

# Faithbridge Presbyterian Preschool

A ministry of  
Faithbridge Presbyterian Church  
10930 College Parkway  
Frisco, TX 75035  
[www.faithbridgechurch.org](http://www.faithbridgechurch.org)  
Church 972-377-9560  
Direct Preschool Line 214-618-7830  
*Emergencies Only Line 972-693-6225*

## Parent Handbook of Policies and Procedures 2022-2023

## WELCOME TO FPP! WHO WE ARE AND WHAT WE DO

We are glad that you are a part of the Faithbridge Presbyterian Preschool (FPP) family. Our preschool is considered a vital ministry of Faithbridge Presbyterian Church, set aside to serve families in the community of Frisco and beyond.

Our program is based on the developmental and spiritual needs, interests and experiences of young children. Faithbridge Presbyterian Preschool provides opportunities for children of all races and cultures to learn, worship and play together in a loving Christian atmosphere. We have high standards for our school and our staff. Our teachers are expected to teach, guide, nurture and engage in play with your child. All our teachers are qualified in Early Childhood Education and Child Development, as mandated by the State of Texas Department of Family & Protective Services, Child Care Licensing Division.

The educational goals of Faithbridge Presbyterian Preschool are:

To help each child grow emotionally.

To help each child grow socially. To do this, we will ensure children:

1. learn to work and play well with others
2. see themselves as individuals in relationships with other children and adults
3. grow in independence, self-confidence and self-control

To help each child grow physically by engaging in a variety of indoor and outdoor activities that will help develop gross and fine motor skills.

To help each child grow spiritually. We will strive to ensure all children:

1. develop an understanding that God loves them
2. foster a positive attitude towards the church
3. are nurtured in the Christian faith
4. experience a Christian community

### CURRICULUM AND CELEBRATIONS OF LEARNING

Our curriculum is thematic, with each age group studying the same rotating themes, but applying age appropriate strategies to teaching. The curriculum is a well-constructed three year curriculum ensuring children do not repeat the same themes each year. Activities that will relate to the monthly theme include music, creative movement activities, fitness lessons, art projects, and science experiments. Five day students will also receive Spanish instruction and engage in enrichment activities.

In addition to these components, each age group will have distinct learning opportunities:

-Twos will begin basic phonics lessons, alphabet and counting skills, learn shapes and colors, and center based play.

-Threes will enjoy Frog Street Press phonics, math manipulation, science and edible art, letter recognition, and beginning writing practice with Handwriting Without Tears.

-Pre-Kindergarten will focus on Reading Readiness, using Frog Street Press, basic math principles, science, and letter/word formation with Handwriting Without Tears, plus calendar related skills.

In addition to our curriculum, the entire school participates in Celebrations of Learning at the end of each month. On these days, FPP brings in lunch from outside (Chick Fil A or Little Caesars) and provides a rotation schedule of fun exploration for the children. Examples of Celebrations include Petting Zoo Day, Carnival Day, Field Day, Fall Festival, and Reindeer Games. These lunches may be purchased for \$25 pizza only or \$40 yr (incl. one free lunch).

## ADMISSION, TUITION, AND PLACEMENT

### ADMISSION / ENROLLMENT

Faithbridge Presbyterian Preschool admits applicants without discrimination. Consideration for admission requires the submission of an application and the payment of a non-refundable registration fee. Siblings of children attending Faithbridge Presbyterian Preschool and active members of Faithbridge Church receive priority in the admission process.

To ensure proper placement, September 1<sup>st</sup> serves as the cut-off date. Thus to enter the three-year-old program, children must be three years old by or on September 1<sup>st</sup> of that school year. To enter the four-year-old program, children must be four years old, on or before September 1<sup>st</sup> of that school year.

### REGISTRATION PROCESS and FEES

Upon acceptance into the program, a **non-refundable** registration fee of \$100.00 is required per family. In addition, a **non-refundable** supply fee of \$100.00 annually per two-day child and \$150.00 annually per three-day & five-day child will be collected at signing for the coming school year, with an additional \$50 for five-day children due by January 1st. All monies paid, including registration, supply fee and tuition, are non refundable. At Meet the Teacher morning prior to school beginning, all required registration forms must be turned in, *including a copy of immunization records*. All forms must be on file in the Preschool office before a child begins the program. **All paperwork must be signed by a parent or guardian, NOT by any other relative or party.**

**Any changes to the enrollment process, including fees due, tuition, or policies will be communicated to parents by the Director in writing.**

### TUITION PAYMENT SCHEDULE

Monthly tuition for the 2022-2023 School Year is as follows: \$245 for two-days per week, \$325 for three days per week and \$490 for five-days per week. The daily drop-off rate is \$60 per day. Tuition payments are due the first school day of the month from September through May. Checks, cash, direct payment from banks or credit card payment via Easy Tithe are accepted payment.

