



Welcome to all new Early Learning Center Families! We are so blessed to have you as part of our program. It is so important that our families openly share input with us on an on-going basis to help us better meet your needs and the needs of your child. Our Early Childhood Director, Mrs. Lynn Keckonen is always available to you and any input, questions or concerns that you may have.

Please review the attached information and return all required information ASAP. The Early Learning Program is a licensed program, which means that no child can be admitted to the program without the required information on file. Enrollment forms are also available to you on-line at www.popcs.org Any forms you have submitted prior do not need to be redone. Please keep copies of all forms.

Student Health Record Requirements

The attached Statement of Health Form will need to be completed and signed by your doctor's office. Immunization records must be updated with our office as soon as immunizations are given by your doctor's office. For your convenience, a chart of the required immunization schedule and the ages your child should receive them is included. Please note that if your child will occasionally require administration of non-prescriptions drugs such as pain relievers, fever reducers, or cough/cold medication while in care, please be sure to have your physician indicate that this is allowed on the Statement of Health Form. Please note that this form must be returned to complete the enrollment process and before your child begins.

Parent Policies

Please review the parent policies below and return the acknowledgement form (last page of policy) with your paperwork.

Arrival and Departure

ELC hours are 7 a.m. to 6 p.m. If you would like to store your car seat or infant seat, you may do so in the space provided.

Tell us about your child...

Attached you will find a form that we would like completed for all of our **infants**. The "All About My Baby" form will be placed in a notebook in the infant room for easy reference for all staff members. It is required that this information be updated every thirty days.

Parents of Toddlers and Twos are also encouraged to provide an information letter about their child so we can best meet individual needs. All information including favorite activities, temperament, likes and dislikes, sleep preferences and habits will helpful.

Lunch and Snack for Toddler and Twos

Each student is encouraged to bring a lunch from home. If desired, you may order a hot lunch at a cost of \$2.50 per day. Lunches must be preordered on-line at www.kidsemeals.com through Signature Services, the school caterer. Parents provide snacks for the classroom once or twice a month. Snacks are posted on a snack calendar accessed through Edline prior to the beginning of each month. 100% Juice and Milk will be provided by POP. Your child may bring a nutritious breakfast snack if they arrive before 8:00 AM.

ParentsWeb

ParentsWeb is an invaluable tool for school parents. It includes information for your child's class, as well as school-wide events. Once your child's enrollment in ELC has been finalized, you may access ParentsWeb by following this procedure:

1. Go to www.renweb.com and click on the ParentsWeb Login button on the bottom right.
2. Enter the School ID – PRINCE-TX
3. Enter your email address and click on New Parent Log-in,
4. A temporary password will be emailed to you.
5. To log in, use your temporary password and then you may choose your own password.

Mark All Items

Please mark all belongings with your child's name. Bottles, blankets, pacifiers, lunch boxes, nap blankets, powder, creams, diaper packages, wipes, extra clothes, back packs, jackets etc... Parents of infants will be required to bring bottles daily, fully prepared and ready to heat. All bottles and tops will need to be marked with the child's name. Paint Pens work great! Each infant has a full crib drawer under the bed for all storage of belongings. Toddlers will each have a cubby in the classroom and Two's will have a cubby in the hallway.

Lead Staff Members

Infant Lead Teacher	Darla Webb
Toddler Lead Teacher	Rita Fathman
Two's Lead Teacher	Jackie Sanchez

Required Supplies

Infants

Wipes: Large container of wipes monthly
Diapers: as needed, most prefer to bring diapers weekly
Formula: One container of your child's ready-made formula, in case of emergency
Clothing: Two outfits, socks, bibs etc...
Diaper Cream or powder, if necessary
2 receiving blankets
Hand Sanitizer, 8 oz. with pump
3 - Hand Soap, 8 oz. with pump
3 – Clorox wipes, large
2 – Kleenex facial tissue
2 – Fine Point Black Sharpies
25 – Ziploc bags, gallon size
25 – Ziploc bags, quart size
3 – Hand and Face wipes

Toddlers

Wipes: Large container of wipes monthly
Diapers: as needed, most prefer to bring diapers weekly
Clothing: Two outfits, socks, bibs,
Diaper Cream or powder, if necessary
Snack - 24 servings monthly
Lunch Box with ice pack
Hand Sanitizer, 8 oz. with pump
3 - Hand Soap, 8 oz. with pump
3 – Clorox wipes, large
2 – Kleenex facial tissue
2 – Fine Point Black Sharpies
25 – Ziploc bags, gallon size
25 – Ziploc bags, quart size
3 – Hand and Face wipes
Large plastic bib w/snap pocket (at WalMart, approx. \$5)
Plastic Take Home Envelope, purchased through POPCS school store
Sassy lunch set, purchased through POPCS school store
One nap mat, purchased through POPCS school store.

