



"Train up a child in the
way they should go..."

PARENT HANDBOOK

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STATEMENT OF PHILOSOPHY

First Methodist School is founded on the belief that a Christian school takes its meaning and purpose from the role and mission of the Church...to teach the message of Christ, to build a community through which the message can be lived and to make these truths the basis of service of others.

EDUCATIONAL APPROACH

FMS uses the Abeka Book Program and a child-centered approach with the teachers as the scene setters. The teacher is responsible for providing opportunities appropriate for the age group and for helping each child discover and learn at his/her own pace. This approach is supported by the research of Jean Piaget and by the Gesell Institute of Human Development at Yale University.

CLASSES AND CURRICULUM

An Overview...

Our teachers encourage children to learn through exploration of their world and active interaction with adults and other children. Children work individually or in small informal groups at activities designed to develop self-esteem and positive feelings about learning. Each child is viewed as a unique person with an individual pattern and timing of growth and development.

The curriculum and adults' interactions are designed to be responsive to the individual differences in ability and interests. Different levels of ability, development and learning styles are expected and are taken into account and used to design appropriate activities.

Daily Schedule

Each age-level has its own schedule, which includes opportunity for individual, small and large group activities; indoor and outdoor play; and routines for meals, snacks and nap. Activities are planned for each day, which provide the children with opportunities for physical, social, emotional and intellectual growth in a variety of ways.

SCHOOL PROCEDURES, PRACTICES AND POLICIES

Non-Discrimination Policy

FMS does not discriminate against any person (s) on the basis of race, color, creed, sex, national origin, handicapping condition, ancestry or whether the child is being breastfed. Any person (s) alleging discrimination has a right to file a complaint within 180 days of alleged discriminatory action. All civil rights complaints, written or verbal should be forwarded immediately to:

USDA
Director; Office of Civil Rights
Room 326-W; Whitten Bldg.
14th and Independence Avenue SW
Washington, DC 20250-9410
Or call (202) 720-5964 (voice and TDD)

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business address of persons who may have knowledge of the discriminatory action.

Admission Policy

Of primary concern to FMS is the school's ability to provide its students with a learning environment appropriate to the specific needs of the individual student. For this reason, the student's parents are required to meet with a representative of FMS to discuss the child's needs and make an initial determination that the school's program and facilities can adequately meet those needs. The school reserves the right to ask a child

to leave the school if it is determined by the director that the student has a special need that the school cannot meet. The school reserves the right to refuse admission on the same basis.

In addition to the school's ability to meet the needs of the child, admission is based on the following:

Application for Admission submitted with the following:

- Non-refundable Registration Fee as per the current Fee Schedule
- Payment of Annual Supply Fee as per the current Fee Schedule
- Up-to-date Immunization Record
- Child Master Card which includes Illness Procedure and Permission to Pick Up Form
- Child and Adult Care Food Program Application
- Infant Daily Schedule (if applicable)

Where available space is insufficient to allow admission of all applicants, the following guidelines will be used to determine priorities:

1. Children continuing at FMS and the children of school/church staff;
2. Siblings of children presently enrolled at FMS;
3. Children of members of First United Methodist Church;
4. Legacies – i.e., children with an immediate family member who previously attended FMS; and
5. All other children.

Children will be admitted in this order without exception.

Required Documents

The following documents must be presented when the child's Application for Admissions is submitted for consideration:

1. Child's up-to-date Immunization Record.
2. In the event of court ordered custody, the custodial parent/sponsor will furnish the school with a copy of the court order establishing custody.

Immunization Record

State law requires that all children attending FMS be immunized and that proof of this immunization be on file in the school office. Every child enrolled in FMS must have a current immunization signed/stamped by their physician or the Health Unit on file in the school office. Immunization records must be provided to the school prior to the first day of school. Children will not be permitted to remain in school if current immunization records are not provided when requested.

Confidentiality Policy

Student records shall be the property of FMS, and the director, as custodian, shall secure records against loss, tampering, or unauthorized use.

