

2026-27 Parent Handbook

Christ Church School for Little People

Toddler/Preschool Program

4203 South State Hwy 6
College Station, TX 77845

SFLP 979.690.7714
www.christchurchcs.org

Preschool hours: Monday – Thursday
9:00 am – 2:15 pm

*Whoever welcomes one child like this in My name,
welcomes Me.”*

Mark 9:37

Introduction

Welcome to the School for Little People at Christ Church. This Parent Handbook has been prepared to provide information concerning philosophies, policies and procedures of the school, including the school's discipline and guidance policy. Please read it carefully so that you will better understand the role we all play in making this year's experience a special time in the life of your child. Parents are required to sign the Acknowledgement of Parent Handbook form as part of the school's registration process.

The policies and procedures within this handbook are subject to periodic review. Parents will be notified in writing of any changes made throughout the year.

Philosophy and Purpose

The purpose of the School for Little People is to provide a well-rounded program for the children of Christ Church and its surrounding community. Through our programs, each child can grow and develop spiritually, academically cognitively, physically, emotionally and socially within a Christian atmosphere.

We believe each child is a gift of God, a special unique person valued for his/her own worth, who is growing and learning independently while interacting with the environment through play, a child's "work." A love of learning is fostered through an environment that is rich with opportunities for growth in a variety of activities and experiences.

The School for Little People is a part of the Children's Ministries of Christ Church and is considered a ministry of the church.

Mission Statement

The purpose of School for Little People is to provide a rich, wholesome and age-appropriate learning experience in a Christian environment to all children at Christ Church Schools.

Texas Department of Protective and Regulatory Services

School for Little People is licensed by the state and therefore adheres to the minimum standards set by the state. You may view those standards by going to www.hhs.texas.gov. Our buildings are inspected on a regular basis and those inspection reports are available for you to review at the TDPRS web page. If at anytime you wish to contact childcare licensing you may do so by calling their main number: 713-287-3238.

Policies and Procedures

Curriculum and Expectations

Curriculum Emphasis

General Objectives

1. To provide a secure and nurturing environment, fostering independence, curiosity and the development of age-appropriate skills.
2. To promote a good self-image and sense of identity.
3. To encourage cooperative play.
4. To provide a delightful learning atmosphere.
5. To stimulate intellectual achievement for children in a Christian atmosphere.
6. To create an awareness that each child is worthy of God's love and the love of other human beings.

Developmental objectives

A child's growth is encouraged by faculty and staff guidance in six areas:

1. Emotional

- a. By acquiring a positive self image.
- b. By becoming independent.
- c. By identifying feelings.
- d. By verbalizing feelings.
- e. By accepting reasonable authority and limitations.
- f. By interacting with the environment.
- g. By responding to new challenges.

2. Physical

- a. By providing each child with the opportunity to develop fine and gross motor skills through the use of age-appropriate materials and activities.

3. Social

- a. By encouraging cooperation in a group setting.
- b. By facilitating interaction with teachers and peers.
- c. By lengthening the attention span.
- d. By guiding the ability to follow directions.
- e. By learning to complete tasks.

4. Creative

- a. Art
 1. By offering manipulation, exploration and creation with a variety of art materials.
 2. By encouraging the child's self-expression, feelings and observations.

- b. Music
 - 1. By listening to many kinds of music and learning to sing, move, relax and respond to music.
 - 2. By providing activities that teach concepts, reinforce learning and develop skills in addition to enjoying music for its own sake.
 - 3. By studying composers and their music to learn to identify instruments, musical genre and history.
- c. Dramatic Play – by providing opportunities to use puppets, costumes and other props to identify with people, times and places in a make-believe world.

5. Intellectual

By providing age-appropriate activities which will facilitate auditory and visual skills through:

Language Development

- 1. By providing the opportunity to hear proper language in individual and group activities.
- 2. By building vocabulary as a daily activity.
- 3. By participation in exercise to develop concepts of color, size, shape, position, location, relative number terms, relative weight and sizes, classification skills and substance.

Math Development

- 1. By encouraging the abilities of identification, classification and measurement through both planned and unplanned activities in the school day.
- 2. By understanding math concepts and skills in solving problems. Each child will be given many opportunities for concrete experiences with math by using objects that can be touched, moved and manipulated.

6. Spiritual

By providing appropriate times and guidance on learning God's love in our world:

- 1. By providing opportunities for prayer in the classroom and in Chapel.
- 2. By participating in Chapel on a weekly basis to hear God's stories and sing God's praises.
- 3. Through experiencing God's love through our teachers, the church environment and the wonder of God's world.