Two's

Wipes: Large container of wipes monthly
Diapers: as needed, most prefer to bring diapers weekly
Clothing: Two outfits, socks, bibs,
Diaper Cream or powder, if necessary
One box of chubby crayons
One package of washable classic markers
Snack – 32 servings monthly
Lunch Box with ice pack
Hand Sanitizer, 8 oz. with pump
3 - Hand Soap, 8 oz. with pump
3 – Clorox wipes, large
2 – Kleenex facial tissue
2 – Fine Point Black Sharpies
25 – Ziploc bags, gallon size
25 – Ziploc bags, quart size
Elmer's Jumbo Glue Stick (0.77 oz.)
Large plastic bib w/snap pocket (at WalMart, approx. \$5)
Plastic Take Home Envelope, purchased through POPCS school store
Sassy lunch set, purchased through POPCS school store
One nap mat, purchased through POPCS school store.



Please sign and date below indicating that you have read and understand all of our policies and procedures. Return the signed form with all required paper work

Print Name

Parents Signature

Date

Child(ren)'s Name(s): _____

Recommended Immunization Schedule for Persons Aged 0–6 Years—UNITED STATES • 2008

For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years	
Hepatitis B ¹		HepB	HepB		see footnote 1		HepB						Range of recommended ages
Rotavirus ²				Rota	Rota	Rota							
Diphtheria, Tetanus, Pertussis ³				DTaP	DTaP	DTaP	see footnote 3	DTaP				DTaP	Certain high-risk groups
Haemophilus influenzae type b ⁴				Hib	Hib	Hib ⁴		Hib					
Pneumococcal ⁵				PCV	PCV	PCV		PCV				PPV	
Inactivated Poliovirus				IPV	IPV			IPV				IPV	
Influenza ⁶								Influenza (Yearly)					
Measles, Mumps, Rubella ⁷								MMR				MMR	
Varicella ⁸								Varicella				Varicella	
Hepatitis A ⁹								HepA (2 doses)				HepA Series	
Meningococcal ¹⁰												MCV4	

This schedule indicates the recommended ages for routine administration of currently licensed childhood vaccines, as of December 1, 2007, for children aged 0 through 6 years. Additional information is available at www.cdc.gov/vaccines/recs/schedules. Any dose not administered at the recommended age should be administered at any subsequent visit, when indicated and feasible. Additional vaccines may be licensed and recommended during the year. Licensed combination vaccines may be used whenever any components of the combination are indicated and other components of the vaccine are not

contraindicated and if approved by the Food and Drug Administration for that dose of the series. Providers should consult the respective Advisory Committee on Immunization Practices statement for detailed recommendations, including for high-risk conditions: <http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS). Guidance about how to obtain and complete a VAERS form is available at www.vaers.hhs.gov or by telephone, 800-822-7967.

1. Hepatitis B vaccine (HepB). (Minimum age: birth)

At birth:

- Administer monovalent HepB to all newborns prior to hospital discharge.
- If mother is hepatitis B surface antigen (HBsAg) positive, administer HepB and 0.5 mL of hepatitis B immune globulin (HBIG) within 12 hours of birth.
- If mother's HBsAg status is unknown, administer HepB within 12 hours of birth. Determine the HBsAg status as soon as possible and if HBsAg positive, administer HBIG (no later than age 1 week).
- If mother is HBsAg negative, the birth dose can be delayed, in rare cases, with a provider's order and a copy of the mother's negative HBsAg laboratory report in the infant's medical record.

After the birth dose:

- The HepB series should be completed with either monovalent HepB or a combination vaccine containing HepB. The second dose should be administered at age 1–2 months. The final dose should be administered no earlier than age 24 weeks. Infants born to HBsAg-positive mothers should be tested for HBsAg and antibody to HBsAg after completion of at least 3 doses of a licensed HepB series, at age 9–18 months (generally at the next well-child visit).

4-month dose:

- It is permissible to administer 4 doses of HepB when combination vaccines are administered after the birth dose. If monovalent HepB is used for doses after the birth dose, a dose at age 4 months is not needed.

2. Rotavirus vaccine (Rota). (Minimum age: 6 weeks)

- Administer the first dose at age 6–12 weeks.
- Do not start the series later than age 12 weeks.
- Administer the final dose in the series by age 32 weeks. Do not administer any dose later than age 32 weeks.
- Data on safety and efficacy outside of these age ranges are insufficient.

3. Diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP). (Minimum age: 6 weeks)

- The fourth dose of DTaP may be administered as early as age 12 months, provided 6 months have elapsed since the third dose.
- Administer the final dose in the series at age 4–6 years.