As mentioned above, electronic payment through Easy Tithe is available for your convenience. This can be used to pay monthly tuition only via credit card to FPP. This is set-up through Faithbridge Presbyterian Church.

To pay electronically, follow these steps:

- Access [www.easytithe.com/fbpc](http://www.easytithe.com/fbpc)
- Once there, set up a new account [if you don't already have one] – link to the left
- Take the drop down to “FPP (Preschool)”
- Type in the amount you wish to pay
- Fill in your credit card info
- Click “submit”

You can schedule automatic recurring payments – link on the left – for your monthly tuition as well.

A late fee of \$50 will be assessed if tuition payments are not received by the 10<sup>th</sup>. After the 15<sup>th</sup>, the child may be subject to withdrawal from the program and will then need to be re-registered. If a check is returned for insufficient funds (NSF) by your bank, it will automatically be re-deposited and the NSF fee will be assessed. Two returned checks may result in a “cash only” basis for future payments.

Payments should be placed in the locked tuition box outside the FPP office. Please make checks payable to: Faithbridge Presbyterian Preschool or FPP. If you need to withdraw your child from preschool for any reason, we require a two week notice to the preschool office and all fees must be paid through withdrawal date. This policy is set forth by the Board of Directors and is non-negotiable.

## CALENDAR, CLOSINGS, and DAILY TRANSITIONS

### YEARLY CALENDAR

FPP will be conducted on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays. Classes begin the Tuesday after Labor Day and end the third Thursday in May. FPP operates from September through May; FPP does not operate during June, July, or August. FPP follows the Frisco ISD School schedule. Notes will be sent home reminding parents of changes in our schedule. Should Valentine's Day occur on a preschool day, FPP may close at noon.

### BAD WEATHER CLOSINGS

PLEASE NOTE if Frisco Schools cancel due to weather or any other reason, Faithbridge Presbyterian Preschool will be closed as well. If Frisco ISD has a delayed start to their school day, FPP will have a delayed start as well. FPP hours will be 11:30am-2:00pm. It is the parent's discretion whether to bring their child to school for this shortened day. If school is not held due to inclement weather or for any reason, tuition will not be refunded and the day will not be made up. FPP will send home notes and send out emails when potential weather is approaching to remind parents of this policy.

### ARRIVAL AND DEPARTURE

Arrival and pick-up times are important to young children. Check-in in the mornings will be conducted outside our foyer doors. Each child's temperature will be taken upon arrival. After saying your good-byes, it is best to leave quickly once the child is in the building. The building doors will be unlocked at 9:00am each morning. We will begin our check-in procedure at 9:00am. Temperatures will be taken of all teachers, students and parents each morning upon arrival. All children must be signed in and signed out in their classrooms by parents.

Pick up is promptly at 2:00 pm, or before. At 2:05, remaining children will be brought to the Director's office for late pick-up. The parent picking the child up will sign a Late Pick-Up Acknowledgement form. On the third late pick up, late fees will begin to be assessed. Parents arriving after 2:05 pm will be fined \$10.00 per child plus \$1 for every minute the child remains at school. In the event of an emergency that you are unable to pick up your child, please call the preschool office and make arrangements with the Director.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of closing time, we will call the emergency contact(s) listed on their enrollment forms. The Department of Child Protective Services and/or the Frisco Police Department will be contacted if parents cannot be contacted or do not arrive within 30 minutes of closing time.

### RELEASE OF CHILDREN

It is a state requirement that children be signed in and out each day. In order to keep your child safe, he/she will only be released to the people listed on the Student Registration Form. Each morning on the sign in form list who will be at pick-up if it is not you. Anyone other than parents must be prepared to show picture ID. The teacher WILL NOT release a child to someone not listed under Pick-Up Authorization. If a pick up change becomes necessary during the school day, you must contact the preschool office at 972-377-9560, conveying all information if different from the registration form.

