**WELCOME**
Welcome to the Martin Luther King, Jr. Preschool (MLK Preschool) program. We have put together information that will inform you, the parent, of our program and help get your child off to a great start. Our preschool is a full time, Monday-Friday preschool for 3 to 5 year olds who are currently potty trained.

**CITY OF DENTON PARKS & RECREATION MISSION STATEMENT**
To enrich the lives of all Denton citizens through environmental enhancements and a diverse offering of recreational, educational and cultural services.

**DAILY LESSONS & ACTIVITIES**
Daily lessons are very important in the shaping of your child’s academic life. Regular attendance is encouraged to promote good learning habits. If your child will be absent, please leave a message with the preschool director as soon as possible at (940) 349-8575.

**MOTHER GOOSE TIME CURRICULUM**
MLK Preschool utilizes the Mother Goose Time curriculum. It creatively weaves together art projects, music, storytelling, math games and science experiments through a monthly theme. Each month, our activities teach a balance of preschool skills and learning objectives. To learn more about Mother Goose Time curriculum, please visit www.mothergoosetime.com

**DROP-OFF & PICK-UP TIMES**
Preschoolers may be dropped off as early as 7:30 a.m. and picked up no later than 6 p.m. Parents are required to sign their preschooler in and out each day. Instructors are not allowed to take students that have not been signed in by a parent. In order to keep students focused on their daily lessons, we ask that you please do not drop off your child any later than 9:30 a.m.

There will be a $10 fee for preschoolers left after 6 p.m. Every minute after 6:05 will be a $1. The late fee must be paid at the time of pick up. When a parent is unavailable for pickup, the child will only be released to the emergency contact persons listed on their registration form. If another person that is not listed as an emergency contact will be picking up the child, the parent must provide written notification to the teacher and/or director and the person must present a valid government issued ID before the child will be released.

**OPEN DOOR POLICY**
MLK Preschool has an open door policy. Parents are welcome and encouraged to observe our class at any time. We request, however, that you limit the in-room observation to 15 minutes and only visit during non-structured activities. Structured
activities may be viewed through the interior Dutch door so children are not distracted during the learning process.

**LUNCH & SNACK TIME**
Please send your child’s lunch, a snack, drinks, and proper utensils each day. In addition, MLK Preschool does not provide refrigeration or microwaves for heating lunches. Please send your child’s lunch with an ice pack to keep food at the proper temperature or preheat your child’s lunch before coming to preschool. Nutritional foods are the best snacks, such as fruit, cheese and crackers, or pretzels. It is the parent’s responsibility to ensure that the daily nutritional needs of the child are being met.

**NAP TIME**
After lunch, our busy preschoolers take a rest break/nap, usually from 12:30 p – 2:15 p. Because we work hard in the morning and have more to learn in the afternoon, all preschoolers are required to lie down during nap time. Those not in the habit of taking a nap must lie quietly on their mat so the other preschoolers may rest. Preschoolers are allowed to bring one “cuddly” item from home that makes them comfortable for naptime. They will only be permitted to use this item during naptime.

**DRESSING YOUR CHILD FOR SCHOOL**
Children are engaged in various activities during the course of the day. Some activities may be messy or athletic in nature. Please send an extra set of clothing to be stored in your child’s cubby.

Children should be dressed in seasonably appropriate, comfortable clothing. A pair of shorts, tights or leggings must be worn under all dresses.

Coats, hats, gloves and winter boots must be provided in winter months. It is not necessary for children to wear their boots to school. The teacher will assist the children into their winter boots when they go outdoors.

Children are not permitted to wear open-toed or open-backed shoes, including sandals. Rubber-soled sneakers are the most appropriate type of shoes for participation. Wearing jewelry of any kind is discouraged, for it is a safety hazard to your child and his or her peers.

**TUITION & PAYMENT POLICIES**

| Supplies Fee: | $25 annual supplies fee due each year |
| Deposit:      | $85 security deposit                 |
| Monthly Tuition: | $400 (payment schedule and due dates listed on page 9) |
| Trial Week:   | $100 trial week. One offered per family as an adjustment period. |
MONTHLY FEE
The monthly fee is based on a $100 per week payment amount. The payment schedule and due dates are listed on page 9. There will be a discounted rate for December since we are closed the week of the Christmas holiday.

TRIAL WEEK
Prior to committing to the program, we grant a one-week trial period to ensure a child is potty trained and able to adjust. This is offered one time per child. A fee of $100 is required and will be deducted from the monthly tuition if you wish for your child to continue participating in the MLK Preschool program.