FMS shall maintain the confidentiality of all children's records. Employees of FMS shall not disclose or knowingly permit the disclosure of any information concerning a child or his/her family, directly, or indirectly, to any unauthorized person.

FMS shall obtain written, informed consent from the parent prior to releasing any information or photographs for which the child might be identified, except for authorized state and federal agencies.

Annual Requirements

In March of each year, all children continuing at FMS will be charged a Re-Registration Fee as per the Current Fee Schedule and the annual supply fee.

In August of each year, a new Free and Reduced Price Meal Application Form must be completed for each child.

Staff

FMS will meet or exceed minimum child/teacher ratios required by the Louisiana State Licensing Department.

Child/Staff Ratio as required by Louisiana State Licensing (subject to change):

	<u>Children</u>	<u>Staff</u>
Infants	5	1
Toddlers	7	1
One & Two-Year-Olds (mixed)	7	1
Two-Year-Olds (Morning aides are provided for two-year-old classes)	11	1
Three-Year-Olds	13	1
Four-Year-Olds	15	1

About our Volunteer Workers...

Everyone, who works with children, whether paid or volunteer, must have a criminal background check. This is a state law. The fee for a criminal background check is the responsibility of the volunteer.

Fees

Registration fees are **NON-REFUNDABLE** and **NON-TRANSFERABLE** under all circumstances, even a move out-of-town. Pre-paid tuition and supply fees are pro-rated for refunds. All rates and fees are subject to increase every year.

Parents are entitled to a ten-percent (10%) discount on monthly tuition for each additional child enrolled from the same family.

Parents or other responsible parties enrolling the children will be personally liable for payment of school fees and tuition. In the event any portion of fees are turned over to an attorney or other collection agency, the responsible party will also have to pay collection fees in the amount of \$250.00 or 33% of the principal amount due, whichever is greater, together with court costs and interest at the rate of 18% of principal and collection fees per year until paid.

Account invoices are sent home during the 1st week of each month.

We are non-profit and depend on prompt payment.

Tuition is due on the 10th day of each month.

Late payment of tuition will result in a late fee of \$50.00. Your account will not be considered paid in full until both your monthly tuition and late fee are paid.

If tuition and the late fee are not paid by the 5th of the following month, your child will not be allowed to return to school until both are paid in full.

If a parent chooses to remove his/her child from FMS for the summer months, tuition will continue in order to hold his/her spot for the fall.

Checks should be made payable to **First Methodist School** or **FMS**. (Cash payments are not accepted)

All returned checks will be charged a fee of **\$25.00** per transaction.

If There Are Extenuating Circumstances...

If you know in advance that tuition will be delinquent, the School Administrator must be notified in writing that tuition will be late and a brief reason why. If the tuition will be delinquent for more than one month the person responsible for tuition must have a conference with the School Administrator. The purpose of the conference

is to provide documentation that verifies extenuating circumstances and to provide a written schedule of payment commitment signed by the School Administrator and person involved. Failure to meet financial obligation can result in asking a family to leave the school. This is a last resort. As long as there is compliance to the payment commitment plan this will not happen.

Charges for Late Pick Up of a Child

Children must be picked up as scheduled. There is an initial fee of \$10.00 and an additional \$5.00 for every 5 minutes after 5:45 p.m.

Dismissal Policy

FMS reserves the right to require the immediate withdrawal of a child for any of the following reasons:

- The director regards the child's presence in the school as undesirable.
- The director regards the child's behavior as unacceptable.
- Continued biting incidents as outlined in our Biting Policy.
- Failure of the child's parents/guardians to comply with all policies and regulations.
- Child's account balance is past due.

Note: This list is for illustration purposes only. The above list of reasons for required immediate withdrawal does not include all circumstances that can result in required immediate withdrawal.

Withdrawal

If it is necessary for you to withdraw your child from FMS for any reason, a 2 week advance **WRITTEN** notice is necessary. Failure to give the written notice will result in being charged for two weeks of attendance regardless of whether your child actually attends.

