



# **Student Handbook 2025-2026**

# **Table of Contents**

About Our School, Mission Statement, Admission Policy	Page 3
Tuition, Fees, Payment Policies	Page 4
School Hours, Pick Up Policies	Page 5
Absences, Withdrawing, Emergency School Closure, Visitors	Page 6
Health/Medical Requirements	Page 7-8
Discipline	Page 9-10
Biting	Page 10
Conferences, Daily Sign In, Lunches/Snacks, Rest Time	Page 11
Clothing, Birthdays, Parties, Field Trips	Page 12
Staff, Emergency Drills, General Information	Page 13
Child Abuse and Neglect	Page 14

Sugar Creek Baptist Weekday Preschool is licensed through the Texas Department of Family and Protective services Licensing Division (DFPS). You may view a copy of the Minimum Standards in the Director's office or you may visit the official website: [www.dfps.state.tx.us/child\\_care/](http://www.dfps.state.tx.us/child_care/) to review or request a copy of standards publication or find additional information regarding childcare issues. Inspection reports are located outside Director's office on the bulletin board for your review.

Additional helpful information:  
DFPS local 713-940-5287  
Abuse Hotline: 1800-252-5402  
Poison Control: 800-222-1222.

## **About Our Preschool**

Program Directors: Kacey Boagni & Brooke Poirier

Preschool Minister: Katherine Kopfer

Pastor to Children: Jeff Land

## **Our Mission**

Sugar Creek Baptist Church Preschool exists to work in partnership with parents to provide a means for children to reach their full potential. Children grow cognitively, socially, emotionally, physically, and spiritually under the leadership of caring adults using state of the art materials and developmentally appropriate activities.

School motto: Sugar Creek Baptist Preschool: Where bright futures begin!

## **Admission Policy**

Admission is based on the availability of space and resources available to meet student needs given their social, emotional, and physical readiness to participate in school activities.

Our facilities and training for the education of children with extreme special learning or emotional difficulties are limited. Therefore, students with these needs may be better served in a more specialized school. Individual assessments are done to determine enrollment in these cases.

Sugar Creek Baptist Church Weekday Preschool  
is licensed by the State of Texas  
Department of Family and Protective Services

## **Tuition, Fees, and Policies**

### Two Day Preschool

One and Two Year Old Programs  
\$200 Registration/Supply Fee per child/per school year\*  
\$284 Monthly tuition per child

### Four Day Preschool

One and Two Year Old Program  
\$225 Registration/Supply Fee per child/per school year\*  
\$525 Monthly tuition per child

### Three Day Preschool

Three and Four Year Old Program  
\$225 Registration/Supply Fee per child/per school year\*  
\$336 Monthly tuition per child

### Five Day Preschool

Three and Four Year Old Program  
\$225 Registration/Supply Fee per child/per school year\*  
\$578 Monthly tuition per child

**\*Registration Fees are Non-Refundable.**

## Notes about Tuition Payments

Tuition is charged on the 1st of each month and must be paid by the 10th. Payments can be made by check, money order, or automatically through Tuition Express, using your bank account or credit card. A late charge of \$10.00 will be assessed for tuition not paid by the deadline.

Notes for Tuition Express users: ACH (bank account) is our preferred method of payment so there is a convenience fee of \$12/month/child when paying with a credit card ONLY. **There is NO additional fee when using your bank account.** Additional charges of \$10 will be applied for any declined payments.

**TUITION FOR THE MONTH OF MAY IS PREPAID IN SEPTEMBER.** If we are given one month's notice when you are withdrawing from school, May tuition may be used for your child's last month of school. The deadline for applying May tuition is February 1. Children are not replaced in classes after March; therefore, no May refund is available, nor can it be applied to any month after February.

Tuition for the school year is divided into nine equal payments. You are not being charged for time missed due to holidays. These equal payments are for everyone's benefit.

Receipts will be emailed to after the 10th of each month.

Should the preschool need to close for pandemic or natural disaster reasons, tuition for that month will be due during that closure. If the preschool remains closed longer than that month, tuition will not be due until that next full month. Parents must give 30-day written notice for withdraw if they feel it is in the best interest of their family.

If you have questions regarding tuition and payments, please do not hesitate to contact us.

## **School Hours**

9:00-2:00 PM

Pick up begins at 1:45 and ends at 2:00.

If you need to pick up your child early, please come to the preschool office when you arrive. We ask that you pick up BEFORE rest time, to not disturb the class. A child that needs to be routinely picked up before the end of the school day must be picked up before 12:30.

