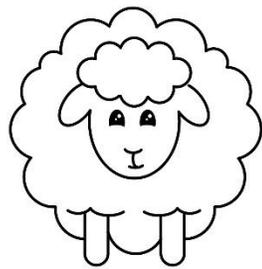


# Parent Handbook

## 2021 - 2022



**LAMB**  
**SCHOOL**  
18 MOS - KINDER

### Mission:

Our desire is to partner with families to instill in the hearts of children a love for God's Word and an eagerness to learn. It is our intent to make everything purposeful for the spiritual, social, emotional, physical and intellectual growth of young children.

Dear Parents,

It is our greatest joy to partner with families to provide excellence in Early Childhood Education. Our teachers and staff are devoted to nurturing your child. We are delighted that you have partnered with us for a new school year. Especially during this trying time of world-wide pandemic, we are committed to serving families with the utmost care given to health and safety of our Lamb School family. We recognize the trust you have put in us to care for and instruct your precious child. As we commit the year to the Lord, I am confident that we will have a wonderful season together and that your child will grow and flourish in many beautiful ways. Please let me know how we can serve your family and pray for you.

Christine Achterkirch  
Director  
Lamb School

**Policies and/or procedures of the Lamb School may be updated at any time and parents will be notified in writing of any changes. Copies of the current school year's handbook is available in the school office and online at our website.**

The Lamb School Director is always available to meet with you to answer any questions or concerns you have regarding the policies or procedures in this handbook. Parents may direct questions or concerns regarding the policies and procedures of the school to the director by calling 281-890-4879 or emailing [cachterkirch@themet.church](mailto:cachterkirch@themet.church)

# At Lamb School, your child will learn in many ways...

We will encourage the development of the following goals for your children

## Spiritually

- Understanding God's love for us and for the world
- Understanding God's creation
- Encouraging each child to have a personal relationship with Jesus Christ

## Socially

- Feeling good about themselves, having confidence, and value their own abilities
- Learning how to treat others with respect, understanding, equality, individuality, kindness and consideration

## Emotionally

- Accepting their own emotions
- Developing the positive emotions of affection, love, happiness, joyfulness and curiosity
- Understanding and appropriately reacting to all emotions

## Cognitively

- Acquiring experiences that involve many different types of materials and activities
- Acquiring learning and problem-solving skills
- Expanding logical thinking skills
- Exploring concepts and information in the immediate world
- Expanding creative and imaginative abilities through make-believe play, art and music
- Expanding language skills through listening and communicating
- Beginning to develop reading and writing skills

## Physically

- Exhibiting age-appropriate balance and coordination skills
- Participating in a range of outdoor and indoor physical activities for fine and gross motor skill development
- Building with various materials (blocks, boxes, etc.)
- Acquiring skills for writing, cutting, and eating
- Comfortably experimenting with clay, finger paint, sand and other media

# OUR PROGRAMS

## **18 months to 2 Year Olds**

This preschool program is designed for younger children who are experiencing their first separation from home. These classes incorporate our Bible curriculum into the whole day. This curriculum provides Bible-based activity centers and activities that are age appropriate and engaging. In addition, we utilize Frog Street Press songs and books to learn colors and shapes.

## **Three Year Olds (Three by September 1)**

This preschool program is a play-based program that utilizes elements of structured curriculum offering children the opportunity to use their senses to be creative, explore, communicate and experiment in the world around them. Their day is designed for them to be successful through learning centers in an age-appropriate setting. Their schedule incorporates language development, math concepts, practical living, science exploration, art, cooking, and large and small motor development.

The Three-Year-Old classes compliment a Bible-based curriculum with Handwriting Without Tears, Math Their Way and Frog Street Numbers and Letters Curriculum.

## **Four Year Olds (Pre-K)**

Our Pre-K and Bridge classes also use the Lamb School Bible curriculum which is incorporated into thematic units throughout the day and week. Children will participate in teacher led large group activities, small group activities, and independent learning centers focused on math skills, creative exploration, fine motor development, receptive and expressive language acquisition and pre-writing skill development. Handwriting Without Tears and Abeka Phonics are used in this program to prepare students for the kindergarten year ahead. PreK students must be 4 by September 1. Bridge students must be 5 by September 1.

## **Bridge (Five Year-Olds by September 1<sup>st</sup>)**

The Bridge Program is a gift of time for students who are five by September 1 but not quite ready for the rigors of a Kindergarten classroom. Bridge students also use the Lamb School Bible curriculum which is incorporated into thematic units throughout the day and week. Children participate in teacher led large group activities and instruction, small group and independent activities. Learning centers focus on math skills, creative exploration, fine motor development, receptive and expressive language acquisition and pre-writing development. Handwriting Without Tears and Abeka Phonics are used in this program to prepare students for the Kindergarten year ahead. The Bridge experience equips students with a foundation in skills as well as personal confidence and a love for learning.