WITHDRAWALS
A two-week written notice is required if you wish to withdraw your child from the program. Parents will FORFEIT their deposit if they fail to provide a two-week written notice. We will not prorate fees or provide credits due to withdrawals. If your child misses two weeks consecutively without notice, we will assume you have left the program and will consider it a vacancy. The deposit will be forfeited and the vacancy will be filled. If a child leaves the program with a due balance, they will not be permitted to enroll in City of Denton Parks and Recreation programs until the balance is paid in full.

VACATION & ABSENCES
With a two-week written notice, parents may schedule a one-week vacation time each school year at no charge, and your child’s spot will be held. Due to financial obligations of the preschool, no tuition payments or parts thereof will be refunded because of absences, including those resulting from sicknesses, an unscheduled vacation, withdrawals, or holidays. If your child will be absent from the preschool for any reason, payment is still expected on the scheduled due dates.

INCLEMENT WEATHER
During the winter months, the preschool may close due to inclement weather. You may call MLK Jr. Recreation Center at (940) 349-8575 as early as 7 a.m. for facility closing. Monthly tuition will not be compensated or prorated due to inclement weather days.

ILLNESS GUIDELINES
Any child who arrives with the following will be asked to leave the center: a discharge from the eyes or nose, a fever over 100 degrees, a condition resulting in vomiting or diarrhea within the last 24 hours. Children developing symptoms after arrival will be isolated and the parents will be contacted to make arrangements for pick-up. Children that have been exposed to head lice and are untreated or have been treated but are not Nit-free will be asked to leave the center.

Please inform the staff if your child has been exposed to a communicable disease in another setting. Staff illness guidelines are the same as those stated above.
IMMUNIZATIONS
Your child must be current on all immunizations within 60 days of the first day of attendance at the MLK Preschool. Proof of these immunizations must be presented at the time of enrollment. Documentation noting any immunizations given while your child is enrolled in the MLK Preschool should be presented to the teacher so your child’s file can be up to date at all times.

MEDICATIONS
If your child requires medication while in MLK Preschool care, we must have a completed medication form before staff may administer medication. The medication must be a prescription in its original container, and the label must include the child’s name. We will only give the medication according to the directions on the container. We are not permitted to administer over-the-counter medications without written approval and directions from a physician. If you give your child medicine before coming to school, please inform a staff member so we are aware if side effects develop.

INJURIES/MEDICAL EMERGENCIES
By signing the WAIVER AND RELEASE OF LIABILITY form, you have given the City of Denton employees the ability to secure medical care for your child in your absence. We will make every effort to contact you at the number(s) you have provided on your child’s registration form. If we are unable to contact you at those numbers, we will call your emergency contact persons. If no contact can be made with either the parents or emergency contacts, we will contact EMS. You also assume liability for the cost of any treatment or transportation issued on behalf of your child. Please keep us informed of any changes to your contact information.

HEARING & VISION
All preschoolers, age 4 and older, must have a hearing and vision screening in order to attend MLK Preschool. This screening may be completed by the child’s physician during a well child visit.

TB TESTING
TB testing is not currently required before preschoolers may attend a program. If it becomes necessary, we will notify parents.

CUSTODY SITUATIONS
From time to time, staff is placed in a situation regarding a custody dispute. Without a court order, MLK Preschool cannot deny a parent access to his or her child. If a custody document is present, staff will notify the guardian parent of any contact made by the unauthorized parent. Staff will also notify the authorities, no exceptions.

Staff is instructed not to put themselves or the children in jeopardy in order to mediate a family dispute or attempt to enforce a court order. If a parent chooses to leave a child in the care of MLK Preschool with a court order in place, the custodial parent will be
required to sign an acknowledgement stating the center’s inability to physically obstruct a hostile effort to take the child from the center.

Non-custodial parents cannot act as a parental volunteer on field trips or other center events without written permission from the custodial parent.

**PARENT CONFERENCES**
Conferences will be held as needed. Your child’s work and progress will be discussed at that time. If you feel it is necessary, you may schedule additional conferences.

**DISCIPLINE POLICY**
Children who are repeatedly disruptive, combative with other children, or unable to follow instructions will be removed from the activity and asked to sit quietly in timeout for a few minutes. Timeouts will be recorded on the appropriate form.

While the staff will engage in daily discussion with parents, a parent/teacher conference may be scheduled in result of multiple timeouts for the same misbehavior.

