School Year 2024/2025

Clifton Preschool

Parent Handbook

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# 

**Welcome**

This is an exciting year at the Clifton Preschool, and we are delighted that your child and your family is joining us. We are a Preschool, licensed with the Department of Family and Protective Services. Clifton Preschool strives to provide quality childcare and an education for your child. Our main priority is your child’s safety and well-being. We have been in the Carrollton area for over 10 years.

Parents may contact the Preschool office to request a copy of the Minimum Standards and our most recent inspection report. The Director will be happy to answer any questions or discuss any concerns with you. The Clifton Preschool provides an open-door policy for all parents to speak with the Director, staff, and teachers.

The Clifton Preschool’s Phone number is (972) 416-4000.

All enrolled families will receive regular updates of events or policy changes by email and postings. We intend to keep you, the parent, as informed as possible. Please check your emails and The Clifton School's Facebook page and Website for any announcements.

Our Policies will be reviewed annually and updated if necessary.

**The Department of Family and Protective Services location in the city of Dallas is**

8700 N. Stemmons Freeway Ste.104

Dallas, Texas 75247

1-800-582-6036

**The website address is**

[**www.hhs.texas.gov**](http://www.hhs.texas.gov)

**Abuse and Neglect**

Being a licensed Preschool means that we maintain high-quality standards and require additional training of our staff. All staff are required to be certified in child C.P.R. and First Aid and complete 30 hours of training annually.

We are required by law to report any suspected child abuse.

**The Child Abuse Hotline phone number is (1-800-252-5400).**

Each employee is required to have 1 hr. of child and abuse neglect training annually.

These are the warning signs of an abused and neglected child – Bruises, scratches and bumps on their body, no proper hygiene, scared to go to sleep.

Organizations that can help victims of abuse and neglect

* CASA of Denton County – 940-243-2272
* Children’s Advocacy Center of Denton County – 972-317-2818
* The Family Place – 214- 559-2170

You can report child abuse and neglect at 1-800-252-5400 Or [**www.dfps.state.tx.us**](http://www.dfps.state.tx.us)

**Mission**

**Our Mission**

The Clifton School is guided by ONE LEADING PHILOSOPHY

“To provide the highest level of early childhood education in a safe and secure environment that nurtures each child’s individual needs”

We do that by abiding to our MISSION:

* Partner with Parents to offer a continuity of care between home and school by familiarizing ourselves with each child’s individual needs.
* Educate each child as a unique individual and provide them a safe and secure learning environment that allows them to grow socially, emotionally, physically and intellectually.
* Recruit and train highly professional staff.
* Make a difference in the community we serve by providingopportunities for our families, staff and children to give back.

**How do we deliver MORE?**

* We focus on a child’s unique learning needs
* We operate in the highest standards in childcare.
* We provide a stimulating environment.
* We partner with parents on every front
* We hire well trained and experienced staff

Ultimately, we encourage learning, exploration, imagination and creativity-all with the end goal of ensuring your child is MORE than prepared emotionally, physically, socially and intellectually for that next chapter in early life-whether it’s private or public elementary school.

**Organization**

The Clifton Preschool is under the guidance of the Preschool Board. The Board works in an advisory capacity to the Preschool Director. The Preschool board is made up of the owners of the Clifton Preschool. The Board meets monthly to review childcare records and to analyze and approve the budget.

# Hours of Operation

Clifton Preschool Program Hours

7:00am – 6:00pm

The Clifton Preschool is closed on the following holidays. Your copy of the annual school calendar will give you exact dates. Please sign the calendar and return to the office for your child’s file.

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year’s Eve

New Year’s Day

Presidents Day (Teacher In-service Day)

Good Friday

Memorial Day

4th of July

# Registration

Each student enrolls with a registration fee of $100 / child or

$150/family which is a Non-Refundable fee.

# Enrollment Forms and Records

All enrollment and medical forms must be completed and given to the Clifton Preschool office at least 24 hours before your child’s first day of attendance.

We are required to have on file a current copy of your child’s immunization records, and a well-child statement/health statement signed by your child’s physician. These forms must be turned in 24 hours before your child/children’s first day.

**All required immunizations must be completed by the first day of attendance.**

During the school year if your child receives his/her booster, MMR or any other immunizations or if you change address, phone number, etc., please let us know in writing.

**It is a state requirement that we must keep updated records in our files.**

We are required to have a copy of vision and hearing screen test results for children 4 and up.

**The Clifton School does not require its employees to be immunized or provide proof of immunization.**

**Procedure for updating information**

We kindly ask that you keep all information current in our files. We must have all contact information up to date in your child's file. If your phone number or those of emergency contact change, please contact us immediately. You may update any contact information at any time by sending the updated information in an email to [Director@thecliftonschool.com](mailto:Director@thecliftonschool.com) or calling the school at 972-416-4000. We will update your records and send a verification email to acknowledge changes have been made.

**Parent Satisfaction Survey**

We take the satisfaction, suggestions and concerns of our parents very seriously. In Spring and Fall of each year, our families are given the opportunity to give feedback through a Parent Satisfaction Survey. All feedback is valuable and when appropriate will be implemented into our Program.

# What to Bring

* Tote Bag/backpack labeled with your child’s name
* Diapers, prefer disposable diapers (wipes are provided)
* Lunch and snacks (mid-morning and afternoon) will be provided at school which is included in the tuition
* A complete change of clothing, including socks, shoes, and underwear. Include at least 2 complete changes of clothes if your child is in the process of toilet training
* Dress in comfortable washable clothing with closed toe shoes so children can explore safely inside and outside on our playground. (Children who explore will get dirty and learn) also children cannot wear boots to school for the safety of the other children.
* Your child’s blanket or security item they may need to feel comfortable at school
* Above 40 degrees the children will go outside so please remember to send your child to school in coats and sweaters.
* On stated heat advisory days (Level orange) and extreme weather days the children will not go outside, instead will have indoor exercise time like stretches, yoga, dancing etc. to ensure they have some physical activity.
* Please label your child’s outside clothing, food containers, drinks, Sippy cups, and Lunch boxes.
* Label your child’s blankets, pacifiers, and shoes. Use a permanent marker.
* We cannot be held financially responsible for lost and unmarked items.
* Please do not send toys from home unless it is a show and share day.