## **Kinergarten (Five Year-Old by September 1<sup>st</sup>)**

Kindergarten is a critical bridge between preschool and the elementary years. Utilizing research-based, outcome driven teaching techniques and curriculum along with implementation of best practice in child development theory, Lamb School offers a Kindergarten learning environment that is rigorous but joyful. We offer a challenging academic curriculum utilizing the following curriculum:

- Abeka Phonics and Reading
- Lucy Calkin's Writing Workshop
- ACSI Bible Curriculum
- Handwriting Without Tears
- Thematic Learning Centers
- ACSI Math Curriculum
- Science
- Social Studies

We also provide opportunities for hands-on, developmental, play-based activities to build a firm foundation. We bring a commitment to developing a child's Christian worldview by integrating our Bible lessons into everything we teach and do. Kindergarteners attend Chapel once weekly. Our goal is to nurture the whole child, providing a firm Christ-centered foundation for readiness and success in elementary education.

# ENRICHMENT CLASSES

- CHAPEL: Children 3 - Kinder will attend chapel once a week to learn simple Bible stories, worship God through songs of praise and participate in activities that correspond with the classroom thematic units.
- MUSIC AND MOTOR SKILLS: Children 3 - Kinder will attend Music and Movement class which incorporates movement activities, rhythm band instruments, finger plays and familiar songs and dances encourage children to develop memory skills. Music is fascinating to children and soothes emotions. It is creative as well as an excellent form of expression. Children will be exposed to structured movement and hands-on opportunities to develop physical skills.
- DISCOVERY LAB: Children 3 - Kinder will visit the Discovery Lab once a week to investigate and integrate the subjects of Science, Technology, Engineering, Art and Math otherwise known as STEAM. This class is taught by a specialized teacher.
- SPANISH: Children enrolled in our five all-day Pre-K, Bridge and Kinder classes will have a weekly Spanish lesson focusing on conversational skills and simple vocabulary. The class will use songs, games and fun activities to learn Spanish.

**NOTE: Participation in our Enrichment programs will be adapted to follow COVID-19 health and safety protocols. Children will not visit shared spaces in our building. Likewise, classes will not mingle. Activities will be brought to self-contained classrooms with fixed staff in order to minimize virus spread.**

# INDOOR AND OUTDOOR PHYSICAL ACTIVITY

Lamb School strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health benefits, physical activity may also have beneficial influence on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler age children will participate a minimum of 20 minutes of moderate to vigorous active play each day for every three hours they are in care per CCL. A full time student at Lamb School (a five hour day) will spend 40 minutes a day in moderate to vigorous play each day.

Preschool, Pre-Kindergarten and School-Aged children will participate a minimum of 20 minutes of moderate to vigorous active play for every three hours they are in care per CCL. A full time Lamb School student will spend 60 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits. Physical activity may take place in the classroom when it is not possible to play outside due to weather.

Lamb School promotes all children's active play. Children will have ample opportunity to do moderate to vigorous activities such as running, climbing, dancing, skipping and jumping to the extent of their ability.

All children will participate each day in:

- Two or more structures or teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age appropriate gross motor skills
- Three-five year olds will participate in a Music and Movement class weekly
- Outdoor play time one or twice daily depending on their scheduled time in care.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun. Examples of appropriate footwear and clothing include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather

# WHAT TO BRING TO SCHOOL

## **18 months, 2 Year Olds and Three-Year Olds**

- An extra change of clothing in a plastic bag (several changes if the child is potty training, please)
- A snack, lunch and water bottle. The snack should be packed separately from the lunch in a baggie and all food items should be easy to eat finger foods that do not present a choking hazard.
- A fitted sheet, child size blanket and travel pillow fitting in your child's backpack
- A Kinder Mat will be provided and kept at school, labeled with your child's name
- A Special love item for rest (small stuffed toy, blanket, pacifier, etc.)

## **PreK, Bridge and Kindergarten**

- An extra change of clothing in a plastic bag (several changes if the child is potty training, please)
- A snack, lunch and water bottle. The snack should be packed separately from the lunch in a baggie and all food items should be easy to eat finger goods that do not present a choking hazard.

Please label all items that come to school with the child's name. Items for snack and lunch cannot be heated or cooled at school. In addition, by providing your child's food for the day, Lamb School does not assume responsibility for the nutritional value of a child's meals and snacks. We recommend providing your child with healthy foods from all the food groups. Myplate.gov is a great resource!

# OUR POLICIES AND PROCEDURES

## OPERATING SCHEDULE:

Lamb School operates September through May and is open for classes five days a week. The school day is from 9 am to 2 pm Monday through Thursday and 9 am - 12 noon on Fridays. Our school is located at 13000 Jones Road Houston, TX. Our office phone is 281-890-4879.