4. Haemophilus influenzae type b conjugate vaccine (Hib). (Minimum age: 6 weeks)

- If PRP-OMP (PedvaxHIB[®] or ComVax[®] [Merck]) is administered at ages 2 and 4 months, a dose at age 6 months is not required.
- TriHIBit[®] (DTaP/Hib) combination products should not be used for primary immunization but can be used as boosters following any Hib vaccine in children age 12 months or older.

5. Pneumococcal vaccine. (Minimum age: 6 weeks for pneumococcal conjugate vaccine [PCV]; 2 years for pneumococcal polysaccharide vaccine [PPV])

- Administer one dose of PCV to all healthy children aged 24–59 months having any incomplete schedule.
- Administer PPV to children aged 2 years and older with underlying medical conditions.

6. Influenza vaccine. (Minimum age: 6 months for trivalent inactivated influenza vaccine [TIV]; 2 years for live, attenuated influenza vaccine [LAIV])

- Administer annually to children aged 6–59 months and to all eligible close contacts of children aged 0–59 months.
- Administer annually to children 5 years of age and older with certain risk factors, to other persons (including household members) in close contact with persons in groups at higher risk, and to any child whose parents request vaccination.
- For healthy persons (those who do not have underlying medical conditions that predispose them to influenza complications) ages 2–49 years, either LAIV or TIV may be used.
- Children receiving TIV should receive 0.25 mL if age 6–35 months or 0.5 mL if age 3 years or older.
- Administer 2 doses (separated by 4 weeks or longer) to children younger than 9 years who are receiving influenza vaccine for the first time or who were vaccinated for the first time last season but only received one dose.

7. Measles, mumps, and rubella vaccine (MMR). (Minimum age: 12 months)

- Administer the second dose of MMR at age 4–6 years. MMR may be administered before age 4–6 years, provided 4 weeks or more have elapsed since the first dose.

8. Varicella vaccine. (Minimum age: 12 months)

- Administer second dose at age 4–6 years; may be administered 3 months or more after first dose.
- Do not repeat second dose if administered 28 days or more after first dose.

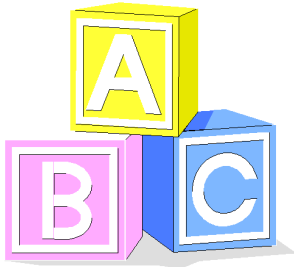
9. Hepatitis A vaccine (HepA). (Minimum age: 12 months)

- Administer to all children aged 1 year (i.e., aged 12–23 months). Administer the 2 doses in the series at least 6 months apart.
- Children not fully vaccinated by age 2 years can be vaccinated at subsequent visits.
- HepA is recommended for certain other groups of children, including in areas where vaccination programs target older children.

10. Meningococcal vaccine. (Minimum age: 2 years for meningococcal conjugate vaccine [MCV4] and for meningococcal polysaccharide vaccine [MPSV4])

- Administer MCV4 to children aged 2–10 years with terminal complement deficiencies or anatomic or functional asplenia and certain other high-risk groups. MPSV4 is also acceptable.
- Administer MCV4 to persons who received MPSV4 3 or more years previously and remain at increased risk for meningococcal disease.

All About My Baby



Child's Name _____ DOB ___/___/___

Eating:

Does your child drink from a bottle? _____ A cup? _____

Is your child on a schedule or more on-demand? _____

If there is a schedule please explain: _____

Does your child like bottles warmed? _____

Does your child drink juice? _____

What kind of formula does your child drink? _____

Does your child eat snack? _____

Does your child eat lunch? _____

Is your child on cereal, jar or table food? _____

How much does your child eat at lunch? (ex. 1/2 jar veg. with cereal)

Sleeping:

Does your child sleep on his/her side or back? _____

Does your child have a pacifier? _____

At home, how do you get your child to sleep? _____

More Information:

Does your child have ointment? _____

Is it needed for every change or only if needed? _____

What game or toys does it seem like your child enjoys? _____

Can your child sit up alone? _____ Scoot? _____ Crawl? _____ Take steps? _____

Daily schedule: Please provide a example of what your child's day is like:

Breakfast at home.

7:00-8:00 _____

8:00-9:00 _____

9:00-10:00 _____

10:00-11:00 _____

11:00-12:00 _____

12:00-1:00 _____

1:00-2:00 _____

2:00-3:00 _____

3:00-4:00 _____

4:00-5:00 _____

5:00-6:30 _____

Dinner at home.

*9:00 & 3:00 is snack time for snack eater.

*11:00 to 12:00 is lunch time at POP

Please feel free to note additional info on back.