**Tuition**

Tuition is due every Tuesday, 6:00 pm to avoid late fees. Late fees of $5.00 per day will be added to your account from Wednesday Morning.

**The tuition charges remain the same regardless of absences, holidays, vacations or any other event that your child may be out of school.**

Tuition may be paid by cash, credit/debit, or check. We encourage the set up of automatic payments through Tuition Express, a service The Clifton School provides to you. There are no additional fees for the use of Debit/Credit Cards.

If an account is delinquent for longer than two weeks, The Clifton School reserves the right to terminate services.

Payments (check, credit card, etc.) returned by our financial institution will be charged a $50.00 fee. After two returned payments, only cash will be accepted.

2 weeks written notice is required to withdraw a student from Clifton School.

Tuition is non-refundable.

**Vacation Credit**

**Full-time students** are eligible for two free week of vacation per calendar year (January through December). The terms of this credit are as follows

The child attends continuously for one full year before using the credit, which begins on the child’s first day of care. Vacation credits do not accrue each year. Vacation week will expire on the anniversary date if not taken.

The vacation credit offers 2 weeks of childcare per child at a discounted rate of 50% off tuition for those weeks. **The child must not be in attendance for the entire Monday - Friday week to use the credit. Partial vacation credits are not available. There is no cash value to this credit.**

The vacation credit must be requested through email sent to the director at least 1 week prior to the date you will take your vacation week.

**Account must be at a zero balance and in good standing in order for a vacation credit to be granted.**

**Arrival and Pick Up**

Our teachers will arrive to receive the children at 7:00 am. Parents, or the adult dropping off the child, must log the child in using the ProCare app or scan the QR code posted on the front door or in the lobby. Children are required to be escorted by their parent, or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the childcare facility.

The Clifton School discourages parents from leaving their child in the classroom without a formal goodbye. Some children exhibit separation anxiety when it is time for their parent to leave. We believe it is best for the parents to tell their anxious child upon arrival that after all the child’s things are put away, the parent will kiss, hug, and say goodbye to the child. This will prepare the child for their departure. The Teacher in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child precludes the departure, the more anxiety the child is likely to feel. Our professional staff is available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify or put in writing for the child’s teacher of any special instructions or needs for the child’s day. The parent must present any special instructions in the form of a written note and verbally discuss them with the classroom teacher. These special instructions include, but are not limited to; early Pick-up, Alternative Pick-up person (email the director), health issues over the previous night which need to be observed and/or any general issues of concern which the childcare provider should be aware of to best meet the needs of your child throughout the day.

When the child arrives in the morning the staff will have a visual check of the child to document any visible scratches, bruises, and marks. Safety is the number one priority for your child at the Clifton Preschool. Teachers will ensure that your child is safe at all times. Children must be signed in and signed out by an adult.

**Please do NOT leave a child in the Lobby or in any room unless a teacher is there to receive the child.**

**Absences**

If your child will be absent, please call or email the office and let us know. Tuition fees will not be waived for absences. Children who are absent for one week without notification are withdrawn from the program.

Children thrive when they have a predictable routine. Attending school is part of that routine. Regular school attendance ensures each child is given every opportunity to learn and thrive.

# Authorized Persons

Parents must have a list of persons authorized to pick up their child on files with The Clifton Preschool. Please update this information throughout the school year as needed.

A student will only be released to list of persons as approved by the parents. The names of these persons will be placed in the child’s records on an emergency pick up form. We will require a copy of a current picture ID from any adult other than a parent picking up a child and will contact the parents in case of questions.

**In case of an emergency, we will evacuate to Kelly Pre K center and will notify the parents to come pick up their child. In case an authorized person comes to pick up we will check their IDs before releasing their child.**

In case of an emergency evacuation, we will carry an emergency backpack with us which contains an emergency folder with parent contact info, extra diapers/pullups, wipes, crackers, bottled water, and some activities to keep the children busy.

Children must be picked up from their room by an adult and not be released to siblings or persons under the age of 18.

**Gang Free Zone**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new stature requires that information about gang free zones be distributed to parents and guardians of children in care of a licensed childcare school. The gang free zone is within 1000 feet of The Clifton School. For more information about what constitutes a gang free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**Safety and Security Procedures**

In an emergency the safety and security of the children and employees is of the utmost concern.

Clifton School will always follow the recommendations of the local authorities and school districts in emergency situations.

We conduct emergency evacuation drills once a month. This procedure lasts about 15 minutes and is designed to not-threatening. At least four times within the school year, we will also hold a Severe Weather drill.

**Severe Weather Conditions and School Closings**

In the event of severe weather conditions, The Clifton School will generally follow the local (Carrollton- Farmers Branch ISD) School District in determining whether or not to close the school. Parents are instructed to listen to local radio and television stations for emergency closing information and updates.

**Emergency School Closing**

Due to other emergency situations, there might be times when The Clifton School campus may be closed. Emergency closings are at the discretion of The Clifton School management team. Situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety and health of children and employees may result in The Clifton School being closed.

**Safe Location**

**In the case of an actual emergency, we will relocate to the**

**Kelly, Pre-K center, located at**

**2325 Heads Lane, Carrollton, Texas 75006**

In the case of an emergency evacuation all students and staff will be relocated to our safe location. Each staff will be with their assigned class and will carry along the attendance/transition charts. We will take attendance outside after evacuating the building and then again as we arrive at our safe location. Children under the age of 24months will be transported in an approved evacuation crib or stroller. As soon as we have arrived at our Shelter, we will begin notifying all parents with instructions for pick up.