Should the director feel that a child is not adjusting to the school's program, the parent will be notified of the situation, in order to find alternate placement for the child. If the director feels that it is in the best interest of a child and the other children attending the school the parent will be given a two-week notice. However, if a child proves harmful to himself or other children, immediate withdrawal is required.

Absences

Fees continue regardless of the absence of the child.

School Hours

Hours are from 7:00 a.m. to 5:30 p.m.

****for scheduling purposes all children are asked to arrive prior to 9:00 a.m.****

Transportation and Third Party Pick Up

Parents are responsible for transportation. The school cannot accept the responsibility of sending the child home with a stranger. Parents are required to notify the teacher if an unfamiliar person is to call for their child, or if he is going home with another child. Notification must be given in writing.

Car pool members should be included on your child's Permission to Pick Up Form.

Parents are responsible for seeing that their child arrives to and is picked up from school.

Arrival and Departure of Children

Time of arrival for each child must be recorded each day. Time of pick-up must be recorded along with the **FULL NAME** of the person picking up the child for that day. **No initials please.**

Staff members are on duty from 7:00 a.m. to 5:30 p.m. Children are not to be dropped off before 7:00 a.m. FMS does not assume responsibility for children dropped off before 7:00 a.m. Spaces are available on the south and west sides of the facility for parking cars while children are being dropped off or received. When escorting children to class, parents may enter the east or the west door of the preschool building beginning at 7:00 a.m. Security cameras are located at each door and are monitored in the office.

A previously approved adult **MUST** come inside the school or out to the playground to receive a child and will be required to sign the child out. Children will only be allowed to leave school with those individuals previously authorized, in writing, by the parent/guardian. If this is an unfamiliar person, picture identification, such as a driver's license, will be required before the child will be released to that individual.

Cell Phone Use

It is our policy that you terminate cell phone conversations before entering the center. Your child appreciates and deserves your full attention during this critical transition time either to or from the center. This policy also helps to insure that our staff feels comfortable communicating with you during these transition times. Please refrain from using all other electronic devices while in the childcare center. We thank you in advance for your compliance.

Non-Custodial Parent

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to information regarding the child. If there is a court order specifying that no information be shared, it is the responsibility of the custodial parent to provide the school office with an official copy of the court order.

DISCIPLINE POLICIES

Discipline Policy

When a child chooses to behave in an inappropriate way there will be a logical consequence. For example, if the child is throwing blocks, they will lose the privilege of playing with the blocks for the rest of the day or until the teacher feels they are able to play without throwing blocks. When one child hurts another child, the consequences will be to require them to do something that does not involve another child until they are ready to play in acceptable ways. The harshest consequence will be requiring a child to sit in a "time out" chair. One minute for every year of age is an appropriate amount of time for "time out". **Every child is important and each deserves the teacher's attention and the opportunity to learn in a safe and secure environment.**

No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of the children or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

Open and effective communication between parents and staff is essential to providing quality childcare. When circumstances occur in the child's life that could affect his/her behavior at school, please share those concerns with the center staff so that some allowances can be made.

Acknowledging the child's feelings and assessing the unmet needs of a child is important for encouraging healthy interactions. In some instances, withholding attention when the behavior is enacted to obtain a response is considered an appropriate method of dealing with minor forms of misbehavior. If a child continues to be disruptive or threaten harm to another child or to center equipment, she/he would be removed from the immediate area involved. Children are held accountable for their own behavior and are encouraged to make responsible choices.

As a rule, staff members are expected to handle problems quickly and without parent involvement. If a problem develops that is not responding to normal discipline procedures, a parent will be contacted. At this time we may ask you to speak with your child over the phone. If the behavior causes major disruptions in the classroom or the child has exhibited uncontrolled aggression, verbal or physical, toward other children or staff, the parent will be asked to pick up the child from the center for the day.

If a child's behavior is such that it demands one-on-one attention on a continuing basis, a conference will be called to discuss the situation with you. Our center is not equipped with staff to provide this type of individual attention and care. It is also unfair to the other children who deserve a teacher or staff member's attention and

care. If the problems continue, it may become necessary to remove the child from the center, either for a short period or permanently. If a child is asked to withdraw from the center for behavioral reasons, the remainder of that child's monthly tuition will be refunded.