### CUSTODY AGREEMENTS

Both parents of a child have full rights to pick up the child from school. In the case of specific custody agreements, court orders must be provided to the office and kept on file. These orders will be followed strictly by the preschool staff. If protective orders are put in place by the court, these too must be provided in writing directly to the preschool office, and will be followed strictly by all staff.

## PRESCHOOL PRINCIPLES

### APPROPRIATE CLOTHING

Please dress children appropriately for active play and fun, messy activities. Sneakers or rubber soled shoes are best for sturdy footing. Cowboy boots and flip flops are not appropriate for active play. Be sure children have a jacket on days when it is needed.

### ITEMS TO BRING TO SCHOOL DAILY

Each child should bring the following items that are **clearly labeled** with the child's name:

- Extra play clothes in a Ziploc bag
- Lunch box (with cold pack)
- Sippy cup of water or water bottle for snack time
- Nap mat cover and blanket
- Coat or sweater (as appropriate based on the weather)
- Basket (not a backpack) to carry child's things in (may be purchased through the school)

Children who are not toilet-trained should be sent with plenty of disposable diapers. **Children who are 3 by September 1<sup>st</sup> of the current school year are required to be toilet-trained in order to go into our Three Year Old program.** Any decisions contrary to this policy must be made by the Director.

### LUNCH AND SNACK TIME

Lunch: Every child must have a lunch every day. Faithbridge Presbyterian Preschool is not responsible for your child's lunch items' nutritional value. Please pack foods that are easy for your child to handle. A sandwich, crackers, dry cereals, fruits that are already sliced or peeled, chips, or simple desserts are good examples. Please do not send carbonated drinks, red or blue colored water bottles. Water bottles and juice boxes are recommended for children old enough to handle them. All lunch boxes **MUST** have a cold pack inside if there are items to keep cold.

Snacks: Faithbridge Presbyterian Preschool provides a simple, nutritious mid-morning snack each day. **PLEASE INFORM CHILD'S TEACHER AND THE DIRECTOR IN WRITING OF ANY FOOD ALLERGIES.** Snack menus will be posted and do not change on a monthly basis. If there is a snack on the menu that your child cannot have, please send an alternative snack to school that day.

## KEEPING EVERYONE HEALTHY AND SAFE

### CHILD'S EMERGENCY INFORMATION AND AUTHORIZATION FORM

Each child must have a completed health and emergency information form on file in the office before starting school. For enrollment, Faithbridge Presbyterian Preschool adheres to the immunization policies required by the Texas Department of Health. A copy of your child's current immunizations **MUST** be on file at school within 30 days of enrollment. If your child is behind in his/her immunization schedule, this must be documented by your physician. If you have made the choice not to immunize your child, you must provide a notarized affidavit for your child's record with this information.

If your child has any special needs or health conditions (e.g., allergies, seizures, serious injuries and autism spectrum) FPP should know about, inform FPP **in writing** on the child's Emergency Information and Authorization Form. Additionally, fill out a Health/Allergy Protocol form, which will be kept in your child's file. **Finally, discuss these conditions with your child's teacher**, describing signs to look for, procedures in dealing with your child in case the need should arise, and any other helpful information. If it will be necessary to give medication under emergency circumstance or on a daily basis during school, please bring the medication to the school office before the beginning of school and complete the Medication Consent form. Above mentioned forms may be found in the office.

### MEDICATIONS

Teachers are not allowed to administer medications in the classroom. All medicines will be kept in the preschool office. A completed consent form by the parent must accompany all medication. These forms are located in the preschool office.

Prescription medications must be in the original container labeled with the child's name, date, directions, and physician's name. The medication must be administered according to the label directions in writing by health personnel or the child's parent.

Non-prescription medication will only be administered for medical reasons (ie, Benadryl for severe allergies) and must be provided by the parent. If a child needs other non-prescription

medication during the day a parent must come to school to give to the child. No medications can be given in drinks, sippy cups, or by any other way in the classroom.

### VISION/HEARING SCREENING

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening for possible vision and hearing problems for all children who are four years of age by September 1 of each school year. Please provide Faithbridge Presbyterian Preschool with these screening results from your physician's office on your child's Health Statement form within 30 days of the child's start date. If screening has not been done, Faithbridge Presbyterian Preschool will consult with a screening and testing company in October to screen children who have not been screened or have not turned in their screening. There will be a fee for this; families will be responsible for this fee.