Parent Signature

Date updated

Date Updated

Date Updated

Date updated



EARLY LEARNING CENTER PROGRAM PARENT POLICIES

The vision of the Prince of Peace Early Learning Center is to provide an environment that stimulates early developmental growth and prepares children as they begin their spiritual walk with Jesus Christ. The program takes every opportunity to introduce children to God during these early years of life when they have the complete acceptance of faith. Staff members will be dedicated to teaching children about Christ's everlasting love and grace as they model His example. The program will strive to partner with parents to keep them informed and involved in their child's developmental progress. The mission of Prince of Peace Christian School is to provide a Christ-centered exemplary education equipping students and families as disciples and leaders to meet the challenges of today and the opportunities of tomorrow.

Parent Communication and Participation

Partnering with parents during this journey is a privilege. Communication is the key to a successful relationship. Our goal is to work with parents to ensure on-going communication. We not only invite, but expect parents to participate in school activities. School calendars should be reviewed regularly for upcoming events. Each classroom will require the commitment of two parents to make sure that the parents' group remains connected and to help with/organize class parties and annual auction events. Communication tools will include yearly parent-teacher conferences upon request, calendar of events, weekly posting of Eagle Express Newsletter and parent info memos. Each child is required to purchase a POPCS folder which will travel to and from school each day. Parents are to use this folder as a communication tool. It will be checked each morning by the child's teacher. Parents are expected to check the folder each evening.

Prince of Peace is committed to maintaining the highest of standards at all times for our students and families. Any policy or program changes and or enrollment procedures will be posted in the Eagle Express and be made available at the school for parents to review. Our "Open Door Policy" allows parents the opportunity to visit the program at any time. Parents are encouraged to visit throughout the day. Prior to entering the school, all parents must check in at the school front desk to receive a visitor's badge to wear while in the building.

Parents may speak to the Director in person or may call at 972-447-0532, ext. 472.

The ELC is a licensed facility. Parents may at any time request a copy of the most recent licensing inspection reports or a copy of the minimum standards from the Director. Contact information for the Department of Licensing/PRS hotline is 1-800-862-5252 or visit www.tdprs.state.tx.us.

Hours

The hours of operation are 7:00 a.m. to 6:00 p.m., 12 months a year with the exception of Labor Day, Memorial Day, July 4th, Good Friday, Easter Monday, Thanksgiving (and the Friday after), 2 days for Christmas Eve and Day, and 2 days for New Year's Eve and Day. Please see the school calendar for specific days.

It is a state requirement that you sign your child in and out each day at the sign in table.

The Christmas schedule will allow for 2 consecutive days when the program will be closed.

ELC will close for two staff in-service days per year, which will be posted on the school calendar. In-service days provide on-going staff training.

Tuition Payments

Tuition will be paid bi-monthly through FACTS. Tuition drafts will be done two weeks in advance. Yearly tuition will be divided into twelve (12) monthly or twenty four (24) bi-monthly payments for a student enrolled in the extended year option. A yearly supply fee of \$150 will be charged each year in January. If your child attends any part of the year, this fee will be due. Children in ELC 2s who will move to Preschool 3s the following school year are not required to pay this yearly ELC registration fee. Tuition will be refunded upon the provision of a two week written notice.

Tuition costs are not reduced for holidays. A vacation week can be used or full tuition is due during holiday weeks.

Vacations

Each family will receive one week of vacation per year. Vacation can be taken in full week increments or half-week increments. A half-week equals no more than two full days of attendance in a week.

Example: your child attends Monday and Tuesday but is absent Wednesday, Thursday and Friday. You may pay ½ of your normal tuition. Half weeks **cannot be** used during holiday weeks

Student Information Forms

Student Information forms must be on file by the first day of school for each student. These include contact information, emergency contact information, health statement signed by a physician, immunization records, birth certificate, and the "All About My Baby" information sheet.

Release of Children

Parents are required to send a written note to be given to the Director if their child will be picked up by someone else. During the day, a fax may be sent to the school office at 972-447-0877 to inform the Director's office of changes. Unless notified, children will only be released to those people listed on the emergency contact card. For security purposes, if this notification is done by telephone, parents will be asked to provide a driver's license number for verification. The person picking up the child must be prepared to show identification. Children are to be signed in and out EACH DAY by noting the date/time and signature.

Closing Time and Late Fee

The ELC program ends at 6:00 p.m., using the school clock as the master time. It is the parent's responsibility to make arrangements for the pick-up of their child. A late fee of \$1.00 per minute, not to exceed \$20.00 in a 30 minute period, will be charged after 6:00 p.m. This fee is paid directly to the staff member who is closing and **must be paid at the time of pick up**. Parents should phone the Director at 972-447-0532, ext. 472 or directly to the child's classroom, if they are going to be late.