Biting Policy

All bites will be washed with soap and water. If the skin is broken, the bite will be washed with soap and water and a bandage applied. The parent will be contacted if the skin is broken.

Any time a child bites or is bitten, the **Incident/Accident/Injury Report Form** will be completed.

After a child has bitten three times in a 30-day period, the parent/guardian will be notified and the child may be suspended from school for the next two consecutive scheduled school days. Exceptions to this policy may be made at the Director's discretion and for children less than 2 years of age.

Director's Authority

In accordance with the school philosophy and values and in situations where policies or procedures have not been established, the director has the authority to determine and invoke actions or disciplinary consequences regarding children and parents.

The director has the authority to:

1. Amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through written notices sent through the children.
2. Determine what is appropriate behavior.

The director has the final decision making authority in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at her/his discretion.

MISCELLANEOUS

Holidays

There is no reduction in tuition when the school is closed for holidays.

Holidays observed by the school include but are not limited to:

- New Year's Day
- Mardi Gras Day (Fat Tuesday)
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve or Day after Christmas (depending on what day of the week Christmas falls)
- Christmas Day

Classroom Parties

Classroom parties are scheduled for Halloween/Harvest, Christmas, Valentine's Day, Mardi Gras, Easter and the end of a session. The teacher is responsible for planning and implementing parties. Birthdays, special events and activities, which correlate with the curriculum, may also be held at the discretion of the teacher under the leadership of the director.

Invitations

Children may distribute private party invitations at school when the entire class is invited.

Student Insurance

School insurance is provided for all children registered at FMS. It is secondary coverage. Claim forms are available in the school office.

Classroom Web Cameras/Office Cameras

Each classroom is equipped with a web camera. Still shots of your child's classroom are available by going to our website at fmskids.com and accessing the camera. Each class has a password that must be obtained from the office.

The monitor located in the office area is for security purposes only.

Permission to Photograph

By signing the ***Parental Awareness of Recordings*** you authorize First Methodist School to release photographs from which your child may be identified by images available on the internet via classroom web cameras.

However, any moving or still photographs taken with the intention of being published for use in media publications (newspaper, television, brochures, etc.) to promote or publicize the school or school events, or to recognize accomplishments will require the completion of a Photography Permission Release for each event.

School Property

FMS is proud of its facility. It is the responsibility of everyone to respect the school and its furnishings. Property damaged or destroyed willfully or through negligence will be replaced or paid for by the parents of the child responsible.

Substance Abuse

State law prohibits tobacco in any form by anyone (parents, visitors, etc.) on school grounds or at school related functions. Parents and friends who fail to comply will be considered in violation of policy.

State law also prohibits the use of alcohol and the use or possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in the center, on the playground or on any center-sponsored field trip.

It is the parent's/guardian's responsibility to inform family and friends who may visit the school campus of this policy.

Personal Belongings

Except for blankets and small pillows needed for naptime, we ask that personal belongings be left at home. All toys should be left at home. If an item is brought to school, we cannot be responsible.

If there is a special book, video tape (G-Rating only) or cassette/CD your child would like to share with the class, please make sure it is labeled with the child's name. Please give these items to the teacher upon arrival. The classroom teacher must approve all of the above items.

Clothing

Please mark all clothing with the child's name. This is very important to avoid loss and confusion.

Tote Bag

Each child will be **required** to bring a tote bag **to and from** school every day. The bag will be used to transport all FMS communications (i.e. financial statements, daily reports, etc...) as well as the child's (1-4 yr olds) sheet/blanket on Friday. Each child will receive a FMS tote bag at their initial enrollment.

Naps

Day care children are required to rest each afternoon. Storage space for blankets and pillows used at naptime is limited. **Please send only small travel pillows and child-size blankets each labeled with the child's name.**

Food

The children are served a balanced breakfast, lunch and afternoon snack each day that include milk and 100% fruit juice.