### ILLNESSES

When a child comes to school, he or she should be well enough to participate in all activities. The children go outside at least part of each day. Children who are not well enough to play outside should be kept at home until they are able to participate fully in the school day.

Children who, in the previous 24-hour period, have experienced vomiting, fever, diarrhea, a rash, or severe upper respiratory problems are to be kept from school until free of these symptoms for 24 hours. If the child shows signs or symptoms of illness at school, a health check will be performed. If a child is ill, parents will be called to pick up the child. It is imperative that we have a telephone number where you, your spouse, a relative, or a friend can be reached if your child becomes ill.

- A child must go home if he/she vomits at school, has watery diarrhea twice with no other symptoms or once combined with other symptoms, runs fever over 100.1, or has general cold symptoms combined with fatigue and inability to participate in school activities.

Please notify the teacher or Director if your child has been exposed to or has come down with a communicable disease so that we can inform the other children's parents in your classroom as needed.

### TUBERCULIN TESTING REQUIREMENTS

Because our school is in Collin County, we do not have any specific requirements regarding testing.

### PARENTAL NOTIFICATION PROCESS

In the case of a severe flu outbreak, other communicable virus, or disease outbreak in our school district or city, we will send home a letter and email to inform parents of any and all measures needed to be taken by the preschool, as directed by the state, school district, or the Faithbridge Presbyterian Preschool Board of Directors.

### SUNSCREEN/MOSQUITO SPRAY

Please apply these items prior to leaving the home. FPP does not provide them.

### DIAPER CREAM

Please provide diaper cream. (Please label this and leave it in the basket.) FPP does not provide diaper cream.

### WEATHER POLICY

The children will play outside each day, weather permitting. Below are the times we will NOT play outside at preschool:

- temperature at or above 94 degrees
- red ozone alert day
- temperature at or below 46 degrees (wind is a factor in this)
- raining, severe threat of rain, lightening, thunder, too muddy from rain, etc

Send jackets every day in the fall and spring.

### EMERGENCY PROCEDURES

If a child becomes ill or is injured while at school, the staff will provide appropriate first aid. If the illness or injury is not life threatening, the parents will be contacted to come for the child.

If the illness or injury is life threatening, the staff will:

Provide appropriate first-aid measures.

Call an ambulance; Parents are responsible for the EMS fee.

Notify the parents. Information on each child is in the file cabinet in the office.

Contact the child's physician if the parents cannot be located.

Accompany the child to the hospital if a parent is not present. (The Emergency Information and Authorization form will accompany the child to the hospital to ensure emergency treatment.)

### FAITHBRIDGE HEIRARCHY of RESPONSIBILITY

Michele Salembier, Director

Maria Lopez-Lara, Aide

Angie Das, Pre-K Teacher

### CONFIDENTIALITY

Faithbridge Presbyterian Preschool will follow strict confidentiality policies. We feel protecting each child's privacy is critical to his or her self-esteem and a positive school experience. To help with this, please do not discuss a child's behavior within his/her hearing, especially when other parents or students are present.

### POLICY ON DISCIPLINE AND BEHAVIOR

The purpose of preschool is to provide an environment rich in opportunity for learning through play. This program is designed to meet the individual needs of young children and to supplement the home by providing surroundings in which young children develop physically, spiritually, socially and emotionally, under the guidance of qualified teachers.

Appropriate discipline of a child is a responsibility to be shared by both school and home. The ultimate goal is that the child will become self-disciplined. This policy includes guidelines, which will help accomplish the purposes of this school as cited above and will aid the child as he or she gains more self-discipline.

Discipline must be:

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

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

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

At FPP, there will be no harsh, cruel, or unusual treatment of any child.

In the event that a child's behavior becomes a chronic problem, the school may:

- Request more assistance from the parent in solving the problem, including a parent-teacher-Director conference.
- Send the child home from school for hours or days at a time
- When all else fails, the school reserves the right to require the immediate withdrawal of a child. No tuition refunds will be made.