**Lockdown/Lockout Procedure**

In an emergency situation in the local area, lockdown and lockout procedures at The Clifton School will be followed in accordance with the local school district lockdown procedures or at the notice and advice of the local Sheriff or police department. Lockdown or lockout situations will be followed at The Clifton School with no admittance or exiting the building for any individual, staff, child, or parent until the local authorities have lifted the lockdown recommendation. A Management member will alert staff of a lockdown/lockout discreetly and if necessary, all children will be moved to the center classrooms of the building. Children will not be notified of the situation unless deemed necessary.

**Parent Code of Conduct**

**Swearing/Cursing**

No parent or adult is permitted to curse or use other inappropriate language on The Clifton School Campus at any time, weather in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to express the frustration or anger using non-offensive language abuse. Should there be a dispute that needs addressing, a meeting with Clifton School management can be arranged at any time to evaluate any incidents or disagreements in a civil and appropriate manner.

**Threatening of employees, children, other parents, or adults associated with The Clifton School**

Threats of any kind will not be tolerated. In today’s society Clifton School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance.

**PARENTS MUST BE RESPONSIBLE AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

**Physical/Verbal Punishment of your child or other children on the Clifton School Campus**

The Clifton Preschool does not permit acts of corporal punishment of children on the premises of The Clifton School Campus. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss behavior issues with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child. If a parent should witness another child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher or to The Clifton School Management.

**Smoking**

For the health of all The Clifton School employees, children and associates, smoking is prohibited anywhere on The Clifton School Campus. Parents are prohibited from smoking in the building, on the grounds and in the parking lot of The Clifton School.

**Health**

Please inform the Clifton Preschool in writing of any special medical needs your child has, including allergies, medical conditions, and developmental conditions. We strive to be an inclusive school and will work with you to meet the needs of your child.

We are required to have a copy of your child’s most current Immunization record and a signed health statement from your child’s physician before your child begins their first day at the Clifton Preschool.

**We are required to have a copy of vision and hearing screen test results for children 4 and up.**

**We conduct a visual health checkup on every child upon arrival in the morning**.

Our facility allows diaper changing for children 6 weeks to 3 years. We ask that children enrolled in the Preschool classes be potty trained before they start school.

**Emergency/Illness**

Should your child be involved in an incident during the course of the school day, a staff member will complete an incident/accident report. Your child’s teacher or the Director will hand the report to you for your signature. A copy will be given to you as well as a member of The Clifton School, for your child’s file.

In the event of an emergency such as injury or illness, we will attempt to contact you immediately, using the phone numbers listed on the emergency contact information you provide to the school. Please make sure that you update this information as needed throughout the year. Your child’s teacher or the Director will hand the report to you for your signature. A copy will be given to you as well as a member of The Clifton School, for your child’s file.

Should we be unable to reach you, we will contact those listed by you on your emergency contact. In the event of an urgent medical emergency we will call an ambulance/ 911 and have your child transported to the nearest hospital; Carrollton Baylor Hospital.

Should your child become ill during the day at school, we remove the child from the classroom and supervise him/her in the Director’s office until you can come to pick him/her up. We ask that you come as quickly as possible to pick up a sick child.

To protect all Clifton School students and staff from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious, as per Child Care Licensing rules.

**Students MUST be symptom-free for 24 hours before returning to school.**

The guidelines below have been developed to address the exclusion of students who have communicable or contagious diseases. These regulations comply with the requirements of the local and state health authorities, and The Clifton School guidelines.

Students with any of the following symptoms must be excluded from school until the student is free of symptoms, has been satisfactorily treated, or submits a signed physician’s statement that he/she is not contagious.

* Armpit Temperature of 100 degrees or more. Students must be fever-free for 24 hours, without medication, before returning to school.
* Nausea, vomiting or diarrhea. Students must be symptom-free for 24 hours, without medication, before returning to school
* Any Pain and/or swelling
* Undetermined rash over any part of the body accompanied by fever
* Undiagnosed scaly patches on the body or scalp.
* Red eyes or discharge from eyes.
* Intense itching with signs and symptoms of a secondary infection
* Open, draining lesions
* Jaundice (yellow glow to skin color)
* Lice or Nits on shaft of hair, until treatment is verified.

**Medication**

The Clifton Preschool will administer any medication. Should your child need to take medication during the school day, we ask that a parent fill out the proper medication forms. The director/assistant director will administer medication. The medication needs to be in the original container, including prescription and over the counter medication and labelled with the child’s name. The Director/assistant will follow the instructions written on the medication bottle. If different instructions are needed, we will need a note from your child’s physician explaining how to administer the medication.

The Clifton School does not keep an unassigned auto-injector on site. If a child requires one to be kept at school, the parent is responsible for providing it.

**Sunscreen and Insect Repellant**

If you would like us to apply sunscreen and/or insect repellant to your child you will be required to provide it and sign a Sunscreen and Insect Repellant Permission Form (available at the Front Desk).

**Food**

A nutritious breakfast, lunch and afternoon snack and drink (milk or water) are provided each day. A monthly food menu is posted on our parent board and outside each classroom. A printed copy is available upon request. Our menu and food program follow guidelines under the state requirements (milk must be served with breakfast and lunch). The CACFP program approves all meals for their nutritional appropriateness. Foods and liquids hotter than 110 degrees are kept out of reach of children.

The Front Desk must have a copy of the doctor's report if your child is on a special diet or has a food allergy. An authorized medical official must complete and sign an emergency food allergy plan. This is a requirement of the state.

Food from home may only be provided for children with signed doctor's statements on file, or for religious reasons. It must be labeled and sent to school in an insulated lunch container.

**Clothing**

We are serious about having fun at the Clifton Preschool; we request that parents dress their students in play clothes for school. We want the children to be comfortable and ready to enjoy their day.

Children need to be able to remove their clothing independently for bathroom breaks. If your child is in the Early Preschool classroom, please have your child wear elastic waist pants and shorts. We ask that your child bring an extra set of clothes to school each day. Children will have spills and will get dirty exploring the world around them.

