the school is notified that toxic fumes are present in the dangerous levels in the outdoor air, the children will remain inside the building with windows and doors closed and the air conditioning off until the school is notified by authorities that the danger has passed.

### **INTRUDER/ACTIVE SHOOTER**

In the event that a person enters the building with intent to do harm to the children or teachers, staff will follow established procedures for protection of the children. Procedure includes locking classroom doors, covering the windows, radioing for assistance, and bringing children in from the playground. Teachers can either use their cell phones or the radios to provide a communication link between the classrooms and the school office. The program's director and administrative assistant have the right to ask any person to leave the premises, and they will call church security or local authorities as well as church personnel if necessary. The school is required by licensing to practice shelter drills and lockdown drills every three months.

### **PLAYGROUND SAFETY**

Our playgrounds comply with all federal safety guidelines. Playgrounds are inspected on a regular basis, and when needed, repairs and changes are made. Children are taught the safety rules, which include keeping mulch on the ground, walking up steps, taking turns, and climbing safely on the equipment. It is important that children wear appropriate footwear while playing on the playground. We do not apply sunscreen or bug repellent at school. If you feel your child will need either for outdoor play, please apply it prior to the start of school.

### **NATIONAL ALERTS**

The school has put in place guidelines that will be activated when the nation is on orange alert status or higher. If local authorities declare a shelter-in-place emergency due to release of dangerous contaminants into the atmosphere, the children and teachers will "shelter in place." The building will be closed and will not reopen for any reason until local authorities have declared the danger passed. Do not come to the school to pick up your child during a shelter-in-place emergency; rather, seek shelter for yourself and rest assured that your child is well cared for and is safe at school. Children remain with their teachers in the safe rooms until the danger has passed and civil defense has notified the community that it is safe to be outdoors.



## **EVACUATION**

In the unlikely event that children must be evacuated from the school building for any reason, we will go across Summer Oaks to the Student Building. Evacuation – across the street, north of the building, and into to Oak Hills Church Student Center that is located off I-10 and Summer Oaks next to the Shell Station. (Map attached) Parents will be called to pick up children from there, and the staff will remain with the children, care of the children and keep them engaged until all are picked up.

## **UNIVERSAL PRECAUTIONS**

Universal precautions will be used in handling all body fluids at the school to provide the best protection for everyone. Universal precautions consist of wearing disposable protective gloves when there is contact with blood and/or body fluids, mucous membranes, non-intact skin, or when handling items or surfaces soiled with blood or body fluids. Gloves must be changed after contact with each child. Hands must be washed immediately after gloves are removed. First Aid kits are located in the front office and all classrooms. These kits must be used when cleaning up body fluids according to the instructions in or on the kit. The First Aid kit must be restocked immediately after use.

## **PEST CONTROL**

As part of our commitment to provide your child with a safe, pest-free learning environment, Oak Hills Church may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our pest management program and are done on non-school days by trained and licensed technicians.

## **SCHOOL PICTURES/SNAPSHOTS**

The teachers do take pictures at school of the children involved in their daily activities. These pictures are used for bulletin boards, memory books, and classroom activities. If you do not want your child photographed, you must fill out a photograph denial form in the office. This will then be placed in your child's file and a copy will be given to his/her classroom teacher as well as all special teachers.

## **PREVENTING AND RESPONDING TO ABUSE**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Oak Hills Church Preschool are considered mandated reporters, under this law. The employees of Oak Hills Church Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of Oak Hills Church Preschool cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in

“good faith.” Every Oak Hills Church Preschool staff member receives annual training on how to identify and report suspected child abuse or neglect.

**Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Failure to bathe a child
- Sending a sick child to school, medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation
- Children who are repeatedly picked up after the school’s official closing time.

Parents of a child who is a victim of abuse or neglect should contact: Texas Abuse/Neglect Hotline (800) 252-5400. It is open 24 hours a day, 7 days a week, nationwide. Abuse can be reported by going to [www.txabusehotline.org](http://www.txabusehotline.org). Your local law enforcement office, or 911, if threat of imminent danger.

### **FIELD TRIPS**

We do not take class field trips outside of our building. However, special guests are brought in to enhance our curriculum from time to time. There is a possibility of one off-site party at Easter, and it is the responsibility of the parent to transport them to and from this party.