## CALENDAR

We follow a modified Cy-Fair Independent School District calendar with regards to school holidays observed. COVID related disruptions affecting the school districts may or may not affect licensed childcare facilities. We will follow mandates from the Health and Human Services/Child Care Licensing regarding disruptions and closures.

Yearly school calendars are provided. Monthly highlight calendars will be sent home at the beginning of each month and weekly activity plans for each class will also be sent home for your reference.

## PLANNING FOR A DISRUPTION:

Temporary disruptions in service or closures due to COVID-19 will follow federal, state and local agencies with communication to families and childcare licensing. We have planned for this scenario.

Young Preschool Classes: Our 18 month olds and 2 year olds will discontinue classes if a disruption is mandated. No tuition will be collected.

Older Preschool Classes: Our three year olds, PreK and Bridge students will continue with outlined learning objectives with full time support of at home learning to include the following from Lamb School Administrators and teachers:

- Weekly lesson plans provided with learning objectives
- Activities outlines and weekly packets with supplies distributed weekly
- Zoom class calls once weekly with teacher and students
- Virtual online parent teacher conferences (October and April)
- Personal student supply boxes will be sent home for at home use
- Modules posted on school/home learning platform with lessons, videos, activities etc.

Older Preschool students will continue to pay the same tuition and follow the regular policy for student withdrawal from the program.

## MINIMUM STANDARDS OF TEXAS

Lamb School is licensed and regulated by the Texas Department of Health and Human Services. Parents may review a copy of the Minimum Standards for Licensed Centers and a copy of the school's most recent licensing inspection report. This information is in the school office. The phone number for the local office of the Texas Department of Health and Human Services is 713-940-3009, the Child Abuse Hotline number is 1-800-252-5400.

Webiste for Health and Human Services: <https://hhs.texas.gov/>  
[https://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](https://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

## REGISTRATION

Lamb School opens registration in February for the upcoming school year. All children currently enrolled will be required to re-register. An annual registration fee of \$95 is due at the time of registration. In the event a child withdraws from the program and chooses to return within the same school year, a readmission fee of \$50 will be collected to reinstate them in the program.

Please note that forms are to be completed in full and returned to the school office. Staff will be available to receive the packets during normal school office hours. Due to the important information in the enrollment packet, your child will not be allowed to attend school until the packet has been filled out completely and received by the Lamb School office. Each child will need to have been seen by a doctor within the last six months.

Registration and supply fees are required at the time of registration and are non-refundable. These onetime fees are collected to cover administrative costs and supplies incurred during the preparation for the upcoming school year. These fees also cover your child's participation in activities and special events and for Pre-K and Bridge, student's graduation caps etc. Accounts must be paid in full by the end of the current school year in order to attend the upcoming year.

Enrollment shall be granted without discrimination regarding sex, race, color, creed, or political belief. Enrollment shall be open to any child, provided that we can meet the needs of that child.

## WITHDRAWAL

A withdrawal notice kept on file in the office must be signed and dated on or before the 15<sup>th</sup> of the month prior to the month your child will be withdrawn. If notice is not given on or before the 15<sup>th</sup>, tuition for that next month must be paid in full.

## SUSPENSION/EXPULSION POLICY

Lamb School provides a safe, peaceful, Christian atmosphere and we reserve the right to dismiss a child who is disruptive to this environment. Please refer to our discipline policy regarding our commitment to support children's growth and ensure each child's success in our program.

## TUITION INFORMATION AND POLICIES

The Lamb School is a non-profit ministry of The MET church. Tuition is vital to our existence as this is our only source of revenue. To provide the highest possible quality care and education for children, the following policies must be maintained:

A \$95 **non-refundable** Registration Fee is due at the time of enrollment and upon annual registration thereafter. The full Supply and Activity Fee is due with the completed Enrollment Packet.

### Following are the options for paying tuition:

- Tuition is due on the first of each month or may be paid in advance
- A \$15 late fee will be assessed for payment received after the 7<sup>th</sup> day of each month. If tuition is not received by the 10<sup>th</sup> day of the month, your child will be unable to attend the program until tuition is paid in full or other arrangements have been made in the office.
- Tuition may be paid with personal check, cashier's check, money order or through Automatic Withdrawal.

\*Tuition is determined according to the schedule contracted for your child and continues whenever a child is absent. There is no credit for scheduled school closings and holidays, illness, or school closings due to inclement weather or unforeseen circumstances. You will be invoiced for outstanding balances should you not return to school without notice.

Lamb School is closed the same holidays as Cy-Fair School District. The tuition for the schedule you have chosen will remain the same during holiday weeks.

Requests for schedule changes should be submitted to the office. Those requests asking to reduce the schedule must give a two-week notice. Those asking to increase the schedule will be granted on a space-available basis.

There is a \$25 fee assessed on all returned checks.

