# Community of Faith Weekday Preschool

# PARENT HANDBOOK August 23, 2022 - May 24, 2023

But Jesus said, "Let the children come to me. Don't stop them! For the Kingdom of Heaven belongs to those who are like these children."

Matthew 19:14 (NLT)

Community of Faith 16124 Becker Road Hockley, TX 77447 832-717-2799 www.cof.church/weekdaypreschool weekdaypreschool@cof.church

#### **GOALS AND PHILOSPHY**

Community of Faith's Preschool is a place for young children that offers developmentally appropriate programs for children ages 18 months – Bridge. We believe that well planned activities developed around themes encourage children to learn about God, Jesus, the Bible, self, family, and the academic side as well.

Our early childhood program allows children to grow and develop spiritually, physically, mentally, emotionally, and socially. We provide learning opportunities in language and literacy, mathematics, science, social studies, the arts, physical and social development. The children will experience enrichment classes in music and movement class and Bible.

COF=Community of Faith

#### PLAY-CENTER BASED LEARNING ENVIROMENT

COF Preschool program is designed as a center-based learning environment. The teachers design the room and activities in a way that the child can learn in our centers and participate in various lessons that are in the classroom. The learning areas in a classroom the children can work in are a book center, building block area, sensory table, science, math, home living, writing table, art, and especially our teacher directed center. The classroom also has time allotted for large group time together with teacher directed activity. In this type of setting, the children will gain valuable skills, such as social and emotional development with others, and cognitive growth that will be beneficial to build on in preparation for kindergarten.

#### **Classes and Curriculum**

18 months – Older 2's - Frog Street Press
Younger & Older 3's - Introduction to Learning Without Tears
4's & Bridge – Learning Without Tears with all the learning tools and workbooks

Music & Movement - Monday & Tuesdays Bible Adventures/Worship - Wednesday & Thursdays Sign Language - Thursday and Fridays

# "Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6 (NIV)

#### **OPERATION**

COF Weekday Preschool is open from August through May. Typically, we follow the Waller Independent School District calendar, with a few variations. We also have COF Staff Development days when we will be closed as our teacher must receive a minimum of 24 hours per year. The COF Preschool calendar indicates open and close dates and is available at the front desk. Parents may visit any time during operating hours to observe their child, our school's operation, and program activities. Prior approval is not required, but a notice is appreciated, due to classroom schedules.

We also offer Summer Camps in June, July & August and that is a separate registration and sign up which typically opens between March/April. Currently enrolled families will have priority and then it opens to the public a week later. (Dates are subject to change)

# Placement in classes is based on the age of September 1<sup>st</sup>. Waller ISD and CFISD also uses this requirement.

#### **Program Days**

Two Day: Tuesday and Thursday Three Day: Monday, Wednesday, and Friday Five Day: Monday-Friday 4's & Bridge Class - 5 day only

#### Times Available:

7:00a - 5:00p All Day 7:00a - 2:15p Early Arrival 9:00a - 2:15p Preschool 9:00a - 4:15p Late Departure/Stay & Play 9:00a - 5:00p Late Departure 2/Stay & Play \*Classes and Times are available based on availability and staffing \*Parents and or guardians acknowledge this parent handbook and agree to follow all polices and procedures and or changes needed.

#### **LATE/EARLY FEE POLICY**

Please adhere to your child's scheduled times (Early arrival and late pick up changes the dynamics for staff scheduling and will then implement our *Late fee Policy of \$1.00 per minute* using your child's registered time you signed them up for on their enrollment form for the *first 3 minutes then it is \$5 per minute for the next 10 minutes. The following late fee is \$10 per minute.* 

Late Pick up fees are charged the same day and or must be paid within 24 hours on Procare/Tuition Express the online payment portal. Failure to pay could result in an additional late fee of \$25.

#### **CHANGE SCHEDULE FEE POLICY**

If there is a need to alter your child's schedule, please call the office and inquire the **availability first**. An admin fee of \$35 on the first change, \$50 on the second change, \$65 on the third change, \$80 on the fourth change. (days/hours). Please note if you are increasing the days/hours you will only be charged \$35. Upon approval, fill out the "Accountant Change Form" and turn it into the Preschool office staff to confirm change.

#### **ENROLLMEMT PROCEDURES**

Community of Faith admits children of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school.

Paid Registration & completed required forms ensures enrollment in the program.