Lunch

Early Learning Center students are to bring a home-packed, nutritious lunch. POPCS is not responsible for meeting the nutritional daily needs. Drinks will be provided. Lunches should be nutritious and easily managed by the child. Students may purchase a hot lunch for a daily cost from the school's caterer. **No fast food, pizza, or other restaurant items may be brought to the school as a lunch for students.**

Catered Lunch Program

The catered lunch program is a service offered to all school students of the Early Learning Center. A local catering company will bring in hot lunches 5 days per week for a fee as designated on the lunch menu form. ELC and Preschool students are required to pre-order and pre-pay hot lunches. Please note that catered lunch is NOT provided when school is not in session (i.e. holidays, summer, etc.) Each student will be required to have a \$25.00 balance at the beginning of the school year for emergency use when lunches are forgotten. All students will have an account established, unless the caterer or POPCS is notified otherwise by the parent.

Snacks

Nutritional Snacks will be provided by parents on a rotating basis each month. Parents will be given a snack schedule at the beginning of each month. Snacks will be supplemented by POPCS.

Rest Time

All students enrolled in the ELC will have a rest time. Each student in the Toddler and Two-year-old programs will be required to purchase a “Nap Mat” from the POP store for \$25. All nap mats will need to be laundered on a regular basis.

Entering and Exiting

Parents will enter and exit through the front entrance for the Early Learning Center. A code is required.

Discipline

It is the expectation of Prince of Peace Christian School that all members of its community (both adults and children) treat one another with respect and kindness, as is fitting for a forgiven child of God. This is essential to ensure an orderly, safe, and caring environment in which to learn and work.

As school members seek to grow in their ability to show respect to others, they focus on the following areas:

- R - Respect Christ, your **R**edeemer, through your thoughts, words, & actions.
- E - Respect your learning **E**nvironment
- S - Respect your **S**elf and recognize your own worth in God’s eyes
- P - Respect yourself by presenting your **P**ersonal best
- E - Respect the **E**ducational process
- C - Respect your **C**lassmates by treating them in a kind and fair manner
- T - Respect **T**eachers and others in authority

While students and teachers work towards an orderly school environment, they also seek to be role models of the love, forgiveness, and grace that are part of a maturing relationship with Jesus Christ.

Each classroom has a program for discipline. These policies will be outlined at the beginning of the school year. Teachers will attempt to resolve minor problems with the student using their classroom systems. If inappropriate behavior persists, the teacher will communicate with parents and administration for further assistance. If the student is referred to an administrator for disciplinary action, the parents will be contacted directly by the administrator.

The Early Learning Center discipline practices are as follows:

- Positive discipline, with an emphasis placed on redirection.
- Discipline appropriate to the child’s level of development and understanding.
- Discipline to help a child develop self-control.
- Use of positive methods of guidance that encourage self-esteem, self-control and self-direction using praise and encouragement. Negative behavior will not be the focus and staff will not use harsh treatment of any kind.
- Brief supervised separation from the group may be needed for a child to gain control. This separation will be no longer than 1 minute per the years of the child’s age.

The Administration of Prince of Peace Christian School reserves the right to suspend or expel any pupil.

Medication

- A medication sheet must be filled out by a parent for medication to be given.
- Medication must NEVER be put in pre-prepared bottles of formula or juice.
- Medication must be in its original container and have the child’s name on it. All over-the-counter medication must be appropriate for the child’s age. NO medication will be given (unless it has a doctor’s note) if the label directions state it is not appropriate for that child’s age. For example: *Under two, consult a physician.* A doctor’s note must be provided to verify amounts in cases such as these. This includes Temptra and Tylenol medication.
- Medication will be administered by the school nurse, with the exception of medication for infants. Infants’ medication will be reviewed by the nurse but staff will be allowed to administer medication.
- To avoid giving medication all through the day at different times, we ask that, whenever possible, medication schedules be arranged so that medications are to be given at 11:00 a.m. and 3:00 p.m.

Medical Emergencies

Our staff, with the help of local paramedics and/or physicians, will handle all emergencies as quickly as possible. If a child requires immediate medical care, 911 will be called and the child will be transported to the nearest hospital.

Illness

- A child should not be at school if they have the following symptoms: a temperature of over 100 degrees, diarrhea, vomiting, drainage from eyes or a general appearance of being ill.
- Parents will be called if a child appears ill. We require that parents arrive within a one hour time frame.
- A 24-hour period free from any of the above symptoms is required before returning to school.
- Although a doctor's note is helpful in determining a returning time, the decision remains with the staff as to the child's ability to participate in school activities. Our goal is to be able to meet the needs of all the children and this is difficult if a child is ill and requires more one-on-one attention.

Immunizations & Statement of Health

All children must receive the required immunizations prior to admission. The Immunization Form and a Statement of Health stating that a child can attend a school program must be signed by the child's physician and be on file in our office at the time of enrollment. Parents are responsible for keeping the child's immunization record updated by giving the nurses' office a written statement of any new immunizations received. We must keep an up-to-date record on every child. Health records will be reviewed yearly by the Department of Health and Human Services and State Licensing offices. Parents will be required to remove any child whose record is not up-to-date. If required by the Department of Health, tuberculin testing should be kept on file with immunization records.