A parent/teacher conference may be requested if the teacher observes inappropriate touching (either sexual or grossly violent). The teacher will document all such behavior on an Incident Report form.

No form of physical correction, including spanking, shaking or withholding snacks, will be allowed under any circumstance.

We welcome all children into our program. However, if the teacher feels a child is not developmentally ready for our program, parents will be encouraged to find a program suited for the child’s needs.

There are steps that will be taken if any behavior, deemed inappropriate, takes place on a continuous basis: This includes **ALL** negative or hurtful physical behaviors. Each occurrence of the behavior will be documented on a Discipline Incident Report.

1. Following the 3rd incident, the child will be subject to a 2 day suspension and, with parental assistance, a plan will be created that will allow for the MLK preschool staff to best work with your child.
2. Following the 4th incident, the child will be subject to a 3 day suspension. Before returning to the MLK preschool, a parent conference is **REQUIRED** and the plan will be reviewed and adapted for your child.
3. Following the 5th incident, the child will be subject to a 5 day suspension. Before returning to the MLK Preschool, a parent conference is **REQUIRED** and the plan will be reviewed and adapted for your child.
4. Following the 6th incident, it may benefit your child more to participate in a program better suited to their needs and the child will be removed from the MLK preschool.

FIELD TRIPS
All students must wear their issued MLK Preschool T-shirt and City of Denton identification wristbands on field trip days. Preschoolers travel in city vans and are required to sit in either a car seat or booster seat, based on their age and weight. **WE DO NOT USE BUSES.** Our air conditioned vans come with adjustable seat belts, and we follow all the safety procedures outlined by the Texas Department of Family and Protective Services. When taking a field trip, we abide by the following guidelines:

1. We carry a list of all children being transported and leave one copy with MLK Jr. Recreation Center front desk staff.
2. We carry an emergency medical transport and treatment authorization forms for each child being transported.
3. We store a form in the van that lists the names and phone numbers of the Center and preschool director.
4. We carry a list with parent’s telephone numbers and emergency contacts for each child.
5. A fire extinguisher, approved by the local fire marshal, is secured in the van.
6. We carry a first aid kit.
7. All drivers must have a current defensive driving certification on file.

All vans receive regular maintenance and these records are available upon request.

Parents are encouraged to attend field trips. Parents attending field trips must provide their own transportation and pay for any admission fees. We will take at least one field trip per month. Parents must sign a permission slip for each field trip. Permission slips are provided prior to each trip and will be located in the field trip notebook for later reference. If permission slips are not signed, children will not be permitted to travel with the class and must be picked up from the preschool prior to the trip departure. Field trips are made to places such as the Fort Worth Zoo, theaters, museums and the library.

WATER ACTIVITIES
During the summer months and occasionally during the school year, the preschoolers may travel to Water Works Park on field trips. Parents are encouraged to attend and play with the children. Students need to bring towel and wear swim attire under their clothing. We will have a 1:4 staff ratio on water park days. These field trips will be scheduled in advance and notice will be given on your monthly calendar. If you do not wish for your child to participate in water activities, you must make other child care arrangements for that day.
ADDITIONAL POLICIES & INFORMATION
We are located in a Gang-Free Zone. For more information regarding this policy, please see the parent information board.

ANIMALS
Please do not bring animals to the preschool. Due to State of Texas Regulations, children may not be allowed to play with or have contact with chickens, ducks, reptiles or amphibians. Children are also not allowed to be around animals unfamiliar to the instructor.

BIRTHDAY PARTIES
We love birthdays here at the MLK Preschool! On the day of your child’s birthday, parents may bring store-bought birthday cupcakes or cookies that do not contain peanut products. Small goodie bags may also be brought to the class and may contain food products to be taken home at the end of the day. Any toys in goodie bags must not be a choking hazard and must be age appropriate.

If you wish to hand out invitations for an outside party to children at the preschool, please send enough for every child in the class. Invitations must be approved by the preschool director before being handed out. We will not transport children to a birthday party sponsored by a family.

SCHOOL PICTURES
We may take formal class or school pictures. We also take photographs of activities. These pictures may be printed and posted on the doors of the classroom, used in Denton Parks and Recreation’s PLAY! Guide, website, or in advertisements for the preschool. By enrolling your child in the preschool, you consent that other parents whose children attend MLK Preschool may see your child’s image. Names will not be used on the photographs.