#### \*All Fees are non-refundable and non-transferrable\*

The following records must be completed and returned **two weeks** prior to admission. Children may begin when **all** paperwork is completed, received, and fees paid in full. Currently enrolled children will receive admission information and special care needs to be updated and returned at the beginning of every school year. If any information should change throughout the school year, parents are required to update these changes immediately.

- \* Admission Information Paperwork
- \* Operational Policy, Acknowledgement Form, Affidavit Form

- \* Health Statement signed by a physician
- \* Up-to-date Immunization records. Only children with up-to-date immunization records will be admitted. COF Preschool does not conduct health checks and or vision/hearing screening.
- \* Vision & Hearing Screening results from child's Physician for children 4 years and older.
- \* COF Preschool does **not** have a policy addressing vaccine-preventable diseases for employees.

#### **TUITION & FEES**

• Tuition is due on the 1<sup>st</sup> of every month. We do not accept cash or check

#### \*Auto Draft, Credit Card, Debit Card with Tuition Express/ProCare

- \* Once you are set up you can pay tuition & fees online at <u>www.myprocare.com</u>
- \* A late fee of \$25.00 is assessed on the 5th of each month.
- \* There is no discount for absences, emergency closing, or partial months since incurred school expenses are calculated and simply divided by the number of months school is in session. The only pro-rated month is August. All other months are full tuition charges.
- \* Payments **returned/denied** will incur an additional charge of \$35.00 and could also be charged late daily late fees. It is the responsibility of the parent/guardian to update credit cards when they expire and or change.
- \* A 10% sibling discount is given for families with more than one child enrolled. The discount is applied to the lesser tuition amount.
- \* Registration and supply fees are non-refundable/ non-transferrable. Failure to make payments, as required, will result in termination of the child from the program. No credit on tuition will be given for scheduled school holidays, inclement weather, emergency school closings, staff trainings, or child absences. A 30-day notice note and or via email is required upon withdrawing your child and the full month of tuition is still due. Please note it is the parent's responsibility to complete our "Change Form" to make the change official.
- \* Failure to pay tuition and or fees associated with your child's service can result in automatically being withdrawn from the program. When this takes place, reenrollment must take place and there is no guarantee a spot will be available.

COF Preschool offers a "**Referral Bonus Program**" to our families. Referring families will be given a onetime \$100 credit per child referral bonus after the referred family attends two months and their

account is in good standing. Referring family must be identified on the enrollment form at time of registration.

#### **ARRIVAL & DEPARTURES**

Doors are locked outside of drop off and pick up times. Upon arrival and departure, parents **must sign** their child in at the classroom door and when they pick them up with signature. This allows the directors & teachers to have an accurate account for all children on the premises at any given time. (If available, we will implement the computer check in/check out process) This is also mandated by the state Licensing regulations. Parents failing to check-in/out child/children will receive written notification. Children arriving after 9:15am will miss the full benefit of our program and causes disruption for the teacher, students, and center operation.

No child is ever to be left unattended for any reason while on COF property. Children may not wander into classrooms, restrooms, etc. without direct supervision and or parents. Also, please **do not** leave

children unattended in vehicles. If someone other than the parents or legal guardians are picking the child/children up from COF Preschool this person **must** be listed on your child's enrollment form as an authorized pickup person with all of their information such as Name, Phone #, Driver's License #. They must show their driver's license to the front desk and or the teacher so that we can make a copy and document the pickup on the sign in / sign out sheet.

We believe communication is very important between parents and teachers. However, during arrival and departure, lengthy conversations with teachers distracts from the supervision of children. If a special message or instruction that needs to be conveyed to your child's teacher, please email the front desk staff @ cyndiq@cof.church.

# Sometimes children experience separation anxiety. To make this time easier, try to follow these few simple steps:

\*Offer calm quick reassurance \*Follow a parting ritual \*Say goodbye at door and leave quickly

We have a video at the front of all classes you can go and view. Currently, we do not have one line access.

For your child's safety, only a person who is listed on the enrollment form may pick up a child from COF Preschool. Also, a driver's license or identification number must be documented. So please list all who "might" need to pick up and go ahead and add them.

We will not release a child to anyone, including a parent, without verification. If changes in authorization occur, please provide written notification, and must include the Name, Driver's License # and phone number.

If someone not previously authorized will be picking up your child, the parent/guardian must provide a written notice with your signature, stating the person's legal name, phone number and driver's license or identification number.