### **CLOTHING**

As you plan your child’s wardrobe, consider the variety of activities that your child participates in on a typical day. Children should be dressed in comfortable play clothes when attending school. We will be using a variety of messy media like food color, paint, and shaving cream. We suggest comfortable and washable clothes that are free of complicated fasteners. Be sure that your child has adequate clothing for outdoor play.

A light jacket is often required for outdoor play and should be labeled with his/her name. A heavy coat, gloves and hat are needed in the winter months and all should be labeled. Closed toed shoes, preferably tennis shoes are best for preschool but are essential for motor skills which takes place every Friday.

## **PARENT INVOLVEMENT**

### **COMMUNICATION**

The primary source of communication will be through emails, school notices placed in tote bags, or the GroupMe App for individual class notices. Every child is given a tote bag to carry their personal belongings to and from school i.e. lunch, jacket, change of clothes, etc. These tote are one of the many ways we communicate with parents. Please check your child's tote daily and be in the habit of checking GroupMe and emails frequently so you don't miss important information. We also have electronic signage inside the preschool wing with upcoming calendar events posted. Teachers may not respond to messaging during the school day as their focus is on supervising children. Contact the school office should you need to get a message to your teacher. We value communication and realize the importance of relationship. If you need to speak with us at any time, do not hesitate to do so, scheduled or unscheduled.

You will receive a calendar each month that is meant to be a window into your child's classroom. We hope this helps promote and encourage conversation about your child's day as well as keeping you informed about events, snacks, holidays, and classroom themes.

### **ROTATING SNACKS**

Parents take turns in each class providing the midmorning snacks. Wholesome crackers, plain cookies, bread, cheese, fruit and other finger type foods are preferred. Please provide snack from two (2) food groups, i.e. cheese & crackers. We will not serve beverages with added sugar, such as carbonated drinks, fruit punch or sweetened milk except for special occasions such as holiday or birthday celebrations. Milk or 100 percent juice can be included. Water will be served at every snack time. Please do not send glass containers. A class snack bag will be sent home as a reminder of the child's snack day. The children will occasionally cook items such as pizza, muffins, soup, bread, macaroni, etc. The snack menu is posted outside each classroom daily and is kept on file for one year.

### **LUNCHES**

Children bring their lunches from home on school days. State Licensing requires lunches meet nutritional guidelines. Lunch should include a protein (meat, cheese, eggs) vegetables, fruit, and grains. Some suggestions for a healthy lunch are a sandwich, crackers and cheese, soup in a thermos, raw vegetables and dip, fresh fruits and juices, yogurt and milk. No child will have lunch withheld for any reason. Likewise, teachers will always ask that children at least try their lunch, even if they say they do not want to eat. At least one teacher sits with children while they are eating snack and/or lunch. Children are never forced to eat what they do not want to eat. Unopened items will be returned in lunch kits; however, partially eaten or messy items will be thrown away. Children are prohibited from sharing lunches with one another.

We do not do any food preparation. If food should be served warm, it needs to be in a thermal container that will keep it at the desired temperature. Please enclose a cold pack if food in the lunch box requires refrigeration. Water will be offered to every child with snack and lunch. Please do not include carbonated beverages.

## **CLASSROOM PARTIES**

Various special events are held at the school and parents are welcomed and encouraged to attend. Parent volunteers also plan class parties and assist the classroom teacher when needed. We ask that parents plan to participate in two classroom parties over the course of the school year. If you are not one of the “party parents” please do not plan to attend the classroom parties. Our space is limited in the classroom and to keep all engaged and safe, we limit the number of adults at the classroom parties. Following is a list of celebrations and parties: October – Fall parade & parties; November – Thanksgiving Feast; December – Christmas parties; February – Rodeo Day & Valentines parties; March/April – Easter parties (may be held offsite) and Fiesta Parade & Carnival; May – school wide picnic.

## **BIRTHDAYS**

Birthdays are special occasions worthy of recognition. You may bring a special treat to share at snack time. Please discuss details with your child’s teacher. Birthday recognition is meant to be low-key during class time. If birthday invitations are distributed at school, ALL children in the class must receive one.

## **PARENT/TEACHER CONFERENCES**

Close communication between parents and teachers is essential. At Oak Hills Church Preschool, we believe that parents and teachers are partners in the education process. We want to work as a team and partner with you in the education of your children. We will greet you in the mornings and afternoons, but if you have concerns or need to have a conversation, please schedule a time to visit with teachers during their conference time or outside of their classroom teaching time. Parent/Teacher Conferences are held in February and the teachers will share information they have observed at this time. Students will have a holiday that day, but childcare for enrolled students will be offered during your conference time.