Habitual late pick up (after 12:10 pm or 2:10 pm) will result in a \$5 fee per five minutes per child.

Tuition payments are made in person at a drop box (during COVID restrictions this will be at check-in stations outside the facility).

Parents having more than one child enrolled at Lamb School will be allowed a 10% discount on the younger child's monthly tuition.

## SECURITY SYSTEM

Please note that during COVID-19, health protocols require that admittance to the building be restricted to:

- Operation Staff
- Persons with legal authority to enter, including law enforcement officers, Licensing staff, Department of Family and Protective Services staff
- Professionals providing services to children
- Children enrolled at the operation
- Parents of enrolled children only in emergency situations

Staff members are committed to increased communication and relationship building given parents will not be present in the facility during the COVID-19 season.

Lamb School Staff will assist families with sign in at our North Access Doors with a staggered schedule to accommodate recommendations for social distancing. Staff members will accompany children to their classrooms to be signed into care by their classroom teacher.

Hallway Doors at Lamb School provides keypad access to classroom areas. These doors will remain locked during school hours. All external doors to the building will also be locked and secured.

## ARRIVAL AND DEPARTURE

It is important that the parent set the tone for a child's school day. In order for your child to benefit from the scheduled activities planned, we encourage you to arrive on time each day. When a child arrives late, it can make his/her transition into the classroom somewhat difficult and cause a disruption to the rest of the class.

The Jones Road parking lot is available for Lamb School parents. Parking is also located in the back next to the Toddler Playground. Building E is accessible with covered walking from either parking area. Please follow instructions for drop off and pick up, following all social distancing rules and hand sanitizing upon arrival to the check in station. Each day a health check will be required of each child as well as the adult accompanying the child. This will be documented for Child Care Licensing. It is recommended that caregivers at risk not be assigned to drop off and pick up children from a childcare setting it at all possible to protect their health.

Process for check in:

- Follow dots to maintain social distance from other families
- Use hand sanitizer and assist your child to use hand sanitizer
- Complete a health screening questionnaire filled out in full for your child
- Complete temperature checks (child and accompanying adult)
- A staff member will escort your child all the way to their classroom.

A staggered schedule for arrival and pick up will be posted later this summer.

**Picking up your child at the close of the day is as important as prompt arrival in the morning.**

Please remember you will incur a late pick-up fee if this becomes habitual. Pick up will be outside of the facility as required by Child Care Licensing during COVID-19.

If someone other than the biological parent is picking up a child at the end of the school day, the person's name must be included in the Authorization Pick-Up Log located in the school office. This pick-up person will be required to present their driver's license to verify their identity. The state requires the school to keep this information on file for a minimum of 24 hours. Please remember to drive slowly in the parking lot at all times.

**COURT ORDERS EFFECTING ENROLLED CHILDREN**

In cases where an enrolled child is the subject of a court order, Lamb School 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.

**INCLEMENT WEATHER**

In the event of inclement weather and/or hazardous road conditions, Lamb School closures will be based on Cy-Fair's decision to close. Please watch the local news stations for announcements of school closings, as well as [met.church/lambschool](http://met.church/lambschool) and [facebook.com/METLambSchool](https://facebook.com/METLambSchool). One Call notifications will also be sent. Lamb School does NOT make up days due to inclement weather.

**CLOTHING**

Clothing should be marked with the child's name. Clothing should be comfortable, easy to maneuver for restroom time or diapering, durable and weather appropriate. Closed-toed shoes are equally important. Incidents of injured toes are far less with closed-toed shoes. Due to safety policies, Heely's (shoes with wheels in the soles) are not permitted.

Always send children with an extra change of clothes in their backpack. Some activities may be messy in nature (painting, cooking, gluing, etc.) During COVID-19, it is important to provide a change of clothing so that they can be in clean clothes at all times.

Children in the process of being toilet trained should have more than one change of clothing including underwear/pants and socks. Please mark all items with your child's name.

**TOYS**

Lamb School has equipped each room with age appropriate activities and learning materials. Please do not allow your child to bring toys from home. They could be lost or damaged and are not easily shared. Especially during this time, we ask that items from home remain at home.

## TOILET TRAINING

We will assist you in toilet training your child once you have developed a plan at home. Please make the teaching staff aware of your desire to toilet train in order to provide an easy transition for your child.

## HEALTH AND SAFETY/MEDICATIONS

Personal health and hygiene are an important part of our curriculum; therefore, sick children cannot be admitted to school. Any child who becomes sick during the day will be separated from the classroom setting. We will notify you to pick up your child. Your child must be picked up within 30 minutes of notification. We will require you to pick up your child with any of the following:

- Fever of 100 degrees or higher
- Pink eye
- Diarrhea
- Vomiting
- Chicken pox
- Lice (nits or louse)
- Any other contagious illness.