#### WHEN SHOULD MY CHILD STAY HOME

We strive to prevent the spread of illness to children and teachers. To ensure a safe, healthy environment for all children, please adhere to the following guidelines. Children may not attend with the following symptoms:

*	Fever: 100 degrees or more	* Pink Eye	* /	/omiting
*	Diarrhea	* Lice	*C	communicable disease

All sick children must be picked up immediately as we do not have a sick area. Children **<u>must be</u>** <u>symptom/medication free</u> for <u>24 hours</u> before returning to school without the use of medication. When a child is sent home with illness, they can return on the 2<sup>nd</sup> day after that. Children with communicable diseases must have a <u>doctor's note</u> for re-admission and the center must be notified immediately due to posting requirements set by state licensing. We reserve the right to refuse care for children who we believe are too ill to participate in classroom activities.

#### **MEDICATION – Prescribed and/or Over The Counter**

- \* All medications/ Over the Counter and or Prescription must be given to the front desk & Parents must sign a Medication Permission/Dosage form.
- \* Medication will be dispensed at 12:00pm & in After Care at 4:00 pm only. We cannot refrigerate any item so if it needs to stay cold in a lunch bag with an ice pack(s)
- \* Prescription medication must be in the original container with the child's name, Doctor, and dispensed according to stated directions.
- \* Over-the-counter medications must also have a signed form and will be dispensed according to stated directions and labeled with the child's name and date. Suntan lotion, diaper cream or lotion, insect repellant, and lip balm is considered over-the-counter medication. These items must not be left in children's personal belongings, such as lunch kits, backpacks etc.
- \* Diaper Ointment will stay with the diapers in the class <u>ONCE the office has the signed Medication</u> <u>Permission Slip.</u>
- \* Fever reducing medications will not be dispensed. The masking of fevers could possibly provide an unsafe environment. Please keep child home if you need to give them this before attending school.
- \* Medications must be taken home, within one week, when no longer required for the child or when it is out of date.

\* Medications for a specific medical condition may be left for one year from the date of authorization. After one year, a renewal form must be filled out.

#### **MEDICAL ATTENTION**

In the case of minor injury or accident, our staff will administer basic first aid. Depending on the incident, parents will be notified immediately, or by documentation at the end of the child's scheduled day.

In the event of severe illness or an accident during school hours, the following procedures will be used:

- \* COF personnel will attempt to contact the parents or guardians.
- \* If parents or guardians cannot be reached, COF Preschool personnel will attempt to contact persons listed on the authorization form.

If a child requires immediate medical attention, COF Preschool personnel will call 911. Any expenses incurred are the responsibility of the child's parents or guardians. *It is crucial that all emergency contact information be current*.

#### LUNCH & SNACKS COME FROM HOME

- \* Lunch, Snacks and a Refillable Water Cup clearly labeled with child's full name.
- \* All children should eat a healthy breakfast **<u>before</u>** arriving to school.
- \* Parents provide a nutritious lunch and beverage. COF is not responsible for the nutritional value of your child's meal or meeting your child's daily food needs; however, soft drinks and candy are not acceptable.
- \* Lunch Meat, Cheese, Fruit (cut in appropriate bite size) Veggies, apple sauce, chips, etc. are just a few examples. We want to ensure they have enough food for the hours they are in care.
- \* Lunch containers must be labeled with the student's name and any other items.
- \* Lunches should include finger foods that your child can eat with little or no assistance. All food should be prepared, cut, and ready to eat. Please do not send glass containers of any type. We are not able to heat any food and or refrigerate, so if needed please add an ice pack in lunch.
- \* Morning and afternoon snacks/water must be provided by parents.
- \* 1 snack/breakfast needed for Before Care 7-9am (Snack time will be given at 8:15)
- \* 2 snacks needed if here in before care 7-9a and after care 215-4-5
- \* Water cups should be in a spill-proof container and labeled with child's name.
- \* The preschool will charge \$2 for a water bottle if one is not provided. Every child must have a water/drink. No parent permission is needed for this charge as we can't deny a child a drink while in class.
- \* Please send enough healthy food for your child to fill their tummy.

\* Children with food allergies must have the Food Allergy Emergency Plan signed by a healthcare professional and parent/guardian by the first day of the child's enrollment or whenever a food allergy becomes known.