Academic Expectations

Christ Church School for Little People strives to develop and promote the best in every child. We focus on the spiritual, emotional, intellectual, social and physical components of the young child. Our curriculum is theme based, developmentally appropriate and child-centered. Active learning situations, in which children have opportunities to make choices and decisions, manipulate materials, use language in personally meaningful ways and receive appropriate adult support and guidance is a fundamental part of our program. Teachers use a wide variety of resources to plan activities for the children. Below you will find the expectations of each class which follows the guidelines provided by the National Association for the Education of Young Children.

Toddler

- Socialization
- Language acquisition
- Controlling actions and emotions
- Exploratory activities involving the senses
- Explore and manipulate various art materials
- Develop fine and gross motor skills
- Colors
- Shapes
- Daily outdoor play (weather permitting), otherwise active indoor play

Twos

- Social/emotional skills
- Language acquisition
- Exploratory activities
- Self-help skills
- Colors, shapes, practice counting, eye-hand coordination, recognition of first name
- Explore and manipulate art materials
- Sensory activities
- Daily outdoor play (weather permitting), otherwise active indoor play

Threes

- Social/emotional skills
- Independence/self-help skills
- Sensory activities
- Exposure to letters
- Name recognition
- Introduction to name writing
- Shapes and colors
- Cutting and gluing skills
- Counting 0-10 and beyond
- Sorting science exploration
- Daily outdoor play (weather permitting), otherwise active indoor play

PreK

- Independence
- Cutting, gluing, name writing
- Number recognition 0-10, object representation, sorting, patterning, shape recognition, sorting, patterning, shape recognition, ordering by size, one to one correspondence, counting 1-10 and beyond
- Problem solving skills
- Introduction to upper and lower-case letters and their sounds
- Performing experiments using the scientific method
- Vocabulary and language enrichment

- Preparation for Kindergarten
- Daily outdoor play (weather permitting), otherwise active indoor play

Enrollment and Registration

Enrollment Guidelines

Enrollment in the School for Little People at Christ Church shall be open to any child, provided the program can meet the needs of that child. Enrollment shall be granted without discrimination regarding sex, race, creed or political belief.

School Registration Guidelines

Registration is held in the spring for the following fall. Early registration is held for our currently enrolled students and their siblings as well as our school and Christ Church staff. Registration is then open to church members. Finally, registration is open to the community. All registration will be done on a first come, first serve basis.

A waiting list will be formed for each class as the classes fill. As space become available in a class, they will be filled from this waiting list. Placement on a waiting list does not require a deposit. Waiting lists are not carried over from year to year. Written notice will not be sent to those on a waiting list. Once called, the person on the waiting list will be given 24 hours to respond before the next person on the list is called.

Registration procedures for the 2026-27 School Year:

- In January, registration forms for the 2026-27 school year will be sent home with all current students. If a current student in SFLP or CFA has a sibling that will be registering, additional packets may be picked up in the school office.
- Forms must be picked up in person and will not be available online.
- ALL forms must be completely filled out and signed. If the school already has a doctor signed medical form, another medical does not need to be turned in. All students must have a completed registration packet and the registration fee paid before registration is complete.

Registration dates for the 2026-27 School Year:

2026-27 Early Registration (Must be done in person)
 Week of February 2-5, 2026
 9:15 am
 The Big House

Monday & Tuesday, February 2 & 3, current students & siblings

Wednesday, February 4, Christ Church members

Thursday, February 5, opens to the community

***All registration will be done on a first come, first serve basis.**

Health and Safety

Immunizations

The laws of the State of Texas and Department of Health and Human Services require the following age-appropriate immunizations for all children enrolled.

- Diphtheria, Tetanus, Pertussis – DtaP
- Haemophilus infulenzae type b – Hib
- Hepatitis A
- Hepatitis B – HepB
- Inactivated Poliovirus – IPV
- Measles, Mumps, Rubella – MMR
- Varicella
- Pneumococcal – PCV

If you and your doctor feel that the above immunizations need to be altered, a notarized note from the doctor stating the reason must be on file in lieu of the immunization record.

All staff are required to stay up to date on their immunizations.

Required Medical Forms

All children must have a current medical examination upon enrollment. The Director and your child's teacher must be informed of any chronic medical problems or allergies before his/her first day of school. SFLP can be authorized to dispense medication, if necessary. See the Medical Dispensation policy below for details regarding the authorization and the dispensation process.

All four and five year old's are required by the State of Texas to complete a vision and hearing screening. Your child's pediatrician offers this service.

Medical Dispensation

SFLP will administer medication to our students with a need as determined by the child's parents and their physician. Written documentation is required from the physician to confirm the need for medication to be dispensed at school. This documentation must be undated every six (6) months, preferably at the beginning of the school year and the following January.