Allergies

Allergies must be communicated to the child's teacher and should be recorded in the child's record. Parents should alert the Director if the child requires any special treatment for his/her allergies.

Vision and Hearing Screening

ELC will not require Vision or Hearing Screening. All children four years of age or older are required to be screened for vision and hearing.

Incident Reports

In the event that an incident of any significance occurs at school (social or medical), a written report will be sent home with the child. This incident report will be specific as to what happened and what actions were taken. It will be filled out, signed by a staff member and a copy will be placed in the child's file.

Water Play Guidelines

During warm months, toddlers and two year olds will participate in water play. Wading pools are not used for water play at this age due to safety issues. Water play will consist of water table activities and sprinklers. Non-slip water shoes are required.

Safety of Children's' Products

In an effort to ensure child safety in the products we use, our program reviews all recalls issued by the Consumer Product Safety Commission (CPSC). The recall list is checked monthly and certification is of our files is performed to ensure that no unsafe products are in use in our center. Please see the poster "Keeping Children Safe" located in our sign-in area.

Gang Free Zone

Prince of Peace Early Learning Center is a Gang Free Zone as required by the State Legislature's regular session. Under the Texas Penal Code, any area within 100 feet of a child-care center is considered a gang-free-zone. Please see Gang Free Poster for more information posted in the sign-in area

General Guidelines

Arrival

- Upon arrival, all children should be dressed for the day, in fresh diapers and fed breakfast or a bottle. Drop-off time is very busy and it is important that we are able to interact with each parent. For this reason feeding cannot take place during this time.
- Once a child is able to eat on his/her own, families may arrive with what we call “Breakfast to Go”. Items may include breakfast bars, cut fruit in baggies, dry cereal etc.
- Each child must be signed in daily.
- On the child’s chart, parents are required to post their child’s last feeding and any other information that will be helpful to the staff. Any other pertinent information may be noted in the child’s folder.
- Parents are welcome in the nursery but we ask that they place the provided shoe covers over shoes so the floor area can be kept as clean as possible. We ask that older siblings wait outside the nursery during drop-off and pick-up (Infants *only*).
- Car seats may be left at school, in the back hallway.

Departure

- Each day upon departure, parents should remove all used bottles, soiled clothing, parent folders, etc. from the child’s drawer or cubbie. Any needed medication such as antibiotics should be picked up as well. Supplies should be checked daily in order for any needed supplies to be replenished. POP staff members will note on the child’s “ABOUT MY DAY” form any issues that should be communicated and list any needed items that are in short supply.
- Each child must be signed out each day.

General Information Infants

- All infants (up to six months of age and afterwards if needed.) will be held to be fed.
- At least two extra sets of clothing should be kept at school at all times.
- All personal belongings must be marked with the child’s name. This includes coats, bags, bottles, pacifiers, burp cloths, wipes, creams, jar food, etc.
- An extra supply of formula and baby food should be kept at school in case of an emergency.
- Infant’s cribs can only have a lightweight receiving blanket in the crib. Experts have found that bulky bedding can contribute to sudden infant death. No soft toys of any kind can be placed in an infant crib.
- All diaper creams require a medication slip on file for use. All creams must be clearly marked with the child’s name.
- At least four bibs should be stored in the child’s drawer/cubby.
- If a bulk box of diapers is provided, please mark the box with the child’s name.
- Children will be taken outdoors, weather permitting.
- Cribs are for sleeping and will not be used as a play area.
- Crib linens will be changed/turned as needed.
- Sanitation is a priority. All classroom resources and surfaces will be cleaned twice daily or more often if needed. Diaper area sanitizing/disinfecting will be done according to state guidelines.
- Infants’ hands will be washed at each diaper change and prior to eating.
- Mouth toys will be sanitized throughout the daily program.
- The “All About My Baby” form is very important. It allows POP staff to know all the things that only a parent can share. This information must be filled out entirely so we can better meet the needs of the child. This form will need to be updated each month or more often if needed.