Please note that your child will be sent home with any of the following symptoms related to COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature equal to or greater than 100 degrees F.
- Known close contact with a person who is lab-confirmed to have COVID-19

It may be necessary for you to present a doctor's release for your previously ill child before re-admittance to the school. You will be notified in writing when a communicable illness has been reported in your child's classroom. Children must be symptom free without medication before returning to school.

Children may not be re-admitted to school with new or worsening signs or symptoms as listed above until 72 hours since recovery after a diagnosis of COVID-19 AND the individual has improvement in respiratory symptoms AND at least 10 days has passed since symptoms first appeared.

Those who have come into contact with someone with COVID 19 or presumed to have COVID or are being monitored for COVID symptoms must monitor for the above symptoms for 14 days after the last day they were in close contact with the individual with COVID-19 and not return to school until this period is over.

The health and safety of all students is important to us! We will assess each child when signing into care for signs of illness and throughout the school day. All children will be involved in physical activities indoors and outdoors as an important part of the curriculum. If a child is well enough to come to school, they will be expected to participate in all activities.

Lamb School only dispenses medications in emergency situations and for children with allergy medications attached with doctor's instructions on a FARE form. All medications must be in the original packaging, not expired and dispensed according to physician's instructions or packaging instructions. Parents will be notified if a medication was dispensed at school. Sunscreen and bug repellent will not be applied at school.

### ENHANCED CLEANING AND DISINFECTING PROTOCOLS

Cleaning and disinfecting efforts will be intensified over the pre-COVID-19 standards. CDC guidance will be strictly followed.

- A regular schedule for cleaning and disinfecting will be followed
- Surfaces and items regularly used and touched will be routinely cleaned, sanitized and disinfected (toys, games, door knobs, chairs, tables, light switches, cubbies, playground structures, sink handles etc)
- Restrooms will be cleaned and disinfected more regularly throughout the day
- EPA-registered products will be used according to label directions
- All cleaning materials will be kept out of reach of children

### HEALTHY HAND HYGIENE:

All children and staff will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after assisting a child use the restroom
- After coming into contact with bodily fluid
- After handling animals or animal waste
- After playing outdoors or in the sand
- After handling garbage

Hands are washed with soap and water for at least 20 seconds. Hand sanitizer is available for staff and children 2 years of age and older. Children must be supervised to prevent ingestion. Children

will be assisted with washing their hands thoroughly and regularly. Pictorial directions will be posted in every classroom.

## INJURIES

Should a child experience an injury while at school, the teacher will immediately advise the administrative staff. The administrative staff will determine the severity of the injury. If the injury is minor (i.e. scrapes, bumps, bruises, splinters etc.), first aid will be administered. An accident report describing the nature of the injury and the first aid procedure used will be documented. A copy of the accident report will be sent home with the child, and a second copy will be kept on file. Additionally, verbal notification to the parent will be given when the child is picked up at the close of the day. Lamb School will also give a courtesy call to parents to let them know of any injury or incident when it occurs unless it is very minor.

In the event of a more serious injury, the staff will administer first aid (teachers and directors are certified in Pediatric CPR and first aid procedures), dial 911 for assistance if necessary, and contact the parents. If the parents cannot be reached, we will contact the physician indicated on the medical card and transport the child to the hospital of the parent's choice indicated on the Medical Emergency Forms filled out at the time of enrollment. A member of staff will remain with the child until a parent arrives.

## BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting occurs for multiple reasons and proper communication will help determine why a child is biting. The teachers and director will work with parents if biting becomes a problem and will make every effort to solve the issue as soon as possible. From time to time it may be necessary for a child to take a break from school until the problem is resolved.

## IMMUNIZATIONS

The following chart outlines the required immunizations and number of doses of vaccines that your child must receive to follow the Minimum Standards issued by the Texas Department of Protective & Regulatory Services and the Texas State Health Department.

Should your child receive additional boosters during the school year, please provide an updated copy of your child's immunization record to the office for your child's record. This is a requirement of the Department of Health and Human Services. If your child is unable to receive the necessary immunizations, we must have a written statement from your physician stating the reason for the delay. Otherwise, your child will not be allowed to attend classes until the immunizations are current. It is the responsibility of the parent to keep up with immunizations so that we may properly update your child's record at school. Any child who has an immunization record that is not in compliance with the Texas Department of Protective and Regulatory Services and the Texas State

Health Department will not be able to attend school so please make every effort to provide updates swiftly.

Lamb School does not discriminate against families who have claimed an exemption for immunizations due to religious beliefs or convictions and does enroll, from time to time, students who are not immunized. Any child on a "catch up" schedule for medical reasons, must provide a document stating such from a professional health care provider.

Lamb School does not require employees to have specific vaccinations but does encourage a yearly flu shot.