## **VISITORS**

Visitors are encouraged to make an appointment and must sign-in at the school office. Visitors are allowed in the preschool facility at the discretion of the Director and must be accompanied by a staff member while in the preschool. If a visitor stops in without an appointment, a staff member must be available to accompany them. If there is no available staff, an appointment will have to be scheduled and the visitor may return at another time. Regular parent volunteers must clear a background check before working in the classroom. Volunteers will not be left alone with the children unless they have completed a name-based and FBI finger print background check.

## **STAFF**

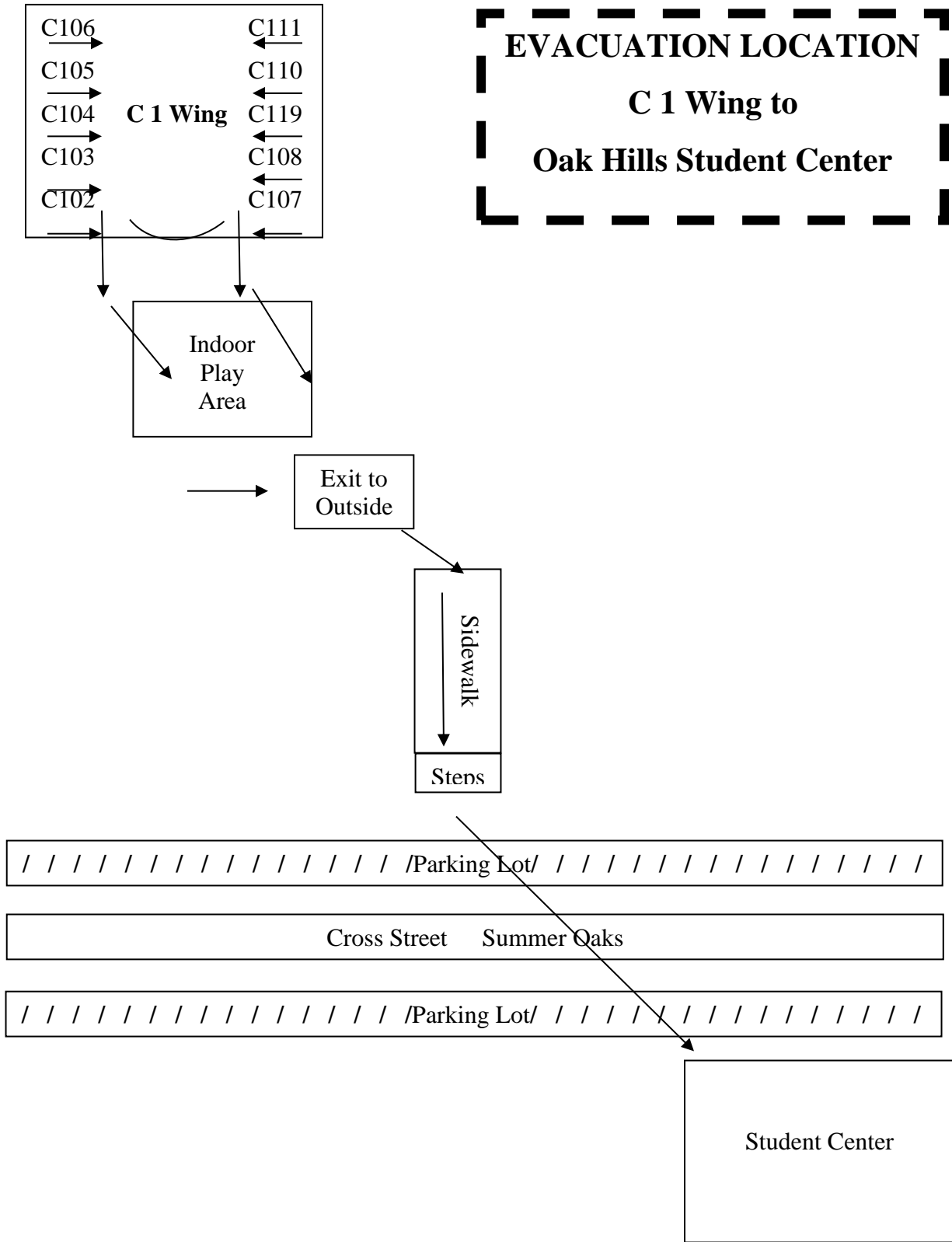
Caring, nurturing, degreed or otherwise exceptionally well-qualified teachers are on the school staff. We are fortunate to have experienced teachers who have a genuine commitment to teaching young children. Our staff builds a relationship with the children and is appropriately nurturing and affectionate. We do hug our children! All of the staff participates in 24 hours of annual training. The staff also participates in CPR and First Aid training.