A current breakfast, lunch and snack menu is posted on www.fmskids.com, in each classroom, on the Parent Information bulletin board located in the hallway across from the school office and on the kitchen door at the west end of the building.

If your child is on a therapeutic diet, a copy of the diet prescribed by the physician should be on file in the school office.

State law states that children shall not be allowed to bring food into the center. The following exceptions are allowed:

1. Bottled formula for infants supplied by the parent shall have caps and be labeled with the child's name or initials and be refrigerated upon arrival;
2. Baby food supplied by the parent shall be in the original unopened container and labeled with the child's name;
3. When a child requires a special diet, a written statement from a medical authority shall be on file;
4. Child with food allergies/intolerance shall have a written statement signed by the child's parent indicating the specific food allergy/intolerance;
5. When a child requires a modified diet for religious reasons, a written statement to that effect from the child's parent shall be on file;
6. Refreshment for special occasions such as birthday parties and holidays, with prior approval from the director.

Outside Play

Weather permitting; children have outside play twice daily. Decisions to have outside play depend upon temperature. Children are required to participate unless under the care of a physician. A written notice from the physician must be on file in the school office.

Water Activities Policy

FMS does not participate in activities involving water over 2 feet deep. FMS does participate during the Summer and/or other special occasions in Splash Day. Splash Day consists of children running through sprinklers and playing in wading pools (under 2 feet).

Communication

From time to time parents will receive letters/memos or e-mails outlining school activities, projects and school procedures and policies. Changes in procedures and policies are announced in these letters/memos or e-mails. You are requested to keep it for reference. Additional announcements are sent as needed.

FMS also uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, a company specializing in school-to-parent communications. FMS will continue to follow the Calcasieu Parish School Board rulings regarding emergency school closures, report emergency school closures to the media and will use this system as an overlay to the public announcements.

Parent Handbook

The Parent Handbook is updated periodically. One handbook is issued per family. A form stating that the parent agrees to read and abide by policies stated in the Parent Handbook must be signed and dated. The director has the right to amend the handbook. Parents are notified of changes through written or e-mailed notices.

Parents are to comply with the terms of the Parent Handbook. Failure to abide by the terms may subject the child to removal from the school.

Conferences

Conferences will be held when deemed necessary to keep parents informed of the progress their child is making in our preschool/daycare.

Conferences are made by the parent/guardian calling the school office. Office personnel will schedule conferences and notify the teachers. Conferences are usually held in the director's office with the director present.

Telephone Messages

Messages for teachers will be given to them. Every effort will be made to return the call as soon as time permits.

Visitors to the School

All visitors must report to the school office upon arriving. Custodial parents/guardians and non-custodial parents are welcomed to visit our center anytime during regular school hours as long as their child is enrolled. The teachers appreciate advance notice (unless an emergency arises) so those visits do not distract from their regular duties.

MEDICAL PROCEDURES AND POLICIES



Illness or Injury/Medical Emergencies

In case of illness or injury a child is temporarily cared for by school personnel. They will render first aid treatment only. If emergency medical treatment is necessary, the parent will be contacted. If parents or individuals on the Illness Procedure Form are not available, the child will be taken to St. Patrick's Hospital unless you indicate otherwise on your child's Application for Admissions. At the same time, the parent will be notified, advised on the illness or injury, and told where the child has been taken. If the parent cannot be reached, a person listed on the Illness Procedure Form will be called. A member of the FMS staff will accompany the child to the hospital and remain there until a parent arrives and is informed of the situation.

Per Louisiana Administrative Code, Title 48 - Chapter 53, Child Day Care Center Class "A" Minimum Standards, the parent or designated person shall be notified immediately in the following situations.

INCIDENTS - INJURIES - ACCIDENTS (5321.K)

- Blood not contained in an adhesive strip
- Head injury
- Human bite which breaks the skin
- Any animal bite
- An impales object
- Broken or dislodged teeth
- Any injury requiring professional medical attention

ILLNESSES AND/OR UNUSUAL BEHAVIOR (5321.L)

- Allergic reaction
- Skin changes e.g. rash, spots, swelling, etc.
- Unusual breathing
- Dehydration
- Any temperature reading over 101 oral or 100 axillary

Exclusion Criteria

Our center has strict guidelines designed to protect your child, other children, and our staff. Families should keep ill children at home. Ill children cannot remain at the center. Please have a plan concerning who will take care of your child if they are sick.