### IMMUNIZATION REQUIREMENTS

< 2 months	No vaccines required
By 3 months	One dose each of polio, DTaP/DT/DTP, Hib, hepatitis B
By 5 months	Two doses each of polio, DTaP/DT/DTP, Hib, and hepatitis B
By 7 months	Three doses of DTaP/DT/DTP Two doses each of polio, Hib, and hepatitis B
By 16 months	Three doses of DTaP/DT/DTP Two doses each of polio and hepatitis B One dose of MMR, and Hib
By 19 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B One dose each of MMR, , varicella, and Hib on or after first birthday
By 25 months	Four doses of DTaP/DT/DTP. Three doses each of polio and hepatitis B. One dose each of MMR, Hib, varicella, and hepatitis A received on or after 1st birthday.
By 43 months	Four doses of DTaP/DT/DTP. Three doses each of polio and hepatitis B. Two doses of hepatitis A One dose each of MMR, Hib, and varicella, received on or after 1st birthday.

## VISION AND HEARING

LAMB SCHOOL is operated in accordance with the Texas Department of Health and Human Services, which requires vision and hearing screenings for any child enrolled in a Four-Year-Old or Bridge program. The Special Senses and Communication Disorder Act of 1983 require that all children at the age of four have hearing and vision screening performed by a trained examiner. This screening must have been completed within the calendar year following enrollment in the Four-Year-Old and Bridge program. For your convenience, we will arrange for an examiner to come to the school to administer the hearing and vision screening. Examiners are not employees of LAMB SCHOOL. It is your responsibility to have this screening performed, whether at the school or by a different examiner. You are responsible for all examination fees incurred for the vision and hearing screening.

If you elect to have the screening performed elsewhere, you must provide a photocopy of the actual test for the visual and hearing acuity to keep in your child's permanent record. Verbal notification will not be accepted.

## CONSUMER PRODUCT SAFETY RECALLS

Lamb School receives email notifications from the CPSC whenever infant/child products and sports and recreation products are recalled. If we have an item that has been recalled we immediately remove it from use. As a parent you may view a list of current recalls and notices on the DPSC website at [www.cpsc.gov](http://www.cpsc.gov). You may also sign up to receive email notification from the CPSC by going to <https://www.cpsclist.aspx>.

## PARENT COMMUNICATION

Classroom schedule and weekly lesson plan will be provided in your child's take home folder. A Parent Board is located in the office and will communicate information about any special activities or events.

Lamb School will publish a bi-monthly newsletter with important dates and information. A monthly calendar informing parents of scheduled activities and events will be in your child's take-home folder for reference. The monitor by our office entrance will also display important notices.

You will find information at our facebook page and on our website, [themet.church/lambschool](http://themet.church/lambschool). We will also use EZSmiles to send out alerts and special messages.

The parents of **18 month - Two-year-old** students will receive a daily report to inform them of their child's daily routine as well as a monthly calendar highlighting special events throughout the month. A Take Home Envelope will come home on Thursdays with your child's work and be returned to school.

**Three-Year-Old - Kinder** age children will be provided with a monthly calendar highlighting special events. You should also expect weekly correspondence from your child's teacher regarding activities in the classroom and learning objectives each week. While in depth conversations regarding your child are not appropriate at the classroom door, your child's teacher will be happy to schedule a time to meet in person or talk on the phone to answer any questions you may have or discuss possible concerns.

### PROGRESS REPORTS AND CONFERENCES

An ongoing progress report is conducted on each Three-year-old - Bridge preschool child throughout the year. These reports are observation reports and are used as a tool to help the parents see the developmental progress of their child. Parent/Teacher conferences are held in the spring. Parents are encouraged to sign up with their child's teacher for a conference.

### DISCIPLINE

Lamb School strives to be consistent with discipline and guidance of the children. We emphasize understanding the individual needs and development of each child. Often, discipline for inappropriate behavior can be handled with positive reinforcement, redirection, and problem solving. We feel that it is important for children to learn to be responsible for the consequences of their actions. Our focus is directed toward teaching children acceptable behavior. In the event your child should become very upset after a discipline situation, he or she will be allowed to regroup and regain control before we address the situation again. Should your child be verbally or physically abusive in a persistent manner, you will be contacted for assistance.

Lamb School will not subject any child to unreasonable or cruel treatment, humiliation, abusive language or punishment. In the event we should have repeated behavior concerns that affect the safety of a child or the learning environment of the classroom, (i.e. biting, hitting, inappropriate actions, refusal to follow class or school rules), Lamb School will follow the steps listed below of remediation:

- Recorded observation by teacher
- Recorded observation by administrator
- Phone call from teacher
- Phone call from director

If a concern exists after these steps have been taken, the parents will be called by the director to formulate a plan of action with the teacher. Should these steps fail again, dismissal may occur. All staff and parents will follow these guidelines for discipline for their own children while on our premises.