## **Please be prompt in picking up your children.**

Our teachers are mothers also and have responsibilities for their own families. Your cooperation in this matter is appreciated. A \$5.00 charge for each five-minute period after 2:05 will be assessed and charged to your account. Continual late pickup may result in dismissal from the program. Regular pickup begins at 1:45 p.m.

## **Authorization for Child Pick-up**

Any person other than a child's parents will need pre-authorization for a child to be released to them. We cannot accept verbal statements or telephone calls from adults or children regarding changes in carpools and release of children. Please send all messages in writing or by email before 11 a.m. This is for everyone's safety. Children may not be released to anyone under the age of 18. Authorized pick-up people may need to show a government i.d. to confirm identity.

NOTE: CELL PHONE USE IS PROHIBITED IN THE PARKING LOT. DRIVE SLOWLY!!

Should Sugar Creek Baptist Weekday Preschool require any changes in its operation policies, parents shall be notified in writing with the changes that will be put in place. Policy changes will be posted on the bulletin board outside the Director's office for additional review.

## **Daily Sign In/Security**

A parent or authorized individual must sign children in and out each school day using the Procare app, school kiosk, or the school's sign-in/out QR code. A child will only be released to a person, 18 years of age or older, who is listed on the child's Procare profile as an authorized pickup individual. If a person does not know his/her 4-digit PIN, they must show a valid government-issued ID to confirm their identity. THIS DAILY REQUIREMENT IS IMPORTANT AND MANDATORY.

Please always keep your child/children with you until drop off and pick up procedures are completed. Do not allow children to go through the parking lot or the building without adult supervision.

**Do NOT leave any child in the car unattended!**

## **Absences from School**

Please note that tuition is due regardless of your child's attendance in school. If you plan to have your child out of school for an extended period, you must still pay tuition to retain your child's position on the class roster. This includes trips out of town or out of the country. We do not require doctor's notes for absences.

## **Withdrawing from School**

Parents should give at least one month's written notice when withdrawing your child/children from school. May tuition, which is paid in advance, may be used for your tuition for the last month your child will be attending school if you give one-month notice. February 1 is the deadline for applying May tuition to another month.

## **Emergency Closing/Lockdown**

In the event of severe weather, natural disaster, or pandemic, listen to local radio & television stations. If **Fort Bend Independent School District** schools are closed for such an event, Sugar Creek Baptist Weekday Preschool will be closed as well. In the event of a school emergency such as loss of power or major plumbing issues, school will close. We will notify parents about our closure through the Procare App. There will be no make-up days or refunds.

Should there be a need for the children to shelter in place due to inclement weather, or the result of human mischief or error, the school will lock down and the doors will remain locked until it is safe to re-open.

## **Visitors**

We welcome parents to visit our school upon request. Please check in at the weekday preschool office. If you wish a conference time, please schedule one in advance. Visiting children are not allowed to attend school with enrolled children.

Note: In accordance with State Regulations SCBC is a gang free zone. Gang related criminal activity is a violation of the law within 1000 feet of a childcare facility. Weapons of any type are strictly prohibited.

## **Health/Medical Requirements**

### Health Requirements

A statement of health and an up to date immunization record from your child's pediatrician are required for every child. Failure to provide this information for our records will require that your child not be allowed to enter school. This is a mandatory law of the State of Texas. Parents must provide state affidavits for students not receiving immunizations or on a delayed vaccine schedule.

### Participation

Children should be able to participate in every activity of the school day—both indoors and out. If your child is not well enough to go outside to play, please keep him/her at home or plan to pick him/her up when the class goes outside. On cold days, we will go outside for shorter periods of time depending on the chill factor. On bad weather days we will use the classroom or indoor spaces for active play.

### Allergies

If your child has an allergy of any kind, the school must be informed. For those requiring medication treatment, an Allergy Action Plan form must be completed and signed by a physician/healthcare provider explaining this allergy and what the reactions are and what treatments are, if any can be initiated. Food allergies are especially important to note with your child's teacher so an "allergy alert" may be posted. We serve snacks during school hours. If emergency medications of any type are necessary, we must have them available, labeled and authorization given. Insect bite allergies must also be noted.

Medications may be dispensed in accordance with a child's Allergy Action Plan and Medication Authorization Form.

### Vision and Hearing Screening

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages. Children in our school who are four years old as of September 1 must have visual acuity and sweep checks. Parents must provide proof of testing from their professional medical provider as stated in the enrollment packet.

**Health/Medical Requirements** (continued)

In Case of Illness

KEEP YOUR CHILD AT HOME IF THEY ARE SICK.