We will go outside daily, please have your child bring a jacket on cool/cold days. Finally for safety outside, please have your child wear closed-toe shoes.

**Nursing Moms**

The Clifton School has several designated areas where nursing Moms may nurse their infant in privacy. The Clifton School strongly encourages breastfeeding as we acknowledge the many benefits it provides both Mom and Infant.

**Infant Safe Sleep**

Infants are always placed on their backs in the crib while sleeping. No blankets, toys, mobiles, pacifier holders, or teething beads are allowed in the crib. A swaddle blanket may only be allowed in crib for an infant (6wks-4mo.) if we have a completed Sleep Exception Form on file, signed by the child’s pediatrician.

**Bad Weather**

In case of bad weather, we will follow the Carrollton-Farmers Branch ISD. If they are closed for the day, the Clifton Preschool will remain closed.

Bad weather sometimes prohibits the teachers/caregivers from safely getting to work on time, if road conditions are hazardous, the decision to open the Clifton Preschool will be made by the Director. Parents will be kept informed by a phone or through email.

**Teachers**

The teachers at the Clifton Preschool are carefully chosen for their experience, high qualifications, and love for young children. All teachers undergo a criminal background check, FBI Fingerprint check, an orientation session prior to their start day at school and are required to participate in extensive training throughout the school year. All Staff members are certified in First Aid and CPR.

**Curriculum**

The Clifton Preschool is dedicated to providing a developmentally appropriate and enriching experience for your child.

We have designed an optimum child-based environment in which each child safely begins to learn about themselves and explore the world around them.

Your child will benefit from the expertise of highly qualified and loving teachers. The children will be encouraged to do hands-on learning via play and lessons. Children will have developmentally appropriate planned activities each day.

The Clifton Preschool will use a theme-based curriculum and center based learning for the younger age groups. Some theme examples could be the following Colors, Dinosaurs, Pets, Community Helpers, and Transportation.

The activities and stories read will relate to the given theme for the week. These themes are listed in our monthly newsletter. Talk to your child about these themes each week.

Our Preschool and Pre-K (3yrs.-5yrs.) classes use the **Frog Street** **Curriculum.** This comprehensive kindergarten curriculum is approved through the State of Texas and is age-appropriate and the activities are easily adjusted to each child’s developmental stage to keep them challenged and encouraged. In addition to the Curriculum, children will explore through center-based learning, meaning that throughout their school day students have the opportunity to learn while playing with their peers in different learning centers set up by the teacher.

**Curriculum Goals**  
• To Foster positive self-esteem and provide opportunities for creative expression  
• To support the development of social skills such as sharing, cooperation, and empathy  
• To enhance physical development through a variety of activities  
• To stimulate cognitive development through exploration and discovery

**Physical Activity**

Our daily schedule provides opportunities for children to engage in physical activities. Children participate in age-appropriate outdoor and indoor activities as part of the daily schedule. Children can play outside freely by utilizing the playground equipment and various outside toys. Additional indoor activities to promote physical development will be provided during inclement weather.

**Screen Time**

The Clifton School adheres to Childcare Licensing Regulations Screen Time Policy.

Children under the age of 2 years do not participate in any screen time.

The Clifton School requires that any screen time is of educational value and supports the child's learning.

The Clifton School will on occasion have special movie days. Parents will be made aware of the movie to be shown ahead of time

**Daily Schedule**

Each classroom will have a daily schedule and a lesson plan posted. All children in attendance need to be able to follow the classroom schedule including outside playtime. If your child is too sick to go outside, then please keep him/her at home.

All our students will have a nap/rest time every day. If you do not want your child to nap, you may pick them up at 12:30pm. Please let your child’s teacher know when your child arrives for the day.

**Rest and Nap**

All children at the Clifton Preschool are encouraged to rest or nap daily. Children will lie on a cot. Each child can bring a sheet, blanket, or napping bag. If your child has sleeping snuggly, please bring the snuggly to school. It should be able to fit in their backpacks.

# Daily Schedule Pre-K

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | |
| **7:00-8:00** | **Arrival and Table Top Activities** | |
| **8:00-9:00** | **Breakfast** | |
| **9:00 9:20** | **Morning Circle Time** | |
| **9:20 – 10:45** | ***5 min Brain Breaks Take Place Between Each Activity*** | |
|  | **Math Activity** | |
|  | **Story Time & Literacy Activity** | |
|  | **Creative Activity** | |
| **10:45 – 11:00** | | **Music/Yoga Time** |
| **11:00 – 11:30** | | **Outside Play Time** |
| **11:30 – 12:00** | | **Prepare For Lunch** |
| **12:00-12:30** | | **Lunch** |
| **12:30 – 2:30** | | **Naptime** |
| **2:30 – 3:00** | | **Naptime Clean Up & Snack** |
| **3:00- 3:15** | | **Afternoon Circle Time** |
| **3:15 - 3:30** | | **Science/Sensory Activity** |
| **3:30 – 4:15** | | **Learning Centers** |
| **4:15 – 4:45** | | **Outside Playtime** |
| **4:45 – 5:00** | | **Classroom Clean up** |
| **5:00 - 6:00** | | **Tabletop Activities & Dismissal** |

**Parent/Teacher Conferences**

We love celebrating our Clifton children and their growth and development. Parent/Teacher Conferences are offered biannually for all age groups. Sign up information will be sent out ahead of each conference season.

**Developmental Milestone Checklists**

Our Program uses developmental milestone checklists biannually to support identifying developmental delays for children ages 0-5 years. We use these to make referrals when necessary. We share these completed checklists with families during our biannual Parent Teacher Conferences.

## Discipline/Guidance

The Clifton Preschool believes in redirection, natural consequences, or time out which is when a child will be removed for a short period of time. The time out will be no longer than a minute per year of age. The teacher will discuss the appropriate behavior with child and then invite the child to return to the group. The goal of all discipline is to teach new social skills and appropriate school behavior.