#### PEANUT FREE ENVIROMENT

For the safety and well-being of children and staff with severe peanut allergic reactions, please do not send peanut products (peanut butter) in your child's lunch. All efforts will be made to make the environment safe.

However, COF Preschool cannot accept responsibility for students who are susceptible to anaphylactic shock or other severe, life-threatening physiological reaction due to foods, insect bites, odors or other common substances. COF Preschool classrooms are shared with the Main Church on the weekends, and other organizations on weeknights so we have no control over what foods or substances are consumed or used. Also, small children sometimes share food or may bring in a substance on their clothing.

We do not have a nurse or physician on duty at COF.

#### SCHOOL CALENDAR/INCLEMENT WEATHER

- \* Calendars for August May will be available based on the Waller ISD calendar availability.
- \* Summer Camps in June, July and August will have a separate calendar
- \* Except for a few dates, COF Preschool follows the Waller Independent School District and will close for Staff Development & Training.
- \* If inclement weather or natural emergency occur which results in Waller Independent School District closings, Community of Faith Preschool will also be closed. (No refunds/transfer are given)
- \* COF Preschool relocation plans for Emergency Evacuation is COF Worship Building located at 16124F Becker Rd. Hockley TX, 77447. The telephone number is 832-875-2520.

#### **CLOTHING – DIAPERS - PULL UPS - WIPES**

Please send children to school in comfortable play clothes and shoes that are appropriate for fun activities:

- \* Label all items/diaper bags/diapers/cups/jackets/diaper wipes/blankets/nap mats. (Please note any item not labeled will be labeled by the teacher)
- \* **Boots, sandals, flip-flops, crocs, jellies, and dress shoes** are discouraged and are possibly unsafe for outdoor play.
- \* We strongly encourage tennis shoes. (Closed toe shoes as the playground has rocks and or mulch and it can get in their shoes)

- \* Please dress children in clothes that encourage his/her developing autonomy. Simple pull-on pants, for example, make "doing it all by myself" easier than overalls or belts. Accidents can happen when the child has a hard time trying to remove clothes to potty.
- \* For hygiene purposes, underwear should be always on.
- \* Please do not expose your child to the stress of keeping his/her special clothes clean. We love to paint, glue, cut, tape, etc. In case of an accident, it is essential for all children to bring an extra change of clothes appropriate for the season.
- \* Pack an extra complete change of clothing in the backpack in a Ziplock bag with the child's name on it and include shoes.
- \* We encourage children to wear shorts under dresses and skirts.
- \* Parents are responsible for Diapers & Wipes (we have enough storage for a week's worth per child for these items)

#### **REST/ QUIET TIME**

- \* Children will need to bring a nap mat. They have cloth roll up mats that you can personalize with their name monogrammed. Plastic Floor mats are also an option and those must be marked "Floor Side" so that the sleeping side can be distinguished from the floor side. (Write on mat)
- \* Parents will be responsible for washing their child's linens/and or mat at the end of the week and cleaning the rest mat or sleeping bag, Again, please make sure all items are labeled with full names.
- \* <u>Mats MUST go home weekly to be washed/wiped</u>. Our storage is very limited, and we are unable to keep them as we also share the classrooms with Sunday School.
- \* <u>4's and Bridge class</u> will not need nap mats as they will have quiet time for 15-20 minutes.

#### **POTTY TRAINING**

If clothes are accidentally soiled, soiled clothing will be placed in a sealed bag to be sent home. Please send the appropriate supplies needed for your child's diapering need such as, diapers or pullups, wipes, ointments, or powders (which must have written instructions please see the front office for the medication form). All 3-year-old classes through Bridge <u>must be potty trained to enroll</u>.

#### FIELD TRIPS ON CAMPUS

On-site special events will be posted on the bulletin board by your child's classroom or upfront.

#### WATER ACTIVITIES

A permission slip must be signed by a parent for child's water activity participation. Water Activities include water tables, spray bottles, water toys, buckets, misters, hoses, and sprinklers.

#### WHAT NOT TO BRING

Sharing is a difficult concept for many children; therefore, we ask that toys, jewelry, candy, and other personal items remain at home. Hand sanitizer is not allowed in a backpack. COF Preschool is not responsible for all personal items in backpack. Do not send money with your child. Do not bring pets of any kind; Community of Faith Preschool prohibits animals on the premises. Service animals that are individually trained to do work or perform tasks for people with disabilities are permitted with notification.