- Children or Staff who have a temperature of 100.4 F or above, have signs or symptoms of respiratory infection, such as cough, shortness of breath, sore throat, will NOT be admitted to the facility.
- Children or Staff who develop symptoms of temperature of 100.4 F or above, have signs or symptoms of respiratory infection, such as cough, shortness of breath, or sore throat, while at the facility will be sent home as soon as possible. The sick child will be immediately separated from the group and will wait in our isolation area until he/she is picked up.
- Children or Staff who have fever may not return to school or work until they have been fever free for 24 hours without the aid of medication.
- Children with symptoms that prevent a child from participating comfortably in school activities or those who require additional care that cannot be given without compromising health and safety of other children, will be asked to be kept at home until symptoms subside.

Guidelines for returning to school for other illnesses:

<u>Symptoms</u>	<u>Stay Home</u>	<u>When child CAN return:</u>
Diarrhea	YES	24 hours AFTER last episode
Vomiting	YES	24 hours AFTER last episode
Lice	YES	AFTER first treatment
Strep Throat	YES	24 hours after first treatment as prescribed
Unexplained Rash	YES	Rash is gone or doctor’s note
Mouth Sores	YES	When mouth sores are gone or doctor note
Pink/ Red eye with oozing	YES	After initial dose of medication or doctor note

Measles, mumps, chicken pox, an unidentified rash, and any other communicable disease should be reported to the school at once.

IN CASE OF EMERGENCY—IF YOU OR AN AUTHORIZED PERSON CANNOT BE REACHED—YOUR CHILD’S DOCTOR WILL BE CALLED AND HIS ADVICE/ORDERS WILL BE FOLLOWED. In severe emergencies, 911 will be called.

The school has the right and the obligation to send home any child believed to be ill. If you are not available, your authorized contacts will be called. This is for the protection of the teachers and child as well as the other students. Your prompt response and cooperation are appreciated should this matter occur. **Be sure an authorized pick-up person is always available while your child is at Preschool.**



## **Discipline**

Primary responsibility for discipline of a child rightly belongs to the parent. Classroom teachers derive authority over the child from the parent. The teacher does not take the parent's place but works with the parent in the area of discipline. No harsh, cruel, or corporal punishment is used. Positive methods of discipline and guidance are followed. Discipline is individualized and consistent for each child and age-appropriate. The child is directed toward acceptable behavior and self-control.

Disciplinary actions used with children at SCBC Preschool:

- Redirect attention- call attention to a positive solution
- Verbal admonition- correction and warning
- Denial of privileges- "time out" from activity or play or other privileges due to misbehavior provides an opportunity to reflect

Repeated offenses may require a parent conference which the staff will schedule should the need arise.

## **Unacceptable Behavior**

Unacceptable behavior is when a child continues to inflict physical harm or disrupt the learning environment. Sugar Creek Baptist Church Preschool strives to redirect unacceptable behavior whenever possible; however, sometimes we need the help of the parents and all parties involved. If a child deliberately inflicts physical harm to another child or staff member, or disrupts the learning environment, or causes there to be a safety concern, all actions will be documented on a Discipline and Guidance Report and the following procedures will occur:

1st offense: Parents are notified in writing of the specific incident at the end of the day and will sign a copy of the Discipline and Guidance Report.

2nd offense: Parents are notified with a phone call and will sign a copy of the Discipline and Guidance Report documenting the behavior.

3rd offense: Parents are notified with a phone call and will sign a copy of the Discipline and Guidance Report documenting the behavior.

4th offense: Parents are notified with a phone call and will sign a copy of the Discipline and Guidance Report documenting the behavior. Parents and involved staff will schedule a conference to discuss a plan of action in assisting to resolve the unacceptable behavior.

## **Uncontrollable Behavior**

If a child requires one-on-one teacher/staff supervision for an excessive amount of time due to behavior that prohibits him or her from being in a group setting, the parents will be called, and the child must be picked up from school as soon as possible. The school reserves the right to dismiss a child with one-week notice for serious behavior problems. However, dismissal may also result immediately if the Director feels the classroom is not a safe environment.

## **Suspension and Expulsion**

Behaviors of severe nature may warrant more severe measures as determined by Sugar Creek Baptist Preschool administration on a case by case basis. Students will report immediately to the Director and may be subject to suspension or expulsion as warranted by the student's behavior. Examples of offenses that will cause a student to be disciplined this way include, but are not limited to:

- Physical and or verbal assault and fighting
- Possession of alcohol, drugs, or weapons
- Making any form of threat
- Any conduct that disrupts the learning process

A conference among the student, and his or her parents/guardians, and the Sugar Creek Baptist Weekday Preschool administration will occur before the student can return to school.

## Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of the children at Sugar Creek Baptist Church Preschool is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children and staff that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted and notified of the incident in writing. Names of the children are not shared with either parent.

### Why Children Might Bite:

A child may be teething or overly tired and frustrated. He or she might be experimenting, trying to get the attention of their peers or teacher. Toddlers also have poor verbal skills and are impulsive without a lot of self-control. Not all children bite out of anger or to hurt another child. Others may bite for defensive reasons if they feel threatened or they could be copying other children or even playful adults and think it is ok. Sometimes biting occurs for no apparent reason.

### Plan of Action:

First, we focus on and comfort the bitten child. The bite will be assessed, cleansed with soap and water. Ice is placed on the bite to decrease the likelihood of swelling or bruising. The biting child is calmly removed from the child who was bitten and given a "quiet time." Positive verbal redirection is spoken to the child explaining appropriate behavior for biting, such as "We use our mouths to bite food, not our friends."

### Prevention:

- Shadow the children who have a biting tendency.
- Plan daily activities that allow children to release frustration, such as outdoor play.
- Have age-appropriate toys available that stimulate interest and enough toys to share.
- Help the children put their feelings into words and encourage them to use words.
- Most importantly, reinforce this with positive praise when he/she acts appropriately.

### SCBC Staff Procedures:

- At any time, if the skin is broken due to a bite, parents will be notified in writing, called, and asked to pick up the biting child as soon as possible.
- If a child bites twice on any one day, parents will be notified in writing, called, and asked to pick up the biting child as soon as possible.
- Once a child has 4 Biting Incident Reports in one month's time; parents, staff and director will have a conference to discuss a plan of action to assist in common strategies to ensure consistency between the home and school. At this time the child's enrollment will be evaluated to secure the safety of the teacher and other children in the classroom. Sugar Creek Baptist Church Weekday Preschool reserves the right to withdraw the child from school if the child is adding undue stress on other children or the environment.

## Conferences

Parents are urged to have conferences with their child's teacher when they feel the need. Parents who desire a conference may make an appointment by contacting the teacher or calling the school.

Please do not attempt to discuss your child with the teacher upon arrival or dismissal time. Teachers are to be focused on their classroom duties and the children.

## Lunches/Snacks

At Preschool the children learn about nutrition. All the children should bring a healthy lunch and a drink each day. The lunch should be finger foods the child can feed himself/herself. Heating or refrigeration is not available. Please label the lunch box and any other containers with your child's name. Teachers often send home uneaten food so you will be aware of your child's food consumption and food choices.

SCBC Preschool is not responsible for your child's daily nutritional value intake.

· Food suggestions: lunch meat, cheese cubes, crackers, cut up fruits and vegetables, sandwiches, raisins, juice, water, etc.

Children are given a snack mid-morning at school. Please inform us if your child has any food allergies. If so, see that the "allergy alert" and permission form with the information you provide is completed.

## Rest Time

All children, except those in the four-year-old program, have a rest time after lunch. Please send a rest mat to school with your child each day. Children in the 1 year-old program rest in cribs and do not need a rest mat. Special items such as a favorite blanket, toy, pacifier, etc. are permitted, but please label and check for them each day when you pick up your child. Please put child's name on the bottom side of the rest mat. Please make the rest mat as compact as possible for easy storage in our classroom and to prevent tripping hazards. If your child does not sleep, they can rest quietly. Rest times are adjusted as the year progresses and children get older. You are welcome to pick up your child before rest time if you wish. If your child has extreme difficulty at rest time, it may be requested that you pick him/her up after lunch so others in the class may rest.

## Clothing

Please allow your child to wear casual, comfortable, durable clothing. We recommend that older children be encouraged to dress themselves at home. This does wonders for a child's self-confidence! It also teaches them to be able to help themselves here at school at restroom time.

We ask that your child wear athletic shoes, preferably not high tops. Children are not able to remove the mulch from this type of shoe themselves after playing on the playground. We do not recommend boots or sandals because they interfere with a child's movements in daily school activities. Sandals are not the safest choice to play in on the playground.

Most children try to keep reasonably clean in school and the teachers help them to do so. There are times when the paintbrush slips, or the child loses his balance and falls. These are accidents and should be expected.

Please send a change of clothing including underwear and socks in your child's backpack so that your child can be given a fresh outfit should an accident occur. Be sure that the clothing is seasonally appropriate. Please no shorts in the winter or warmups in the spring. Children in diapers at school should bring disposable diapers.