**Clifton School reserves a right to suspend or expel a child when their behavior causes harm to themselves or to other children.**

**Addressing Challenging Behavior Policy**

Occasionally, children present dangerous behaviors in the educational setting, in such circumstances, children may need more intensive interventions to help them learn appropriate behavior.

1. Each classroom will follow a Challenging Behavior Site Plan. The Challenging Behavior Site Plan will include the following:

1. A designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child to be away from peers for the purpose of assisting the child to calm and self-regulate. A staff member will always remain with the child. Children will not be placed in seclusion (involuntary confinement of a student alone in a room from which the student is physically prevented from leaving).

2. When dangerous behaviors occur, staff will communicate the incident to the director, and the director will contact the child's parent to debrief the incident.

2. Challenging behaviors will be documented using an Incident Report when appropriate.

3. Staff will share behavior concerns with families in a timely manner and will work with families to develop strategies and interventions.

4. When challenging behaviors persist or are dangerous to self, others, or property, staff will work with the family to develop a Behavior plan and will meet to discuss potential referrals for additional services.

5. The Behavior Plan will be individualized based on information collected by the family and teaching staff.

1. Behavior Plan will be developed by the family, center team, and specialist from partnering agencies as needed.

Behavior Plan will include:

2. Description of behavior of concern including triggering events

3. Prevention Strategies

4. Strategies for when the challenging behavior occurs

5. Staff will implement a behavior plan and meet with the team regularly to discuss progress and modify the plan as needed. Ongoing documentation and communication with parents are expected.

Continual communication with parents and guardians must be maintained concerning the child's behavior and ongoing documentation and progress reports are required. Staff will be sensitive to different cultural beliefs and values

**Inclusive Services**

The Clifton School will

provide a Child with special needs with the accommodations recommended by:

1. A healthcare professional or (B) A qualified professional affiliated with Carrollton – Farmers Branch ISD or early childhood intervention program.

* Utilize as recommended any adaptive equipment that has been provided to us for a child’s use.
* Ensures a child receiving early intervention or special education services can do so, with parental request and approval.
* Ensures all activities integrate children with and without special care needs.
* Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that any child with special needs is cared for in a natural environment.

Provide materials and resources in the parent’s/child’s primary language.

Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

**Parents Participation**

Parents are always welcome to observe children at play and work. They are also welcome to join their child’s class in any activity at school. We have an open-door policy.

**Community Resources**

Community Resources are available to all Clifton families. These may be found on the Family Information Board.

**Parties and Special Events**

Parties, especially birthdays are a special time at the Clifton Preschool. Parents are welcome to bring treats to share at snack. Please note that per our Nut Free Policy, snacks may not contain nuts.

Parents are welcome for holiday celebrations. Parents may be asked to bring treats or other items to share with their child’s classmates.

**Special Events**

The Clifton Preschool will have special events throughout the year. These events may be petting zoo, visiting guests, or other activities. Parents are welcome to come to school and share in the special events.

**Parent Communication**

The Clifton School uses the Procare Engage App to communicate with our parents. Information such as daily activities, meals, napping, diaper changes, etc will be updated in the app timeously throughout the day.

**Conclusion**

Thank you for choosing the Clifton Preschool. We strive to meet the needs of all children. If you have any questions, please feel free to drop by the office to talk.

**EMERGENCY PROCEDURES**

The procedure on how to handle specific emergencies is listed below. Please remember, we are only planning for emergencies. We do not need to scare the children, only teach them what we would do if an emergency situation arose.

9.1 Animal Emergencies

Staff should notify the Director/Assistant Director when stray/wild animals are in the vicinity of the school property. The Director will notify the appropriate agency. Keep the children away from animals. If a child is bitten notify the Director. The child will be treated, and the parents will be notified.

9.2 Utility Failure

For any of the following the Director would first contact the appropriate utility. The children should not be in harm from utility failure, however, if one of the utilities should fail, we would follow these guidelines.

*Gas*

The children’s routine would not be changed, unless of a leak, then we would evacuate all children in the facility immediately

*Water*

If the school is without water, the Director would designate an employee to purchase water for the children to have drinking water. The children’s routine would not be changed. The employees that are changing diapers will have to use hand sanitizer after each diaper change Parents will be contacted if the water will be off for a period of time.

*Electric*

The classrooms that have no windows would be combined with other classes. Classes can be outside, weather permitting. Parents will be notified if outage is expected to last too long to safely supervise children in care.

If for any reason the children must be evacuated from the building, they will remain in the far corner (Basketball Court) away from the building until it is safe to re-enter the building. If the building becomes unsafe to re-enter, all children will be evacuated to our Alternative Safe Location, the Kelly Pre-K Center down the street. At this point all parents will be notified. Each Teacher should have their student’s emergency information, the clipboard and the emergency Backpack with them.

9.3 Hazardous Materials

All children in rooms with windows or glass walls will be moved to different rooms (interior rooms). All children will be kept inside until you are informed differently. It may be necessary for us to place wet towels around the doors and windows. We will follow the advice of the local officials. All heating and air conditioning systems will be shut off. The Director/Assistant Director will stay tuned to Radio or TV and will notify the staff when the situation changes. (Shelter in Place)

9.4 Severe Heat

The Director/Assistant Director will make the assessment if the children need to remain inside, decisions will be made on a daily basis. If the children do go outside, they will only need to be out for short periods of time and when they return inside all children need to be given a drink of cool water and a chance to cool off.

9.5 Severe Thunderstorms/Lightning/Tornado

Personal safety is always a concern. To ensure the safety of employees and children, we need to be always aware of weather conditions.

If there is bad weather that would cause it to be difficult to get to work, always call before coming in. At certain times, Clifton School will close depending on the severity of the weather. During severe weather the Director or Assistant Director will stay tuned to a radio or TV. If you are outside and severe weather comes up, immediately come inside.