Medication will be dispensed under the following criteria:

- Medication must be in the original container and the child's full name must be printed on the container.
- The School Medical Dispensing Form must be completed and current and on file in the office.
- The director or school official will administer medication in the office. An exception would be a life-threatening situation, e.g. an allergic reaction; in which case, the lead

teacher or the teacher in charge of the child would be allowed to administer the medicine if the director is not available. This includes the use of the Epi-Pen.

- A record will be kept in the office noting the date and time of the administration of the medication.
- If the Epi-Pen is administered, 911 will be called immediately and then the parents will be notified.

Illness during the school year

Great care is taken to protect children from acquiring infections or illnesses at school. To protect children and staff members, children who are ill must be kept at home. If your child is not well enough to play outside (which we do every day), then your child needs to be cared for at home.

Please keep your child at home if your child:

- Has a fever (an oral temperature of 100 or higher or an armpit temperature of 99) or has had one during the previous 24 hours.
- Has been on an antibiotic for less than 24 hours.
- Has a cold less than 4 days old
- Has a heavy nasal discharge.
- Has a constant cough.
- Is fussy, cranky and generally not himself/herself.
- Has symptoms of a possible communicable disease.
- Has a watery bowel movement. Children must remain home for 24 hours free of diarrhea symptoms.
- Has had an episodes of vomiting within the previous 24 hours. Parents will be contacted immediately if his/her child vomits at school. You will be asked to pick up your child and watch him/her for 24 hours to make sure your child does not experience any more vomiting.

Parents should notify the school when their child has a communicable disease so that other parents may be notified.

For your child's well-being, someone must be available to pick him/her up from school within 30 minutes if he/she becomes ill. If both parents will be away from phone contact, then a friend or neighbor should be available. Please be sure these names and telephone numbers are on your child's forms that have been turned in to the office. Children who are ill will be taken to a separate room away from well children and staff.

Health Checks

Staff will observe children at drop-off each morning for signs of illness. They will be assessed for any new injuries or ailments. Staff will communicate with parents before children are left in care about any concerns.

SFLP staff are trained to clean and disinfect all areas the sick child may have been, including isolation room.

First Aid

School staff are required to be first aid and CPR certified. All teachers and staff are trained in emergency and safety procedures. In the event of a critical illness or injury that requires immediate medical attention, the following procedures will be followed:

- Child will be given first aid or CPR as needed.
- EMS will be contacted to take child to nearest Emergency Room as listed on child's emergency card or nearest if life or death situation.
- Parent will be contacted.

If there is an injury that is not serious enough to require medical attention (scrapes, bruises, bites, etc.), parents will be notified when picking up their child.

Emergency Procedures

The School for Little People is required to conduct fire drills once a month and severe weather drills every 3 months.

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of the school is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Privacy

Out of respect for classmates who may have denied permission, please do not post pictures of your child's classmates at school on any social media site.

Animals

From time to time, animals may be brought to the school to enhance the lesson being taught in the room. Parents will be notified through Brightwheel when animals will be present. Any animal that visits must bring a note from the veterinarian that states that the animal is in good health and is up to date on all vaccinations.

Arrivals

SFLP Students may be admitted to school in two ways beginning at 8:50 – 9:10. Or 8:30 if in CFA Rise and Shine program.

We ask that a quick smile and kiss be given so that all students can be unloaded in a timely manner. Any special instructions for the day should be written in advance and handed to the teacher at drop off. **We also ask that all children be dropped off at school no later than 9:10.** Curriculum will begin immediately and a late child not only misses out but also disrupts the class.

Late Fees

The school day is over at 2:15. When a child is not picked up on time, the child may feel scared and unsure, and most of our staff have their own children they need to pick up. **If a parent does not pick up by 2:25, there will be a \$35 late charge.** The child will then be taken to the church office where the child can be picked up. The school office will make multiple attempts to contact the child's parents to estimate a pickup time so that the child can be comforted.

Birthday Celebrations

Birthdays are exciting for little ones. Parents wishing to bring a food treat to celebrate a child's birthday should plan with the teacher in advance.

If you are distributing invitations at school, EVERY child in the class MUST receive one or they cannot be distributed on campus. Nobody likes hurt feelings.

Biting Incidents

While biting is not uncommon in some young children, the incidents should be handled with care and deliberation. If a child gets bit, the parent of the one bitten will get a phone call or discuss at pickup. We are not allowed to give the name of the child that bit. And, the parent of the child that bit will also be contacted. Teachers will watch and if it happens again, a plan will be developed with the teachers and parents. If it becomes a habit, sometimes time away from school to break the cycle will be suggested.