#### **COMMUNICATION**

The staff of COF Preschool believes that regular communication between parents and teachers is essential to providing the best care and education possible for your child.

- \* We ask <u>all calls go through the office</u> as teachers are <u>not permitted</u> to give their personal cell/ home # out.
- \* DoJo is an APP that is used for each classroom, and you will receive an invite to join. These pictures are private and only for our school. Communication between teacher and parent will be in person, letters and calls through the front desk. DoJo will be used to share photos with the parents and cannot be used for communication. We want the Teachers attention to be on the class and not on the phones. Please call or email office.
- \* COF Preschool classrooms will have a daily/weekly lesson plan posted
- \* As needed, Parents will be contacted by the Director to discuss any issues/concerns the teachers see that need to be discussed.
- \* Please notify the school office of any life changes happening that might affect your child/ children.

If you have a concern about your child's experience at COF Preschool, please notify the directors immediately. Please refrain from discussing issues with other teachers, parents, or staff members. Every concern, great or small, is important to us.

#### **NOTIFICATION AND POLICY CHANGES**

Notifications and Policy changes are posted near the front desk on the parent board. Parent signature and dates are required when an operational policy or enrollment agreement changes. Parents can access minimum standards information for this licensed center at <u>www.dfps.state.tx.us</u> or at your local licensing office 9702 Bissonnet St. Houston TX, 77036.

#### BIRTHDAYS/ SPECIAL EVENT DAYS /TREATS

We love to celebrate the student's birthdays, however, please note this must be scheduled and approved by the Director fin advance. This allows us to notify the other parents that sweets, treats, possible lunch will be served from the Birthday parent. We will notify parents via Dojo

Communication APP a minimum of 1 day prior. All food and drink brought to share with other children must be **prepackaged**, **sealed & store-bought items**. Homemade food may not be shared among children. Birthday invitations may be distributed when **all** classmates are invited.

Please note we have several special planned events/days which could have treats offered by parents and or the program. If you prefer your child to not partake in those items, please send an alternative treat.

Please note we ask no last-minute treats to be brought to share with the class. If they are, we will send them home with the children at the end of the day in a baggie.

#### **OUTDOOR RECREATION AND PLAY**

The children at COF Preschool program go outside every day, weather permitting. If weather is bad, they are permitted to play on the indoor playground as well. A written doctor's note may excuse a child from playing outdoors for a limited period. Please dress your child appropriately to enjoy God's beautiful world.

#### **BEHAVIOR REDIRECTION AND GUIDANCE**

Our program is committed to a positive learning environment. Our discipline policy is one of positive reinforcement and redirection.

- \* If a child does not regain control after a cool down period, a brief supervised separation from the group may be used.
- \* Any behavior that causes injury to another student or teacher or continual disruptive behavior will result in a conference with parents to develop a modification plan.
- \* If a child continues disruptive or harmful behavior, the child may be dismissed from the program at the Director's discretion.

Biting is a normal, developmental process for some children. However, it can be painful to others! If a biting incident occurs, parents of both children involved will receive notification. If a child continually bites, he/she may be temporarily removed from the class until the behavior discontinues.

#### VISION AND HEARING TEST

Texas Licensing requires that all children four years of age or turning four during the school year must have a vision and hearing screening performed by a certified evaluator or registered physician. Please have your child screened and provide COF Preschool with the results. Currently, we do not perform and or schedule either of these tests.

#### PARENT INVOLVEMENT

Normally, we invite parents to visit our classrooms at any time if the presence isn't distracting for the parent's child. However due to Covid, please contact the office to see what the current protocols are at that time.

#### **CHILD CUSTODY MATTERS**

- \* COF Preschool requires a copy of custody papers, temporary or permanent, signed by the court.
- \* All parents (whether biological or adopted) and legal guardians have their rights enumerated in the Texas Family code, 153.071. Where there is **no** order modifying the parental rights, both parents share the same rights and responsibilities with respect to their child/children.
- \* If the student has a legal guardian(s), a certified copy of the guardianship order must be on file at COF Preschool.

#### **INAPPROPRIATE PARENT/GUARDIAN BEHAVIOR**

Our program strives to develop positive relationships. However, on rare occasions, a parent/guardian's actions may result in finding another setting for their child. Here is a partial list:

- \* Failure to abide with Community of Faith Preschool, and Licensing policies
- \* Physical or Verbal abuse to children, staff, or parents. Includes unacceptable toned telephone conversation and profanity.