If placed under a Tornado Warning, we will move all children to the safe areas within the building, as practiced throughout the year. The Director/Assistant Director will check all areas to ensure that all children are moved to a safe area. Once in the safe area, have children kneel against the wall and protect their heads as best as possible. Infants are to be placed in the designated emergency evacuation cribs with additional mattresses on top to protect them as good as possible Employees will also ensure all children are accounted for. The Director/Assistant Director will notify you when it is safe for the children to return to their classrooms.

9.6 Serious Illness or Injury

If serious injury or illness occurs on the premises, immediately initiate First Aid/CPR, if appropriate, and notify the Director as soon as possible.

If the injury/illness requires emergency medical attention, dial 911! Give your name, describe the nature of the severity of the medical problem and the location of the victim.

Perform the following steps:

1. Keep the victim still and comfortable. DO NOT MOVE VICTIM
2. Ask victim “what is wrong” and “are you okay?”
3. Check breathing/pulse to initiate rescue breathing/CPR if necessary
4. Control serious bleeding by direct pressure on the wound
5. Continue to assist victim until help arrives.
6. Look for emergency medical I.D, question witnesses and give all information to responding medical personnel.
7. Director/Assistant Director contact parents or emergency contacts of the victim and complete Incident/Accident Report, obtaining all required signatures.
8. Director submits any required Child Care Licensing Reports.

9.7 Fire

*Fire Drills*

When the Fire Drill sounds (Whistle) all employees will evacuate the children to the predesignated area as indicated in the evacuation map posted in your classroom. The Director will recheck all classrooms and restrooms. Remember to always take your roll call and to count once outside to ensure you have ALL your children. All classrooms have an evacuation route from each room, and you should always follow the main route, unless otherwise directed to use an alternate route.

**In all cases of fire, the Fire Department must be notified immediately! CALL 911**

Know the location of all Fire extinguishers, fire exits and alarm systems in your area and know how to use them.

Even if a minor fire appears controllable, IMMEDIATLY call 911. Then promptly direct the charge of the Fire extinguisher toward the base of the flame. Notify the Director/Assistant Director immediately after contacting 911.

If a fire exists, activate the nearest fire alarm.

Follow the Building Evacuation Procedures.

If not in supervision of children, assist other teachers with evacuating their children to the outside.

Follow those giving directions (Public Safety Officials)

Avoid doors that show signs of smoke or are hot to the touch. DO NOT OPEN!

**If you or someone near you is on fire, “STOP- DROP - AND -ROLL” Cover the person with a blanket, coat with water to extinguish the fire.**

Keep streets, fire lanes, hydrant access and walkways clear for emergency personnel and equipment.

9.8 Building Evacuation Procedure

The building will be evacuated when an alarm sounds and/or upon notification by the Director/Assistant Director or any Public Safety Officers

When the fire alarm is activated during an emergency you should:

Calmly, but quickly gather all children you are supervising, your classroom clipboard, and proceed to the nearest/ primary evacuation exit. Plans are posted and are also in your clipboard.

If that exit is impassible, proceed to secondary evacuation exit

Proceed to the designated meeting place outside of the building.

Do name/face headcount for your class and record on your daily transition log.

**IMMEDIATLY** report any missing children to Director/Assistant Director

Engage, comfort and reassure children until the emergency has passed or they are released to parents.

Keep street, fire lanes, hydrant access and walkways clear for emergency personnel and equipment.

Do not return to the building unless told to do so by Director/Assistant Director or the Public Safety Officials.

Parents in the building at the time of evacuation must follow the named above evacuation procedures. Parents will be reunited with their children at the outside gathering area.

**Our Alternative Safe Location is located at:**

**Kelly Pre-K Center, 2325 Heads Lane, Carrollton TX, 75006 (Across Park)**

9.9 Bomb Threat

Take all bomb threats seriously.

Do not hang up or transfer a threatening call. Write a note telling someone to call 911 immediately with bomb threat and then get a hold of the Director/Assistant Director.

**Do not evacuate;** if caller tells you to stay in the building. Wait for the authorities to arrive and follow their instructions.

**Do evacuate;** if the caller **does not say to stay in the building**, have someone begin the evacuation process while you are on the phone.

Any person receiving a phone call bomb threat should ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place a bomb here?
6. Keep talking to the caller as long as possible and record the following
7. Time of call
8. Age and sex of caller (best guess)
9. Speech patter, accent, possible nationality etc.
10. Emotional status of caller
11. Background noise

If you observe a suspicious object or potential bomb on the premises or in the building, **DO NOT HANDLE THE OBJECT**! Clear the area immediately and call 911

When the building evacuation alarm is sounded, follow established evacuation procedures

Public Safety Officials will conduct a detailed bomb search. Employees are required to make a cursory inspection of their area for suspicious objects and report the location to the Officers. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets or turn lights off and on if there is a suspicious object in your area.

If you are not in supervision with children when an evacuation alert is sounded, assist with exiting children from the building. DO NOT PANIC!

Once outside, move away from the building to the designated gathering area. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel.

**DO NOT RETURN TO THE EVACUATED BUILDING UNLESS YOU ARE TOLD TO DO SO BY THE DIRECTOR OR PUBLIC SAFETY OFFICIALS.**

9.10 Missing Child or Adult

Notify the Director/Assistant Director immediately

If Director/Assistant Director determines that a child/adult is missing and cannot be accounted for, Director will call 911 first and then notify parents/emergency contact.

Gather as much information on the missing person as follows:

1. Height
2. Weight
3. Hair Color
4. Age
5. Clothing
6. Location last seen
7. Any disabilities or medical conditions
8. Circumstances leading to disappearance, if known
9. If child was taken without authority
10. Who took the child?
11. Was it a parent/family member or stranger?
12. Time child was taken.
13. Vehicle description if possible
14. Any witnesses to incident?

9.11 Disruptive Person in the Building

***Always remain calm and assure the upset guest that we want to assist them with their need. Do not argue or defend or do/say anything that will escalate the situation.***

If possible, guide the guest to an area away from children.

Escort them to the Lobby area if possible, assuring them that the Director/Assistant Director will be happy to assist them.