General Information – Toddlers/Twos

- At least two extra sets of clothing should be kept at school at all times.
- All personal belongings must be marked with the child's name.
- All diaper creams require a medication slip on file for use. All creams must be clearly marked with the child's name.
- 2 washable plastic type bibs should be stored in the child's drawer/cubby.
- Children will be taken outdoors, weather permitting.
- Nap mats are required for all children toddler age and above. Nap time for ELC will be approximately 2 hours long from 12:00 p.m. to 2:00 p.m. Crib linens will be changed/turned as needed.
- Sanitation is a priority. All classroom resources and surfaces will be cleaned twice daily or more often if needed. Diaper area sanitizing/disinfecting will be done according to state guidelines.
- Children's hands will be washed at each diaper change, after toileting, prior to meals, and after outdoor play.
- Mouth toys will be sanitized throughout the daily program. Toys in general will be sanitized on an on-going basis.
- Personal toys, except for nap time cuddle toys, are discouraged.
- Potty training should be done as a partnership between home and school. Teachers will provide parents with a potty training information sheet when the child is ready for this process. As a general rule, teacher and parent make the decision together. Parents will need to provide adequate amounts of clothing during this process.
- The dress code at school should be comfortable, washable clothing that is appropriate for the season and suitable for activities involving sand, painting, and outdoor play. For safety reasons, children should be dressed in closed-toe soft-soled shoes, such as tennis shoes.
- Biting – although biting is common in young children, it is frustrating to teachers and parents. Teachers are trained on preventive strategies and all biting incidents will be communicated to the parents of all children involved. If a child bites more than three times in one day, parents will be asked to pick up the child for the remainder of that day. If all attempts to stop a biting problem fail, we reserve the right to ask that a child not attend the program.

Prince of Peace Christian School and Early Learning Center

Peanut Policy

POPCS recognizes that peanut allergies are potentially fatal. This policy helps to protect our students.

ELC - Prince of Peace Early Learning Center will be totally Peanut Free, to include all activities, shared food products and lunches provided from home for individual students. **Peanut Free restrictions will also apply to self-contained classrooms where eating takes place on a daily basis (such as preschool) if a severely allergic student is enrolled in that classroom.** Parents will be informed in writing if this is necessary.

Preschool through 12th Grade - will be "Peanut Free" for all SHARED food products. Peanut Free restrictions will apply to self-contained classrooms where eating takes place on a daily basis (such as preschool) if a severely allergic student is enrolled in that classroom. Parents will be informed in writing if this is necessary.

- All **shared** snacks that are brought into the school by parents will be required to be "Peanut Free". This will include such items as:
 - Classroom snacks that are **shared** with other students
 - Birthday snacks
 - Concession snacks
 - Afternoon snacks in The Zone and Summer in the Zone
 - Refreshments served at school events
- When a child is severely allergic to peanut products, peanut products will not be allowed in self-contained classrooms where eating takes place on a daily basis. This restriction will include: children's lunches, party items, snacks etc...
- School projects will be required to be "Peanut Free" At **no time** will a classroom use peanut butter or peanuts in any classroom activities.
- A "Peanut Free" lunch table will be established in the main lunchroom. Students with an allergy to peanuts can choose to sit in this area.
- Nurses will provide each classroom teacher, as well as The Zone program, with a roster that lists the allergies of all students in that class. Included in this roster will be the location of Epipens and/or medication need, should a reaction occurs. Younger ages (ELC –through 2nd grade) will have a poster in each classroom that will list the child's allergy, as well as display a picture of the child.
- Nurses will provide training to all teachers in the correct use of Epipens and what to look for visually when a student is having an allergic reaction.
- Teachers that have a child with a severe allergy will be required to carry the Epipens with them when leaving the classroom for recess, lunch, field trips, etc...
- Parents will be required to provide at least two Epipens: one for the classroom and one for the nurse's office. If a student is enrolled in the Zone after-school care, an additional Epipen will be required.
- In severe allergy cases, parents are encouraged to provide a snack from home to be 100% sure that cross contact contamination of a shared snack has not taken place.

EARLY LEARNING CENTER

This form must be completed before the student begins his/her second year at Prince of Peace Christian School. Only one Physician's Statement of Health is required during the course of the student's tenure at Prince of Peace.

To the Physician: Please complete and return the following statement to Prince of Peace Christian School. The statement may be returned by the parent, by mail or faxed .

Prince of Peace Christian School
4000 Midway Road
Carrollton, Texas 75007
972-447-9887, ext. 462 (School Nurse)
fax: 972-447-0877

PHYSICIAN'S STATEMENT OF HEALTH

Student's Name _____

Address _____
Street City State Zip

Birthdate _____ Last physical exam date _____
(Must be within one year of starting date)

Does the student have any chronic conditions?

Does the student require any special care for special conditions such as allergy, special diet, restriction on physical activity, specified medications, etc.?

Is the student free of infection and contagious disease?

- This child has been examined within the past year and is physically able to take part in the Early Learning Center program.
- This child has my permission to take over-the-counter medications, as indicated below, to be administered per label directions.

___ Children's Tylenol ___ Extra Strength Tylenol ___ Ibuprofen ___ Neosporin ___ Aleve
___ non-drowsy cold/allergy medication ___ upset stomach relief ___ anti-itch cream

Date _____ Physician's Signature _____

Address _____

Telephone Number _____

Prince of Peace Christian School
4000 Midway Road, Carrollton, Texas 75007
972-447-9887
972-447-0877 FAX

School Year 2010-2011

Student's Name _____

Grade _____

EMERGENCY CONTACT (Please furnish two names other than parents.)