On the advice of health experts we will not allow children with any of the following symptoms to be or remain in care:

1. **Fever** of 100 F or higher with or without accompanying behavior changes or other signs or symptoms of illness. The child may not return to school the following day. The child may not return to school until there has been no incidence of fever for 24 hours without the use of fever-reducing medication. Please remember, if you send your child to school and he/she is still running fever, other children and staff will be exposed.
2. Uncontrolled **diarrhea** or increased number of stools, increased stool water, and/or stools that are not contained in the diaper, two (2) or more loose stools in a one (1) hour period, and/or blood or mucous in the stool. It cannot be guaranteed that loose stools are being caused from teething, medications, etc., so a child must be sent home. If the child is sent home from school with diarrhea, he/she may not return to school the following day. The child may not return to school until 24 hours after the last incidence of diarrhea.
3. One (1) episode of **vomiting** within the previous 24 hour period. If your child vomits at home the previous day or evening, he/she may not come to school the following day. If your child vomits at school at any time during the day, he/she may not return to school the following day. It cannot be guaranteed that the vomiting is caused by medication, mucous, something the child ate, or from coughing too much, so the child must be excluded from school.
4. **Signs and symptoms of possible illness** include the following: unusual lethargy (sluggishness or sleepiness); uncontrolled cough; irritability, persistent crying; difficulty breathing; wheezing; severe congestion. These symptoms do not have to be accompanied by fever.
5. Untreated **conjunctivitis** with or without white or yellow drainage from the eyes. If a child has pink eye, he/she may not return to school until 24 hours after the initial treatment has been administered. A physician's "Permission to Return to School" form must be provided. It cannot be guaranteed that a child's eye ailments are the result of allergies, etc., so we must insist on a physician's statement of treatment or okay.
6. **Undiagnosed rash** with or without fever or behavior change. A physician's "Permission to Return to School" form must be provided.
7. **Untreated infestations** such as scabies, head lice, or other infestations. A physician's "Permission to Return to School" form must be provided.
8. A child may not return to childcare until a physician's "Permission to Return to School" form is provided for the **following conditions**: Impetigo, Strep throat, chicken pox, pertussis, measles, rubella, or tuberculosis.

If a child at the center has any of the above mentioned symptoms, the child's parent/guardian will be notified immediately to pick the child up and the child will be isolated from other children until parent/guardian arrival. If parent/guardian can't be contacted, then we will call alternative emergency persons on the contact form. For the benefit of your ill child, please provide pick up as soon as possible. When a child is excluded from attending our child care center, the staff will complete an illness/injuries form. All records are kept confidential.

We require that ill children, as described above in 1-8, not attend childcare for the following reasons:

- *They are unable to be an active part of our daily program.
- *They expose other children and staff to illness.
- *They are at risk for being exposed to other diseases when their resistance is low.

Communicable Disease

The Center keeps records on communicable diseases. Parents will be notified of any outbreak and any unusually large outbreak will be reported to Public Health. Children may return to the Center when they are no longer contagious and able to participate fully in scheduled activities, including outdoor play. A physician's "Permission to Return to School" form must be provided informing the staff that the child is healthy enough to return to school.

Injury While At School

Teachers and/or Administrative Staff will handle minor injuries. An injury/accident form is completed when an injury occurs. State regulations require that a call must be made for any injury occurring above the neck. Injuries noted upon arrival at the center must also be documented. This documentation will need to be verified by a parent or guardian in person or by phone. The parent will be required to sign this document attesting that all information is correct.

Appropriate First Aid

Scratches and scrapes are inevitable when children play. In the event of a minor injury, soap, water, and Band-Aid will be administered as needed. Parents will be notified of all accidents from the staff member responsible for care.