### SNACKS & LUNCHES

Parents will provide a daily snack for their child which will be eaten mid-morning in the classrooms. If a student stays at school until 2 pm, a lunch should also be provided. Lunch should consist of

*healthy* finger-foods that your child enjoys and a beverage in the form of a drink box or water bottle. Lamb School will provide a morning snack if one is forgotten and you will be charged 50 cents. The office will call if a lunch is forgotten so that one can be brought. Lamb School is not responsible for ensuring the nutritional value of your child's food or for meeting your child's daily food needs. Please consider the nutritional needs of your growing child. Please refer to the website: [www.choosemyplate.gov](http://www.choosemyplate.gov) for suggestions about choosing foods from the five food groups that are building blocks for a healthy diet.

Parents have the right to breastfeed comfortably in our facility or provide breast milk that has been pumped for their child while in care. Children are encouraged but never forced to eat their food. Teachers will have children pack uneaten food for parents to know what their child has consumed at school.

### FOOD ALLERGIES:

Lamb School takes food allergies very seriously. If a child has an allergy to a known food, the Admin Team must be informed, and a F.A.R. E. plan must be completed by the child's physician and on file in the office. Emergency medications associated with a food related allergic reaction may be kept at school with an associated F.A.R.E. plan. Parents will be notified when medication is necessary. Children with allergies will need to provide all food for events and parties.

Some food allergies may require classroom management to provide a healthy and safe environment for all children. We ask for your support in these circumstances.

### REST TIME:

Children will be provided a time of rest after lunch each day. A Kinder Mat will be provided for each child and labeled with their name. Each child should bring their own fitted sheet, child size blanket and travel pillow for nap time. These items should fit inside a child size backpack and be laundered regularly. Children are encouraged but never forced to sleep. Children may bring 1 small stuffed animal for naptime.

### BIRTHDAYS

Birthdays are always a special time for the children. The school does not allow student birthday parties in the classroom. However, if a parent would like to provide a special snack to share with classmates, please do so. Children having summer birthdays are encouraged to choose an *un-birthday* day to celebrate during the school year. Please make these snacks as simple as possible. We find that cookies, brownies, or doughnut holes are well received by the children. Items must be store bought and individually wrapped.

## SCHOOL PARTIES

Parties for holidays are celebrated throughout the school year. These fun events are made even better when our parent volunteers participate in the preparation. While parent participation is usually a highlight, during COVID-19 protocols, we will find creative ways to involve and include parents in our celebrations without being in the classrooms.

## PARENT VOLUNTEERS

One of the key factors in the success of any preschool program is the involvement of interested, caring parents. We encourage our parents to volunteer their time as helpers at holiday parties, school wide events, and as "helping hands" when our teachers need extra help cutting/gluing/assembling special projects, making playdoh, cutting lamination, etc.

LAMB SCHOOL has a Parent Volunteer Committee that plans and implements special activities and events throughout the school year, such as Rodeo Week and special holiday parties. Several coffees will be scheduled with the Lamb School Program Assistant as these events draw close. We would love for you to join us! During COVID -19 protocols volunteer opportunities will be limited, sadly. More will be communicated during the school year.

## PARENT CODE OF CONDUCT

Parents with children enrolled at Lamb School are required to maintain the integrity of TheMET Church and Lamb School.

Parents and guardians should dress in a way not to be offensive to other families.

Parents and guardians must agree to abide by our discipline policies while on our premises. All custody issues should be resolved at home and not at school.

All families enrolling children at Lamb School at this time must sign a COVID-19 Health Emergency Disclosure and abide by new protocols and

## EMERGENCY PREPAREDNESS

Safety is our primary concern. Your child will participate in regular drills for fire evacuation, sheltering for a storm and locking down of the school in the case of a community threat or intruder. Teachers and administrators are well trained and practiced in responding to emergency situations.

In the event medical care is required due to illness or injury, Lamb School Admin Team will call 911 for emergency medical treatment and transportation to the hospital indicated by parents on the enrollment form or to the nearest hospital. Parents will be notified immediately.

## Fire:

- Buildings will be evacuated immediately using posted evacuation routes. Teachers lead children, with attendance rosters, to the designated safe area where they are supervised at all times.
- The Director remains in the building until everyone is evacuated. Hallways are swept by Admin Team members ensuring everyone is out safely.
- Teachers check attendance roster and conduct a visual attendance by name.
- The Lamb School Registrar exits building with Emergency Contact Information.
- The Director will meet with fire officials and follow their directions.

## Severe Weather:

- If possible, the Director will be responsible for listening to weather bulletins so that preparations can be made in advance. Flashlights are available in each GoPak in classrooms.
- Teachers will lead children to safe zones (interior spaces away from windows) with GoPaks and attendance rosters.