Contact #1 – Name _____

Employer _____

Address _____

Telephone _____

Contact #2 – Name _____

Employer _____

Address _____

Telephone _____

AUTHORIZATIONS

I. Standard practice in an emergency is to transport child to the nearest hospital. We keep notarized Plano Presbyterian Authorization Forms on file for emergencies.

II. These persons are allowed to pick up my child at Prince of Peace Christian School.

Name _____ Driver's License/SS# _____

Name _____ Driver's License/SS# _____

Name _____ Driver's License/SS# _____

Note: If your child's normal transportation is unavailable, please call the school office with the social security or driver's license # of the person who will be picking up your child. This is required when the school and/or child may not know the individual providing transport.

III. _____ has my permission to take over-the-counter medications, as indicated below, to be administered per label directions.

Children's Tylenol Extra Strength Tylenol Ibuprofen Neosporin Aleve
 non-drowsy cold/allergy medication upset stomach relief anti-itch cream

IV. I, _____, give permission for my child, _____ in _____ class/grade, to be photographed for editorial, promotional, and audiovisual presentations by Prince of Peace Christian School. I consent to the reproduction and the use of these photographs.

Parent Signature _____ **Date** _____

Parent Driver's License # _____

Parent Signature _____ **Date** _____

Parent Driver's License # _____

**Prince of Peace Christian School
Student Health Information
2010-2011**

Your child's health history is important to help us assess him/her in case of sudden illness or injury. The information you record on this form will become a part of your child's school health record and may be shared within the school to the school staff. Please complete the following information and return it to the school nurse.

Student's name _____ Date of Birth _____

Grade _____ Teacher/Advisor _____

Please circle Yes or No

- | | | | | | |
|-----|----|---|-----|----|---|
| Yes | No | Allergies to Medications | Yes | No | Hyperactive behavior or
Attention Deficit Disorder |
| Yes | No | Other Allergies | Yes | No | Emotional problems |
| Yes | No | Reaction to insect bites or stings | Yes | No | Vision or eye problems |
| Yes | No | Asthma or lung problems | Yes | No | Hearing or ear problems |
| Yes | No | Seizures or neurological problems | Yes | No | Speech or language processing problems |
| Yes | No | Fainting | Yes | No | Severe injuries |
| Yes | No | Headaches | Yes | No | Operations or other hospitalizations |
| Yes | No | Blood pressure problems | Yes | No | Bone or muscle problems
(including back problems) |
| Yes | No | Diabetes | Yes | No | Blood Disorders |
| Yes | No | Tuberculosis: Positive skin test or
active disease | Yes | No | Chronic dental problems |
| Yes | No | Frequent stomachaches | Yes | No | Kidney or bladder problems |
| Yes | No | Heart problems | Yes | No | Other problems not specified |

If you answered "yes" to any of the above, please specify the problem, symptoms, cause if known, age of onset, and treatment. If your child needs treatment for the condition(s) at school, please specify on this form. You will be responsible for bringing medication to school for use by your child.

Does your child take any medications routinely? Yes _____ No _____

Name of Medication	Dosage	How Often?	To be taken at school?
_____	_____	_____	Yes _____ No _____
_____	_____	_____	Yes _____ No _____

Can your child participate in Physical Education classes? Yes _____ No _____
If not, please specify the reason

Parent signature _____ Date _____

Presbyterian Hospital of Plano
6200 W. Parker Road (Parker & Midway)
Plano, Texas 75093
214-608-8000

Grade _____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

My/our signature(s) on this authorization indicates that I/we give permission for the emergency evaluation and treatment of my/our child in my/our absence by a licensed physician at Presbyterian Hospital of Plano. I/we accept responsibility or any and all expenses incurred during the treatment of the below listed child.

Child's Name _____ Date of Birth _____
Last First Middle

Allergies _____

Date of last tetanus booster _____ Family Doctor _____

Pertinent Medical History _____

Signature of Parent/Guardian

Signature of Parent/Guardian

STATE OF TEXAS, COLLIN COUNTY

Subscribed and sworn to before me this _____ day of _____, 20____.

_____, Notary Public
In and for the State of Texas

My commission expires _____

~~~~~  
Legal Guardian \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Phone #'s Home \_\_\_\_\_ Business \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ Employer \_\_\_\_\_

Close Friend \_\_\_\_\_ Phone # \_\_\_\_\_

Guarantor's Insurance in Name of \_\_\_\_\_

Insurance Company \_\_\_\_\_

Employer \_\_\_\_\_

Contract Number \_\_\_\_\_ Group Number \_\_\_\_\_