Biting and other aggressive behavior are never acceptable. All cases of biting or other aggression will be documented and reported to the Director and parents of both children involved. Any wounds will be cleaned with an anti-bacterial ointment. The second time a child age 2 1/2 or older exhibits aggressive behavior, she or he will be sent home for the day. The third time, she or he will be placed on probation with a two week suspension from school. If a child bites a fourth time, the Director and parent will meet and determine a course of action. All action is at the discretion of the Director.

#### PARENT / TEACHER CONFERENCES

At least one parent-teacher conference will be scheduled (while the child is in class) during the spring of the Pre-K year. Conferences may all be requested at any time by any teacher, parent, or the Director. In these conferences the parent(s) and teacher openly discuss the child's progress and needs. This responsibility of both the school and the parents is imperative for developing parent-teacher-child cooperation, which is a key to this program.

#### PARENT CONCERNS

Please consult with your child's teacher whenever you have concerns or questions about your child or the program. If your concerns cannot be resolved, you should then consult the Director. When necessary, you may request a review of your concerns by the Faithbridge Presbyterian Preschool Board of Directors by submitting a written request to its Chair, whose phone number and address are available from the church Pastor or Preschool Director.

## STATE GUIDELINES

### MINIMUM STANDARDS FOR CHILD CARE CENTERS

This program is licensed by the Texas Department of Family and Protective Services, and therefore, must strictly follow all minimum standards set by the agency. A copy of the state's minimum standards can be viewed at any time during school hours in the preschool office. In addition, the most recent inspection report, the Fire Marshall's inspection, the City Health and Sanitation Inspection, and Gas Line Inspection reports are all accessible in the preschool office. If you have a grievance about the operations of this facility, you may always contact the Texas Department of Family and Protective Services at 1-800-582-6036. You may also visit their website at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) to view reports.

### EMOTIONAL, PHYSICAL, SEXUAL ABUSE/NEGLECT

Child abuse and neglect are against the law in Texas, as is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency within 48 hours of the time you suspected the child has been abused or neglected. Call the abuse hotline at 1-800-252-5400 to make a report. Your report is confidential. If you have doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abusive in nature. Preschool teachers are required by law to report suspicions of abuse or neglect. All calls are anonymous.

### ABUSE/NEGLECT TRAINING

All staff members receive one hour of training regarding warning signs, factors placing a child at risk, procedures for reporting, and community organizations. Faithbridge will also provide parents with written educational information throughout the school year and in the foyer about warning signs and prevention techniques. Faithbridge will coordinate with the Department of Family and Protective Services as needed for educational, training, and response.

### RESPONSE PROCESS TO ABUSE/NEGLECT IN PRESCHOOL SETTING

1. Allegation must be made directly to the Preschool Director or person in charge if Director is off premises. Two people will be present for this meeting.
2. Person making allegation will be asked to put allegation in writing, including name of staff member involved, allegation of abuse, and any exact words used by child or staff member.
3. Director will immediately inform Pastor of Faithbridge Presbyterian Church as Head of Staff and the Chair of the Personnel Committee to ensure all church safety policies are followed.
4. Director and Head of Staff and/or Chair of the Personnel Committee will meet with the accused staff member immediately and request immediate documentation of events in question.
5. Director and Head of Staff and/or Chair of the Personnel Committee will gather information from staff members who were present within a one hour time frame of receiving allegation and ask each person to document events witnessed.
6. The Director will complete all necessary reports to file with Chair of the Personnel Committee
7. If the Director, Head of Staff, and Chair of the Personnel Committee agree that no abuse or neglect is evidenced, the Director will contact the accuser and conference with him/her regarding an appropriate course of action. The church Pastor and Chair of the Personnel Committee will participate in this meeting.

8. If the Director, Pastor and/or Chair of the Personnel Committee believe there is reasonable cause, the staff member will be immediately suspended until the investigation is complete.
9. If a staff member is suspended, the Director will contact Family and Protective Services.
10. The staff member will not be allowed to return to work until the investigation clears the staff member of any wrongdoing. The staff member will be paid for lost wages if cleared.
11. If the allegation is found to be valid, employment will be terminated and salary will be paid only up to the day of dismissal.
12. Throughout this entire process, the Director will maintain frequent communication with the family to provide updates.

### GANG FREE ZONE DESIGNATION

Our school is within a gang free zone. What this means is that no gang activity may be engaged in within 1,000 feet of our program or it is considered a crime. Please respect this designation.

