

Extended Day Program

New World United Methodist Day School



MISSION STATEMENT

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



Philosophy

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

Enrollment Requirements:

Each child must have completed forms on file, in the office, before the first day of school in order to attend.

- Day School Health Record with a copy of prior and current immunizations, including the Vision and Hearing form for children age 4 by September 1st or older.
- Notarized Emergency Release form
- Enrollment Information form.
- Food and Anaphylaxis Emergency Care Plan

No Exceptions

New World is a state licensed facility. Our licensing representative will make unannounced visits periodically during the year. Your child may not start school without the above forms, and all immunizations must be current.

PROGRAMS:

- Preschool
- Kindergarten
- Extended Care (full day childcare before and after regular school hours)
- Schoolers (School Age Program ^{K-5th} grade)

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

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

C.. **Extended Day** The Extended Day program is designed to provide a full day program for children enrolled in Preschool, Transitional Kindergarten, or Kindergarten.

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

CURRICULUM EMPHASIS

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

Our curriculums emphasize:

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

HOURS OF OPERATION 7:30 a.m.-5:30 p.m. Monday-Friday

Early morning care begins at 7:30 a.m.

All Regular Classes begin at 8:50.

- Late arrivals are disruptive to the teacher, the other children and the classroom setting, but mostly to the child.

LATE PICK UP FEE

A late pickup fee of \$15 is charged after 5:30. This is to be paid directly to the staff person who is staying late with your child.

RELEASE OF CHILDREN

Your child will be released only to the person(s) designated on the enrollment form EXCEPT when you notify the center in advance by either written permission or a telephone call. The staff verifies that the caller is the parent or guardian. A person who is authorized to pick up your child but who is not known by the staff will be required to show his/her driver's license. The center will record this and keep the information for 24 hours.

TUITION

Tuition is due Tuesday afternoon by 5:30. A late charge of \$15 is applied to your account if tuition is not received. If tuition is not received at the end of two weeks, your child will be dropped and placed on the Wait List.

Full tuition is due each week even if a holiday falls during the week, with the exception being the week of Christmas. The parent will receive an Extended Day credit for that week.

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

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

WITHDRAWAL OF PUPILS

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

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

HEALTH CERTIFICATE/REQUIREMENTS

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

State Law Article 4419g VTCS requires all children age four and older be screened for vision and hearing problems.

Staff members have obtained all required immunizations.

All animals are in compliance with state regulations regarding vaccinations.

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

New World will perform CPR if needed.

ILLNESS/MEDICATIONS/ALLERGIES

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

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

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

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

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

Your child may come to school:

- * If his/her cold is over, but he/she is left with a minor nasal drip.

If he/she has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates he/she should stay home.

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

ILLNESS CHART*

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

ILLNESS	MAY RETURN TO SCHOOL:
Chicken pox	24 hours after lesions have crusted.
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage and excessive tearing have stopped)
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after one normal bowel movement.
Rubella	at least 8 days
Hepatitis A	At least 7 days after onset of jaundice.
Impetigo	24 hours after treatment has started.
Fever	24 hours after temperature is normal without medication.

Influenza	24 hours after symptoms have subsided.
Lice	24 hours after treatment has begun.
Pin worms	After treatment is completed.
Roseola	After illness has subsided.
Strep throat	48 hours after start of treatment.
Poison Ivy	After lesions have dried up.
Pneumonia or Epiglottitis	Written note from physician.
Bacterial (spinal) meningitis	When Health Department gives okay.

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

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

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

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

COVID NWDS follows all CDC and Health and Human Services guidelines. We monitor this frequently.

If your family has traveled out of country that is experiencing high Covid outbreaks, you may need to be Covid tested and or quarantined.

Health Check

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

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

VISION AND HEARING SCREENING

*Attention: All children who were four by September 2022
are required to have a
Vision and Hearing Screening Evaluation.*

This is a mandatory state required evaluation. **State Law Article 4419g VTCS requires all children age four and older be screened for vision and hearing problems. Your pediatrician can administer these tests.**

➤ **DISCIPLINE**

Our teachers are trained to exhibit a quality of tenderness in working with children. Each teacher will be expected to communicate her love for helping young children grow socially, emotionally, mentally, and physically.