Medication

Due to licensing guidelines and restrictions, First Methodist School no longer administers medication.

The only medication that will be allowed is medication for life threatening emergency purposes (i.e. epipens and asthma inhalers). The paperwork for these items must be updated every 3 months.

Parents are welcome to come into the school at any time to administer medication as needed. A medication form must be signed in the office for all medication administered by a parent.

EMERGENCY PROCEDURES

An Overview...

The Emergency Procedure Section of the child's Illness Procedure Form is the school's way of knowing whom to call in the event a parent/guardian must be contacted during the school day. The parents are contacted first; if they cannot be reached then individuals listed on the Illness Procedure Form are called. Only individuals listed may check out a child during the school day. It is important that this form is kept current. Notify the school office, by completing a new form, if there is a change in telephone number or individuals to contact. Your cooperation in keeping this information up-to-date is necessary for the safe care of your child.

Emergency Closure

During the public school year, First Methodist School will follow the Calcasieu Parish School closings due to inclement weather or other emergency closures. During the summer months or holidays when the public schools are closed, the following procedure will be followed: When a tropical storm or hurricane is threatening, please monitor the local TV or radio stations. If a tropical storm warning is issued, we will monitor the situation and may close if necessary. If a hurricane warning is issued or evacuation orders are given, we will close the center. In order for FMS to expedite a ruling in an orderly and efficient manner – **PLEASE refrain from calling the school to inquire of closings**. FMS does have an alert procedure in place (SchoolReach—see Communication section) to notify parents in a timely manner. Parents are asked to keep their SchoolReach information updated with current contact information (SchoolReach information forms are available on www.fmskids.com under the Forms tab or in the office). Please have a plan in place so that your child can be picked up as soon as possible.

Weather/Toxic Spill Emergencies

Emergency procedures have been developed and provided to the staff for their implementation in case of a tornado, fire, hurricane, hazardous spill or plant emission. In the event of any emergency, FMS will use the following procedures and precautions.

Emergency Evacuations

In the event of other types of emergencies, such as a hazardous material spill or Authorized Personnel directed evacuation, we will go directly to:

University United Methodist Church (Fellowship Hall)
Katie Stewart, Day School Director
3501 Patrick Street
Lake Charles, Louisiana 70605
Phone: (337) 478-4347

The route taken from FMS to University United Methodist Church would be as follows:

Left turn onto Broad Street to Ryan Street

Left turn onto Ryan Street to LaGrange Street

Left turn onto LaGrange Street

Right turn into parking lot across the street from the Day School (Patrick Street)

Fire, tornado or other emergency evacuation drills will be held monthly or as required by state regulations.

If any emergency forces the evacuation of our facility, we will await your arrival at the evacuation site.

COMPLAINT PROCEDURES

All complaints should be submitted, in writing, to the director. Should a licensing complaint not be resolved, parents/guardians are encouraged to contact the State of Louisiana Licensing Bureau.

Our center maintains a Class "A" Day Care Center License (current license #1540).

The address of the state-licensing bureau is:

State of Louisiana

Department of Social Services

Office of the Secretary

2751 Wooddale Boulevard, Suite 330

P O Box 3078

Baton Rouge, LA 70821

Phone: (225) 922-0015

Fax: (225) 922-0014

ABUSE AND NEGLECT

It is the responsibility of FMS to report any suspected case of neglect or child abuse.

FMS will contact the proper authorities:

Child Protection Agency

Hot Line Phone: (337) 491-2417

4016 Avenue "F"

Lake Charles, LA 70605



"Train up a child in the way they should go..."

Parent Handbook Acknowledgement

I acknowledge that I have read the First Methodist School Parent Handbook and I am fully aware of the educational philosophy, discipline policy and procedures for conferences with the staff.

I have read and understand the fee arrangements and conditions detailed in this handbook. I agree to these conditions and will abide by them.

I have also received a list of community resources and a pre-enrollment visit/center tour.

This acknowledgement will be placed in our FMS file. Please sign the form and return it to the First Methodist School office.

Parent Signature

Date

Parent Signature

Date