### PRODUCT SAFETY

FPP constantly inspects toys and products to certify their safety. FPP certifies the safety of toys monthly with an online review. We also receive emails from the United States Consumer Product Safety Commission informing us of all recalls. Should any toys be deemed dangerous, they will be removed from the building.

### BREASTFEEDING MOMS

If you need a place to breastfeed your child, we will provide you a quiet, comfortable place to do so. We recognize the right of a mother to breastfeed a child and we will help with space or milk storage if needed.

## WEATHER/FIRE EMERGENCY PROCEDURES

### FIRE OR GAS EMERGENCY

Our program location is 10930 College Parkway, Frisco, TX 75035. We are inside Faithbridge Presbyterian Church. We have an emergency cell phone number. It is 972-693-6225.

In the case of an actual fire emergency, the fire alarm will sound and the children will be directed to a west adjacent parking lot or to the east field next to the church. If the entire church property is unsafe, the children will be taken to the Shawnee Trail Pavilion at 6501 Hillcrest Rd, Frisco, TX 75035 for safety, located to the west of the property at the corner of Hillcrest and College Parkway. An emergency phone folder is kept in the Preschool office and will be carried out in case of emergency so that parents can be called to pick up their children. All class books will be taken with us. Fire drills will be practiced monthly. In the case of a gas emergency, the fire department is called, and we will follow the directions of the fire department directly. Order of calls: 911 if necessary, church Pastor, all program parents

### WEATHER WARNINGS

In the case of weather warnings, the children will be led by staff to the inside classrooms, sanctuary, and bathrooms for protection. A cell phone will be kept on site for weather alerts and weather drills will be practiced according to the state guidelines.

## SPECIAL NEEDS POLICY

Faithbridge Presbyterian Preschool is a licensed private, church preschool. FPP does not have Special Education teachers on staff, nor does FPP's staff have the training to effectively educate children with all special needs. Certain behaviors, such as aggressive or disruptive acts, abusive behavior toward others, self, or property, or severe social isolation are difficult to manage while still providing a quality preschool experience for the entire classroom.

In order for a child with pre-determined or suspected special needs to be admitted, the following process must be followed.

1. Upon submitting an application, the special need must be documented on the form.
2. A phone call will be made by the preschool Director to confer with the parents about the child's needs.
3. All special needs must be communicated to the preschool Director and teacher, with supporting documentation from physicians, FISD, psychologists, or other diagnosticians provided to the Director.
4. The preschool Director will meet with a special needs task force within the school, made up of the Director and two preschool teachers. The case will be reviewed, and an admission decision made.
5. The preschool Director will communicate the decision to the parents.
6. If a child is admitted with special needs, there will first be a 3 week probationary period, during which no supply fee is due. At the end of this period, the teachers and Director may make the recommendation to withdraw the child if the school is unable to provide for the child's education. If the child transitions well into the school program, the supply fee will be paid, and there will be regular communication and conferences as necessary to ensure the child's needs are continuing to be met.
7. At any point after the probationary period, if the child's needs are not being met or the child's behavior is affecting the teacher's ability to meet the needs of the other children in the classroom, the preschool Director will communicate this to the parents. The Director will meet with the special needs task force as needed to discuss a child's behaviors and to determine the appropriate course of action.
8. The special needs task force will make the final decision if a child can continue in the program. The Director will communicate this to the parents.
9. Once a child is asked to withdraw during a school year or the parents choose to withdraw the child due to behaviors, he or she can not be re-admitted into Faithbridge Presbyterian Preschool during the same school year.

## ALLERGY POLICY

In order to ensure the safety of children with a life-threatening allergy, the following steps will be followed:

- The child's name and allergy will be posted in the classroom and craft room where snacks are prepared for all caregivers to see.
- Notes will be sent home to everyone in the class to inform them of the allergy.
- At lunch, the child will be placed next to children that do not have a hazardous item.

- The child will only be allowed to eat food that is brought from home unless in the presence of his/her parent.
- The teacher will inform parents in advance of special treats so the parent may provide an alternative.
- No crafts will be done with the allergens (suitable substitutes will be found).
- If an allergy is life-threatening even by smell or being in the same room, a special meeting will be called with the parents to determine how and if measures can be taken to protect the child, including declaring a room “free of” the allergen.