## Recess Guidelines

- 30 minutes of daily scheduled unstructured recess play will be provided for each preschool classroom.
- Mondays, Tuesdays, and Wednesdays are outside recess days and Thursdays and Fridays are indoor playscape days. Both scheduled outside/inside recess times are flexible and may be changed at the discretion of the preschool directors due to indoor playground cleaning issues or weather concerns.
- In the event of weather conditions such as a heat advisory, rain, freeze warnings, or any other severe weather, children will play inside in a designated area for a 30-minute time period.

## Birthdays

Please communicate with your child's teacher prior to your child's special day. Store bought cupcakes or cookies may be brought to celebrate with your child's class. Any food brought to share with other children must be prepared in a commercial kitchen, ie store-bought. We are not allowed to share food that is homemade. Please do not ask the teachers or let your child distribute party invitations in the classroom unless all the children are invited.

## Class Parties

The teachers will communicate in advance with parents regarding any special events.

## Field Trips

Most "field trips" are done "in house" at the Weekday Preschool in the form of visiting speakers and presentations.

## Staff Training

Minimum standards 746.1309, Subchapter D requires that caregivers must obtain 24 clock hours of training each year in specific core areas. This training is achieved by participating in workshops designed specifically for Preschool teachers and Directors. This training also includes focus on prevention, recognition, and reporting child abuse and neglect.

Teachers of Sugar Creek Baptist Weekday Preschool also receive CPR and First Aid training on a bi-annual basis. Shaken baby training is included on a yearly schedule for teachers requiring this training.

## Health/Staff Immunizations

Staff members of Sugar Creek Baptist Church Preschool are encouraged to but not required to receive vaccine-preventable disease immunizations for the protection of the children in their care. Exceptions are based upon medical conditions and/or following their physician's advice. Additional immunizations such as influenza shots are encouraged but not required.

## Fire/ Weather/Shelter in Place Drills

Fire drills, as well as other emergency procedures in accordance with city, county, and state regulations will be practiced and reviewed on a monthly basis. Our rooms have wired in smoke detectors and emergency lighting. Fire inspections are done yearly as required by our licensing agent.

## General Information

A nursing room is available in our facility.

Mosquito spray or sunscreen may be applied to your child at home prior to the school day.

## Child Abuse and Neglect Reporting

Staff is required by Texas State law to report any suspected or identified child abuse to Children's Protective Services (CPS). The staff does not investigate whether abuse or maltreatment took place. However, CPS staff does. Calls made to the Child Abuse Hotline (1-800-252-5400) are confidential. It is important to remember that a report made to CPS does not mean abuse or neglect took place.

Staff will support families who have an involvement with CPS and will preserve absolute confidentiality of all records pertaining to a report in accordance with state law.

Staff receives training every year on state required laws and EHS/HS procedures for reporting all situations of suspected abuse and neglect to the Children's Protective Services (CPS).

There are four major types of child maltreatment:

Physical Abuse- deliberate actions resulting in injuries to a child or genuine threats of such actions or concerns about physical injuries of an unexplained or suspicious nature.

Neglect- failure to provide a child with the necessary food, clothing, and shelter to maintain a healthy life.

Sexual Abuse- Sexual indecency, sexual assault, or aggravated sexual assault. Failing to make a reasonable effort to prevent sexual conduct to a child. Using the child for the creation of obscene or pornographic material.

Emotional Abuse- is an emotional or mental injury caused by the parent or caregiver that results in an observable effect on the child.

Prevention Techniques of child maltreatment:

- Strengthen economic supports to families
- Change social norms to support parents and positive parenting
- Provide quality care and education early in life
- Enhance parenting skills to promote healthy child development
- Intervene to lessen harms and prevent future risk

A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help.

### Houston and Fort Bend Child Abuse and Neglect Resources

The Thread Alliance  
121 N. Post Oak Lane #406  
Houston Texas 77024  
281-937-2612

Children Assessment Center  
800-252-5400  
[www.cachouston.org](http://www.cachouston.org)

Crime Stoppers of Houston  
713-521-4600  
[www.crime-stoppers.org](http://www.crime-stoppers.org)

Houston Police Juvenile Dept.  
713-731-5353  
800 Mykawa  
Houston TX 77048  
[www.houstontx.gov](http://www.houstontx.gov)

Friends of North Rosenberg  
503 3rd St  
Rosenberg TX. 77471  
832-471-6090

Catholic Charities  
Community -Based Child Abuse Prevention-  
Fatherhood  
713-874-6563

Child Advocate of Fort Bend  
6415 Reading Rd  
Rosenberg Tx.77476

Childhelp  
[www.childhelp.org](http://www.childhelp.org)  
800-4-A-CHILD