## Chemical Fumes:

- In the event of an emergency with toxic fumes, the air conditioning will be turned off, a blanket will be placed under the door and children will be given wet paper towels to breathe into. Instructions will be given to teachers through the intercom system.

In the event we must exit the building and relocate students, children will be relocated first to the **C Building located at 13000 Jones Road**. If the block needs to be evacuated, children will be transported in staff vehicles to the student building located at **12903 Jones Road** (across the street). Staff will assemble with children in the first-floor meeting room grouped by class. Members of the Admin Team will communicate by cell phone with local authorities such as fire, law enforcement, emergency medical, health department and licensing. The Admin Team will also have access to family emergency contact information both through our school software and by evacuating with our emergency contact information file box.

## THE MET INFORMATION

The MET Administrative offices are open Monday through Thursday from 8:00 a.m. - 4:30 p.m. Our telephone number is 281.890.1900. If you should have any questions, prayer requests, or need information regarding our weekly schedule, please feel free to call. Please join us for worship or for any programming for your children or family. We would love to support you in your faith journey.

## LAMB SCHOOL IS A GANG FREE ZONE

According to Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## CHILD ABUSE AND NEGLECT

Lamb School staff are REQUIRED by Texas State Law and licensing requirements to report any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. The preschool has made a commitment to help increase awareness and prevention techniques to employees and families. Lamb School will also coordinate with community organizations on strategies to prevent abuse and neglect.

Required Staff Training: Lamb School Staff are trained annually in prevention and recognition of Child Maltreatment.

### **Methods for increasing awareness and warning signs of abuse and neglect:**

There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

**Physical Abuse** is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

### **Suspect Physical Abuse When You See:**

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

**Neglect** is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

### **Suspect Neglect When You See:**

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

**Sexual Abuse** includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

### **Suspect Sexual Abuse When You See:**

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

**Emotional Abuse** is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

### **Suspect Emotional Abuse When You See:**

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

### **Methods increasing awareness:**

Child abuse is a community issue. Every person can help make sure the children of Texas have a brighter future. And preventing child abuse is up to all of us. Child abuse prevention means stopping child abuse and neglect before it happens. The best strategies to prevent child abuse and neglect are to:

- Support families and provide parents with the skills and resources they need.
- Support providers who are serving families by providing tools and resources.
- Create communities that have supportive services in place and shared goal of safety and stability for families.

Taken from [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### Strategies for Coordination between the operation and community:

Here are some things you can do:

- **Get to know your neighbors.** Problems seem less overwhelming when support is nearby.
- **Help a family under stress.** Offer to babysit, help with chores and errands, or suggest resources in the community that can help.
- **Reach out to children in your community.** A smile or a word of encouragement can mean a lot, whether it comes from a parent or a passing stranger.
- **Be an active community member.** Lend a hand at local schools, community or faith-based organizations, children’s hospitals, social services agencies, or other places where families and children are supported.
- **Keep your neighborhood safe.** Start a Neighborhood Watch or plan a local “National Night Out” community event. You will get to know your neighbors while helping to keep your neighborhood and children safe.
- **Learn how to recognize and report signs of child abuse and neglect.** Reporting your concerns may protect a child and get help for a family who needs it.
- Taken from [www.welfare.gov](http://www.welfare.gov)

### Resources and Actions:

Child Abuse and Neglect [www.childwelfare.gov/can/index.cfm](http://www.childwelfare.gov/can/index.cfm)

Identifying Child Abuse and Neglect [www.childwelfare.gov/can/identifying/](http://www.childwelfare.gov/can/identifying/) Preventing Child

Abuse and Neglect [www.childwelfare.gov/preventing/](http://www.childwelfare.gov/preventing/)

Reporting Child Abuse and Neglect [www.childwelfare.gov/responding/reporting.cfm](http://www.childwelfare.gov/responding/reporting.cfm)

## COVID-19 Resources for Families

### Texas Health and Human Services (HHSC)

- Coronavirus (COVID-19)  
<https://hhs.texas.gov/services/health/coronavirus-covid-19>

### Center for Disease Control (CDC)

- Coronavirus Symptoms  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Coronavirus Testing  
<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>
- Disease Prevention  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
- SICK?  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
- COVID Frequently Asked Questions  
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- Handwashing  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Social Distancing/Isolation/Quarantine  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Disinfecting your home  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

### Texas A&M Agrilife Extension/Family and Community Health Unit

- Scrub Up, Tune Up Handwashing Program  
<http://www.howdyhealth.tamu.edu/scrubup>
- Mingle Fingle Jingle Video  
<https://howdyhealth.org/scrubup/scrub-up-videos>

Lamb School  
Parent Handbook Acknowledgement

I acknowledge that I received a copy of the Lamb School Parent Handbook for the 2021-2022 school year, have read and understand the contents and agree to uphold all the policies and procedures of this program.

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Signature of Parent or Guardian

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Date

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Print Name