If you are unable to escort them, assure them that their concerns are important to us and ask politely to go to the Lobby area where the Director/Assistant Director will be happy to assist them.

If they don’t want to return to the Lobby area, do not insist. Simply let them know that you will have the Director/Assistant Director come to them. Immediately contact the Director and let them know that there is a guest with concerns in your area that has requested assistance.

9.12 Violent or Criminal Behavior

Everyone is asked to assist in making the building a safe place by being alert to suspicious situations and promptly reporting them. Protocol for violent or criminal behavior is:

*SUSPICIOUS PERSON/ACTIVITY,* if you suspect that a criminal act is in progress or observe a suspicious person on the premises, immediately notify the Director/Assistant Director and take note of any physical characteristics, clothing, vehicles/license plates, etc. that could help authorities.

*VERBAL ATTACK*, If attack is verbal or does not appear to be physical in nature, call Director/Assistant Director immediately. REMAIN CALM AND DO NOT ENGAGE OR DO ANYTHING TO ESCALATE SITUATION.

*PHYSICAL ATTACK*, if you witness or a victim of a physical attack;

If in supervision of children, tell children to get under the tables or on the ground if outside, and yell for help.

If alone, try to remove yourself from the area and call for help.

If you cannot leave, call for help.

Do your best to protect yourself and the children, if present, without putting yourself at undue risk until help arrives.

*THEFT OR VANDALISIM*, if you witness criminal activity such as theft or vandalism

DO NOT CONFRONT OR ENGAGE THE SUSBECT!

Leave area as quickly and quietly as possible and call Director/Assistant Director, they will call 911.

If you cannot leave, call for help, or call 911 if in immediate danger.

*GUNFIRE OR EXPLOSIVE DISCHARGE.*

* Should there be gunfire or an explosive discharge on The Clifton School premises, all persons in the area are to take cover immediately using all available concealment.
* Staff and children should remain concealed until given an all clear by the Director or by the emergency response personnel.
* Provide First Aid if needed until emergency response personnel arrive and take over.

9.13 Hostile Intruder in the Building or Area

When a hostile person(s) is actively causing serious bodily injury and or death or threatening serious bodily injury or death to someone on the premises, the following procedure should be followed.

1. Teacher should immediately lock children and themselves in the classroom.

2. If possible, cover any windows or openings that have a direct line of sight into the hallway.

3. If communication is available, call 911 immediately and then do the following.

1. DO NOT sound the fire alarm, as it would signal building occupants to evacuate the building and thus put them in harm way as they attempt to exit.
2. Close blinds of all windows
3. Keep everyone away from windows.
4. Conceal yourselves and children behind/under classroom furniture, in storage closets or in restrooms if possible.
5. Turn off lights and audio equipment
6. Remain as quiet and calm as possible to avoid drawing attention to your presence
7. Keep everyone together
8. Keep classroom secure until Public Safety Personnel arrive and give you directions.
9. If you are not in a classroom, get to a classroom or an office, close and lock the doors.
10. Stay out of open areas and be as quiet as possible.

If for some reason you are caught in an open area such as a hallway, you must decide what you are going to do. This is crucial and can be a life-or-death decision.

Consider the following:

1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for potential victims.
2. If you think you can make it safely out of the building or area by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects like furniture, equipment etc. between you and intruder.
3. Once outside do not run in a straight line and use objects like trees, vehicles etc. to block you from the intruder’s view. When away from the immediate danger area, summon for help in any way that you can.

If the person(s) causing serious injuries or death to others and you are unable to run or hide, you may play dead if other victims are around you.

Your last option if you are caught in an open area may be to fight back. This is dangerous, but depending on your situation, it may be your only option.

Once Emergency Personnel has arrived, obey all their commands. This could include placing you in handcuffs or keeping your hands in the air. This is done for safety reasons as they assess and stabilize the scene. They will give you further instructions.

9.14 Shelter in Place

A Shelter in place may be ordered to provide emergency protection in the event of a hazardous material accident or other airborne threat. The public would be advised to remain indoors. Information from Public Safety Officials at the scene or over the Emergency Alerting System (EAS) will advise the public concerning seeking shelter and for how long.

Teachers are to take classroom attendance records and then bring all children to the center rooms, which are the most interior rooms.

Teachers and other staff will stay with the children until otherwise instructed by emergency officials, at which point parents will be notified that children can be picked up if necessary.

9.15 Lockdown Procedure

One type of emergency Preschools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, we must be prepared to take steps to isolate children, teachers and perhaps parents from danger by instituting a school lockdown.

A Lockdown can serve several functions during an emergency, including the following.

* Removing students and staff from the threat
* Isolating the dangerous situation from much of the school.
* Allowing for an accurate accounting of students within each room, and
* Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two lockdown situations:

1. Lockdown with warning; the threat is outside of the school building
2. Lockdown with intruder: The thread or intruder is inside the building

9.16 Lockdown with Warning Procedures (threats outside the building)

The following procedures should be followed when the threat is outside of the school building

1. Director/Assistant Director will notify everybody about the “Lockdown” including any classes outside.
2. Lock all exterior doors
3. Clear hallways, restrooms, and other rooms that cannot be secured.
4. Move all classes to the interior rooms in the center of the building, using interior hallway
5. Keep all away from windows
6. Take attendance of all students in the room.
7. Teachers should prepare a list of missing students or any additional people in the room.
8. Keep children occupied and calm.
9. Once the threat has subsided, and you have been given the “all clear” continue your regular routine.

9.17 Lockdown with Intruder Procedures (intruder inside building)

The following procedures should be followed when the threat or intruder is inside of the school building:

1. Director/Assistant Director will be announcing the lockdown as fast as possible. This might have to be done by passing the emergency from class to class depending on situation.
2. Immediately direct all students, staff and visitors into the nearest classroom or secured space.
3. Classes that are outside on the playground SHOULD NOT enter the building, but instead move children to secure area.
4. Lock or barricade doors.
5. DO NOT LOCK exterior doors
6. Move everybody away from windows and doors. Keep all students sitting on the floor and turn off the lights.
7. Take attendance of students in each class and prepare a list of missing or additional students/persons. Always keep this list with you.
8. DO NOT respond to anyone at the door, until the “all clear” is announced
9. Keep out of sight.
10. Ignore any fire alarm activation, as the school will NOT be evacuating using this method
11. When or if students are being moved out of the classroom, assist them in moving as quietly and quickly as possible.
12. The “all clear” will be communicated to you once the thread has subsided and or the intruder is out of the building.