If you do not wish to have your child’s picture taken during the school year, you must check “no” on the back of the child liability waiver and sign it. This will mean your child may not participate in some of the activities in which pictures are taken.

FIRE / EMERGENCY DRILLS
Our preschoolers practice fire drills and tornado drills randomly throughout the year. The preschoolers are required to line up and exit the building in an orderly fashion with their instructor in three minutes or less. We must practice these drills regularly in case there is actual emergency.
LICENSING
Texas Department of Family and Protective Services regulate our preschool. Our most recent inspection report will be posted on the parent information board. The address for the local licensing office is 535 S. Loop 288, Ste. 2001; Denton, TX, 76205.

If you have any questions, concerns, need additional resource information related to childcare, or want to view the Minimum Licensing Standards, visit www.dfps.state.tx.us or call (800) 582-6036.

REPORTING ABUSE / NEGLECT
As childcare providers, it is our responsibility to report suspected child abuse or neglect to Child Protective Services. These calls are made anonymously. To report child abuse, call (800) 252-5400.

NON DISCRIMINATORY POLICIES
The City of Denton Parks and Recreation Department welcomes and encourages all individuals and families from the community to participate in programs and facilities regardless of race, color, religion, sex, national origin, or disability. If you or someone you know has a disability and would like more information or support for accessibility of programs and facilities, please call (940) 349-8575.

STAFF
Our instructors receive 24 hours of training per year and have CPR/First Aid certification. In addition to annual preschool training, our staff has many years of preschool experience and/or college courses in child development, and we are licensed by the state as a child care provider. MLK Preschool staff is not allowed to transport preschoolers in their personal vehicles. Staff is also not allowed to “baby sit” preschoolers outside MLK Preschool. If a staff person violates these rules, the City of Denton and MLK Jr. Recreation Center may not be held responsible for the actions of the employee.

QUESTIONS & CONCERNS
It is our goal at MLK Preschool to partner with our families in providing the best possible care and education for your child. We are very interested in answering your questions and concerns. The director of MLK Preschool is ready and willing to assist you in this area. We are available by phone and email and are more than happy to set up a conference.

Johnathan Smith
Recreation Coordinator/ MLK Preschool Director
City of Denton Parks and Recreation
(940) 349-8579
Johnathan.Smith@cityofdenton.com
MONTHLY TUITION FEES & PAYMENT DEADLINES
Tuition is due on the 25th day of each month, prior to service. Payments not made by the 30th will incur a $10 late fee. Payments not received by the first day of the month may result in discontinuation of service, and your child’s spot will be considered vacant.

Example: Tuition for February is due on the 25th of January. If payment is not made by the 30th of January, a $10 late fee will be charged to your account. If you have not paid by the first day of February, your child’s preschool service will be discontinued.

If tuition is not paid for the prior month and a child is dropped from the roster, the security deposit will be forfeited. The parent will be required to pay an additional $85 security deposit for re-enrollment.

Please note: we will not accept any children at the beginning of the month if payment has not been received.

Monthly fees are based on a $100 weekly fee.
January $400 - December 25
February $400 - January 25
March $400 - February 25
April $400 - March 25
May $400 - April 25
June $400 - May 25
July $400 - June 25
August $400 - July 25
September $400 - August 25
October $400 - September 25
November $400 - October 25
December $200 - November 25 (we will be closed the week of the Christmas holiday)

2017 CLOSINGS
Martin Luther King, Jr. Day January 16
Memorial Day May 29
Independence Day July 4
Labor Day September 4
Thanksgiving November 23
Friday after Thanksgiving November 24
Christmas Break December 18 – January 1
PARENT CHECKLIST
We must have the following items before your child may attend preschool. If one or more of these items is missing, your child’s application process will be held until items are received.

______ Registration Form
______ Child’s Profile
______ Release of Liability Waiver
______ Medical Information Form
______ Current Shot Records
______ Hearing / Vision Screening (children four years and older)
______ Nutrition Waiver
______ Parent Acknowledgement
PARENT ACKNOWLEDGEMENT
I have received, read and understand the information contained in the Policies and Operating Procedures. I understand that failure to comply with all aspects of this manual may be grounds for dismissal from the MLK Preschool program. I pledge to support City of Denton and MLK Preschool in a positive manner and help maintain the traditions of this facility. I also acknowledge that if I do not give a written two-week notice to the MLK Preschool director, I am subject to additional fees.

____________________________________  ______________________
Parent Signature                            Staff Signature

__________________                            ___________________
Date                                             Date