#### **CELL PHONE FREE ZONE**

For the safety of our families, please do not use your cell phone in the parking lot while dropping off or picking up your child/children. Also, we respectfully ask you to put away your cell phone when walking your child to class or during pick up.

#### GANG FREE ZONE

Under the Texas Penal Code 71.028 and 71.029, any area within 1,000 feet of COF Preschool is a gang free zone. Any criminal offenses related to organized criminal activity are subject to harsher penalty. Open carry of handguns and concealed handguns is prohibited as well as any form of weapon.

COF Preschool **reserves the rights to change policies and procedures at any given time.** Changes will be made available through postings outside of the school office on the parent notification board.

#### **Community of Faith Preschool Emergency Preparedness Plan Evacuation**

\* The first responsibility of staff is to move the children to a designated safe area (information listed on Evacuation, Relocation, Sheltering & Lockdown Plan is located on/near the door in each classroom, with both inside and outside safe areas, along with 2 exit paths are noted) **or** alternative shelter: COF Worship Building (there is a fire door separating the two buildings) 16124 Becker Rd. Hockley TX, 77447. The phone number is 832-875-2520. Handheld communication radios will keep staff informed on where to go and where to proceed. The

weather channel and news updates will keep the Director or designated person in charge, informed of upcoming emergencies and works with batteries or electricity.

- \* All children will walk to the designated safe area. Alternate shelter to COF Worship Building, located at 16124 Becker Rd. Hockley TX, 77447: Children will walk, to the safety shelter. Children with limited mobility or with an impaired condition will ride in a wagon or carried by staff depending on age, condition, and weight. The Director, or designated person in charge, will keep staff informed by handheld communication radios.
- \* An Emergency Evacuation, Sheltering, Relocation, and Lockdown Diagram is in every classroom next to the door.
- \* Alternative Emergency Relocation: COF Worship Building, located at 16124F Becker Rd. Hockley TX, 77447. The telephone number is 832-875-2520.
- \* Children will be accounted for at the designated safe area or alternative shelter by classroom's Attendance Record and verified by the Name-to-Face Verification Form. Staff will be responsible for their Attendance Record and Name-to-Face Verification Form.
- \* Lockdown Procedures: Intruder inside: Removing students and teachers 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 as stated by management. COF staff will be following procedures for lockdown with a warning and lockdown with an intruder. Intruder outside: Children and staff will proceed to safe area as designated on diagram. Lockdown procedures will be practiced at least 4 times per year per Licensing.

#### **Communication**

- \* The Emergency Telephone Number on file with licensing is COF Church at 832-875-2520 and the Director's emergency number on file is 832.717.2799 ext.750 or 832.779.8552 ext.745.
- \* Local authorities will be called at 911 by the Director, or designated person in charge, by cell phones. Emergency numbers are located in the Emergency Contact Notebook and or posted on parents notification board. Parents will be notified by cell phones. Licensing will be notified by cell phones, calling the statewide number at 1.800.252.5400, or if available, by the licensing website <u>www.dfps.state.tx.us</u>.

How your staff will evacuate with the essential documentation:

- \* Parent and emergency contact telephone numbers for each child in care are located in the index box and in the child's folder in the locked metal cabinet and is the responsibility of the Director, or the designated person in charge, to take it.
- \* Authorization for emergency care for each child in care is located on the admission form and in the index box and is the responsibility of the Director, or designated person in charge, to take it.
- \* Administration is responsible for delegating staff to gather emergency preparedness items, medications, and first aid kit.

\* The child-tracking system information for children in care is the Sign in Sheet by the parent along with the Name-to-Face Verification Form. This information is on a clipboard in each classroom and is the responsibility of the staff to always keep with them.

Staff will continue to take care for each child until released by remaining calm, nurturing, holding, singing, reciting fingerplays, and responding to individual needs of each child.

Staff will reunify children with their parents as the evacuation, relocation, or sheltering/ lock-down is lifted by releasing to an identifiable person authorized to pick up. Anyone picking up that is not known will have to be listed on the enrollment card or verified by phone with the parent/guardian. The person must provide a pictured ID which will be recorded.

# Come join us to Worship

# At

# **Community of Faith**

Pastors - Mark & Laura Shook

### **Sunday Morning**

9:30 am and 11:30 am www.cof.tv