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

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

No corporal punishment is used at New World Preschool.

➤ **POTTY TRAINING**

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

➤ **BITING**

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

➤ ACCIDENTS

In case of an accident, we make an immediate attempt to contact a parent. If we cannot reach the parent, the director or an assistant makes decisions about the care of the child. ***It is of the utmost importance that the telephone numbers in your child's file are current so we can contact you.***

➤ CLASS PARTIES

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

BIRTHDAYS

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

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

➤ CLOTHING/ BACKPACKS

Children must wear comfortable play clothes appropriate for inside and outside play. We encourage tennis shoes that will allow children to run and climb on playground equipment safely and play in the gym. Every child needs a complete change of clothing available either in his/her school bag or in his/her cubby in the classroom. Mark your child's coats, sweaters, mittens, caps, etc., with his/her full name in permanent marker. We ask children not wear hoop or large earrings.

Children must wear tennis shoes.

Please do not send your child in flip flops, open-toe, or open-back shoes. This is for your child's safety.

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

➤ FIELD TRIPS

Parents will receive notification about each trip 48 hours in advance. Parents who volunteer to go on the field trips must have a Criminal History Check (found in the preschool packet) on file in the office. Transportation for field trips is provided by parental vehicles. For the health and safety of the children, parental smoking is not

allowed during field trips. All field trips are well supervised and meet or exceed childcare licensing ratios.

➤ **SNACK BASKET / LUNCH**

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

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

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

Children bring their lunch from home. Do not send soft drinks or drinks with red dye. New World Day School is not responsible for the nutritional value of a child’s lunch or for meeting the child’s daily food needs. **Heatable meals are for children who are enrolled in Extended Day.** Please do not send any food that needs water added or needs to be boiled. No frozen dinners, no macaroni and cheese, no Ramon Noodles, only food that can be heated in 60 seconds or less.

Read the nutritional information on the packages. **Watch for sugar, sodium, and fat.**

➤ **BAD WEATHER**

The Day School observes the same closing as the Garland Independent School District for bad weather. If Garland Independent Schools close, New World will also close. The safety of your child and our staff is of utmost concern. You may call the Day School office for a recorded message of closings. Also, local television stations will broadcast GISD closings.

➤ **DAY SCHOOL PARENTS**

Parents are welcome at all activities and parties. On occasion, help with activities is needed and much appreciated. If you would like to participate, call the Day School office.

Information about events sponsored by the Parents Organization is in the monthly Day School newsletter and in notes sent home in your child’s backpack.

PARENT/STAFF COMMUNICATION

➤ Evaluations / Conferences

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

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

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

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

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

We welcome you to contact your child's teacher. Our business hours are from 7:30-5:30. Feel free to call or text between these hours. Please know if the teacher is in class it may be a while before they get back to you as they are busy teaching. Out of respect for our teachers and their families don't call or text after 5:30.

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

Please do not send toys from home.

WAYS PARENTS CAN HELP!

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

Check your child's backpack every day. Your child has worked very hard during the day and is excited for you to observe his/her progress. Make sure your phone numbers are current.

A Quick List of "To Do"

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

Rest Time Policy

The Texas State Minimum Standards requires each child to have his/her own rest time supplies. This may include a blanket and small pillow. (no standard size pillow please) The supplies must be contained in a separate bag from the daily backpack. The supplies must be labeled with your child's name.

The rest time bag must be able to enclose all supplies. It must zip, button, or tie. A canvas drawstring laundry bag works great! Please label the bag with your child's name.

The bag will be stored at school for the week and sent home on Friday for all bedding to be washed.

A plastic grocery bag is not acceptable for rest time supplies.

EMERGENCY EVACUATION PROCEDURE

Emergency Preparedness

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

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

All parents will be immediately notified!

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

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

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

Gang Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

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



Child Abuse & Neglect

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