9.18 Emergency Closings

In any emergency the safety and security of the children and employees is of the utmost concern. The Clifton School requires that all employees act in a professional and calm manner in the face of an emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout the emergency scenario.

Due to severe weather conditions or other emergency situations, there may be times when The Clifton School will be closed. Emergency closing is at the discretion of The Clifton School Board Members and the Director.

9.19 Severe Weather Condition

In the event of severe weather conditions, The Clifton School will generally follow the local School District. (Carrollton/Farmers Branch ISD) in determining whether or not to close the school. Employees should listen to local radio and television stations for emergency closing information in these circumstances.

9.20 Other Emergencies

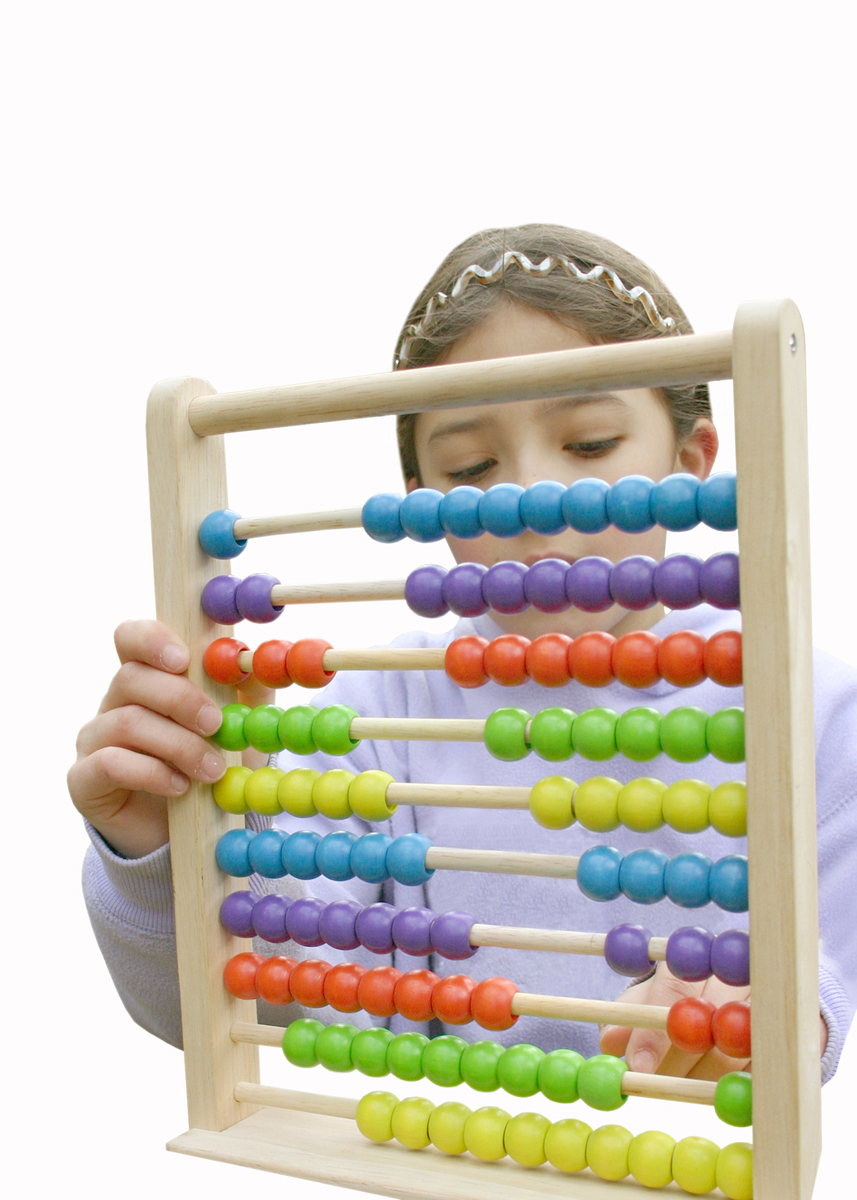
Other situations, including but not limited to, electrical power failure, lack of water or heat and air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in The Clifton School being closed at the discretion of The Clifton Board and the Director. Employees will be advised of their obligations in these situations.

In the event of an emergency closing in the middle of the day, employees will be instructed by the Director/Assistant Director as to their responsibilities during the emergency. Employees will be required to remain at the school as long as there are children present. This may require employees to remain after normal closing hours. Employees must be mindful that compliance with Licensing Regulations must be maintained even in emergency situations. The Director/Assistant Director will inform the employees when they are able to go home. Employees who refuse to cooperate during an emergency situation will be subject to disciplinary action up to and including termination.

**ALTERNATIVE SAFE LOCATION FOR THE CLIFTON SCHOOL IS;**

Kelly Pre-K Center, Heads Lane, Carrollton TX 75006

There is no way to prepare for every emergency that may occur, but we can strive to be prepared to the best of our abilities. The greatest tool we have to use in these incidents is common sense. Most importantly, remember to stay calm and not to panic.

**Parent handbook**

***Acknowledgement***

I/We………………………………………………………, acknowledge that I/We have received a copy of The Clifton School’s Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies therein. Furthermore, I/We agree to abide by the policies set forth in this handbook.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between The Clifton School and the parents. The Clifton School reserves the right to alter, amend or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of The Clifton School, and this parent signature page is required to be signed for your child’s file and returned to The Clifton School.

Signature………………….……………………………………………………………………

Print Name……………………………………………………Date…………………………