Discipline and Guidance

Children will be disciplined in a positive, loving, caring and individualized manner. Teachers will strive to be consistent and positive in their expectations of acceptable behavior and will direct children to approved, appropriate outlets for aggressive feelings. Children are not spanked, hit or isolated as a form of punishment. Redirection will be used first and if needed, a brief supervised separation or time out from the group. If disruptive behavior continues, parents will be notified.

Dismissal and Suspension

A child may be asked to leave and/or be suspended from SFLP for various reasons but would be a last restore if all other means of working with the child and his/her family have proven unsuccessful. The following are some of the reasons a child may be asked to leave:

- Is the child's behavior a danger to himself or others?
- Is a child continuing to bite?
- Is the child's behavior hampering the learning and/or safety of others in the class?
- Is there a developmental delay, difficult behavior problems or situation where the child is not being helped and others are negatively affected?

- Are parents refusing to work with the school to develop a behavior modification plan when the student is exhibiting repetitive aggressive behavior at school?

Likewise, if parents are verbally disrespectful to teachers or school employees, or if parents refuse to follow policy and procedures of the school, SFLP may ask that a family leave the school. Also, if the family has a past due balance with no plan to make up payments, they will be asked to leave the school. A family that is consistently late picking up their child may also be asked to leave. The decision for dismissal from the school lies with the Director and Council.

Field Trips

SFLP does not take any off campus field trips. They may walk to the Christ Church Sanctuary or go on a nature walk around our campus.

Licensing

Christ Church School for Little People is licensed by the Texas Department of Family and Protective Services of the State of Texas. All of the guidelines for operating procedures, administration of school, and laws are outlined in the Minimum Standards.

Parent Teacher Organization

The PTO is an organization of parents who strive to help and enhance the school with various projects and needs. The PTO meets at various times throughout the year and is responsible for managing some school such as, Fall Art Show & Book Fair, Costume Parade, Teacher Appreciation Week, In-Service hospitality and Cowboy Day. Meetings are held during the school day and everyone is invited to attend.

Religion

We welcome children of all faiths. The children are helped to become aware of God's love as they participate in a caring Christian community. A chapel time is offered weekly, in addition to planned and spontaneous prayers and activities in the classroom. An emphasis is placed on the development of such moral values as honesty, responsibility, accountability, kindness, cooperation, fairness, tolerance and understanding.

Safety Procedures

All doors to the SFLP/CFA building will remain locked during the school day. We ask that all visitors only enter through the double doors by the SFLP office. You will be asked to sign in and out when visiting and may be asked to present their ID to the school office for verification.

School Parties

Holiday parties are celebrated in the classroom. Parents may plan the parties and provide snacks with the teacher's approval. **Please try to make other arrangements for siblings at the parties if you plan to attend.** This is due to the classroom size and the Licensing requirements.

School Open House and Meet the Teacher

Children attending SFLP and their parents are invited to visit the classroom prior to the opening day of school. Children and parents will explore the classroom and share the child's daily schedule as well as unique traits that will aid the teacher in helping the child make a smooth transition to the program. This event will happen prior to classes beginning.

Snacks and Lunch

All children will be given a morning snack such as goldfish, pretzels, cheez its, etc.

Each child will bring their own lunch and drink. We do not heat or refrigerate any food. Please make sure you send a child friendly lunch that the child can eat independently and not in a glass container. **We ask that no outside food be brought during the school day for an individual child.** It disrupts the office and the class when delivering special food.

Special Events

Special events are planned throughout the year for family participation. These events include such things as: book fairs, open house, Thanksgiving feasts, Christmas events, End of Year Program, etc. You will be notified in advance of these events by your child's teacher.

Toilet Training

We work on skills for potty training through out the two year class as the child shows and interest. We ask if a child is not completely potty trained that they wear pull ups to school. If a child has an accident, it is very unsanitary for the other children if the carpet gets soiled.

Children enrolling in the three, four and five-year old classes should be toilet trained prior to classes beginning in September. We do allow for a grace period through October 1.

Who May Pick Up Your Child

No child will be released to a person without verbal or written authorization by a parent given to the teacher or filed in the office. Emergencies will be handled by the Director on an individual basis. The parent must advise the Director or teacher if someone other than the parent or designated person is to pick up the child. That person will be required to show his/her identification to the Director or teacher before the child is released.

Withdrawals

If it becomes necessary to withdraw a child from the school, the parents should inform the Director in writing **30 days prior** to the date of withdrawal. **The parents are financially responsible for that final month.**

For example, if a child needs to withdraw from school March 1st, the parents would need to submit a letter to the Director by February 1st and pay for the month of February. If the Director was not notified that the child was leaving one month prior, the parents would be responsible for the next month's tuition as well. **The May 2027 tuition does not constitute the final month.**