### **ADDITIONAL SERVICES PROVIDED BY OAK HILLS CHURCH**

Oak Hills Church is committed to guiding all people to follow Jesus moment by moment. We invite you to join us for weekend worship online or in-person. Please visit [oakhillschurch.com/worship](http://oakhillschurch.com/worship) to view current worship times and available Children's ministry resources. If you are new to Oak Hills Church, in need of help, or looking to take your next step with the OHC family, we're here to help! Please visit [oakhillschurch.com/connect](http://oakhillschurch.com/connect) to tell us more about your connection interest, and we'll have a team member connect with you soon! If you would like to connect with us directly, we're available via phone M-TH, 10 AM-4 PM, at 210.698.6868.

### **HANDBOOK AMENDMENTS**

Oak Hills Church Preschool will make amendments to this document as needed. The amendments will be made available to you in the school office. You will be asked to sign off on receiving the amendments if amendments are made.



### CLASS ROSTERS

We do not publish a school wide directory; however, every class has a roster which will be distributed to the other classmates. The following information will be included on the roster: child's name, parent names, address, phone number and email address, if available.

- I DO NOT want our information included on the class roster.
- I DO want our information included on the class roster.

### PHOTOGRAPHS/VIDEO TAPING

I understand that as a participant in Oak Hills Church Preschool, my child may be photographed, and these photos/videos may be used in promotional materials for Bibleland Children's Ministry and Oak Hills Church. I also understand that personal information, such as child's full name, parents' names, address and telephone number will never be published with my child's image.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Detach the last page from the Handbook.  
Complete both forms, sign, date, and return them to the Preschool.

## PARENT HANDBOOK ACKNOWLEDGMENT

I HAVE READ THE FOLLOWING POLICIES OF THE PARENT HANDBOOK AND  
I UNDERSTAND THAT I MUST FOLLOW ALL ASPECTS OF THIS MANUAL.

Please check that you have read the following policies:

- |   |   |
|---|---|
| <input type="checkbox"/> Hours of Operation                 | <input type="checkbox"/> School Pictures/Snapshots    |
| <input type="checkbox"/> Enrollment Requirements            | <input type="checkbox"/> Field Trips                  |
| <input type="checkbox"/> Registration Policy Information    | <input type="checkbox"/> Clothing                     |
| <input type="checkbox"/> Educational Philosophy             | <input type="checkbox"/> Parent Involvement           |
| <input type="checkbox"/> Arriving/Departing from Preschool  | <input type="checkbox"/> Visitors                     |
| <input type="checkbox"/> Illness and Health Precautions     | <input type="checkbox"/> Staff                        |
| <input type="checkbox"/> Safety Precautions                 | <input type="checkbox"/> Additional Services Provided |
| <input type="checkbox"/> Preventing and Responding to Abuse | <input type="checkbox"/> Handbook Amendments          |

I, \_\_\_\_\_, the Parent/Guardian of \_\_\_\_\_  
understand and agree that the Director and staff of Oak Hills Church Preschool, while acting in  
the scope of their employment, are not individually and or personally liable for any claims  
arising from Oak Hills Church Preschool provision of care or education to children/students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ACCOUNT AGREEMENT

Name of child: \_\_\_\_\_ Home Phone: \_\_\_\_\_

The undersigned agrees and understands that the educational services rendered by Oak Hills  
Church Preschool are subject to the following conditions:

1. Tuition is due and payable in full on the 1<sup>st</sup> of each month.
2. Tuition not paid by the 10<sup>th</sup> of the month will result in a \$20.00 late fee.
3. The customer (parent, guardian) agrees to pay, in the event the account is turned  
over to an agency or attorney for collection, reasonable attorney fees, plus all  
attendant collection costs, or court costs.

**Agreed and Understood:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date