



**The Fellowship's  
Weekday Preschool Program**

# **Parent Handbook 2024-2025**

**Treasure Cove**

**Mission**

The mission of Treasure Cove is to provide comprehensive childcare and education for children and their families in a Christ-centered environment as we help children develop physically, mentally, emotionally, socially, and spiritually.

We wish to help parents establish biblical foundations in their children's lives that one day will lead them into a personal relationship with Jesus Christ, represented by a life filled with the Fruits of The Holy Spirit; Galatians 5:22-23.

Treasure Cove does not discriminate against applicants or students based on race, color, national or ethnic origin.

**Goals**

- To encourage children to begin to understand Jesus' love and teachings
- To help children develop a positive self-concept
- To have children feel cared for, loved, and secure in a Christ-centered program
- To help children enjoy and feel successful in learning
- To develop each child's physical skills including the use of small and large motor skills
- To encourage the development of each child's language, spiritual, and creative development
- To encourage children to work and play with others
- To provide a safe and fun place to search out and explore the marvelous wonders of God

**Curriculum**

Treasure Cove uses modified versions of Horizons, Quirkles (science), and Learning Without Tears. Learning centers, group activities, and music and movement are used to encourage children to learn as they play. Our curriculum is activity-based and child-centered. It encourages creative expression, invites conversation/communication, and provides a flexible schedule within a familiar routine for preschoolers. A typical day will include a wide variety of learning experiences that incorporate both group activities and independent learning tasks in the area of education, art, music, and story time. Built into these activities are many opportunities to share Biblical truths. Teachers will teach through use of conversations, stories, songs, prayer thoughts, and Bible thoughts as preschoolers are involved in activities. Close contact with teachers in the surrounding school districts is maintained to prepare the preschoolers for kindergarten.

**Daily Activities**

Treasure Cove provides a carefully planned curriculum developed by the director and teachers. Our teachers encourage creative freedom through free play, imaginative play, arts and crafts, music, science, math, and gross and fine motor activities. What looks like play to the observer and feels like play to the child, is a carefully planned program, developed to build self-confidence, expand understanding, teach responsibility, and increase motor skills. The children participate in Music & Movement class and recess each day. They also have Chapel twice a month.

Daily activities planned by the individual teachers include:

- \*Independent Play
- \*Crafts
- \*Language Arts
- \*Creative Arts
- \*Group Play
- \*Outside/Large Motor Play
- \*Bible
- \*Music
- \*Math & Science Skills

### **Active Play**

The children participate in Music & Movement class and recess each day to have over 40 minutes of active time. We follow KISD's cold weather response plan, which includes staying indoors when the temperature falls below 20 degrees.

### **Faith Development**

Parents are a child's first and most significant spiritual guides. Being church-sponsored, Treasure Cove sees it as its responsibility to interpret everything a child experiences in terms of God. We pray before eating; we share stories from the Bible; we focus on a Bible verse/story each week.

### **Registration Fee**

A non-refundable/non-transferable registration fee of \$175.00 – \$230.00 per child will be paid during registration. This fee is not applied towards annual or monthly tuition fees.

\*A supply fee is included in this registration fee for each child and it will cover the cost of materials and most general classroom supplies. From time to time, your child's class may have an additional, specific supply list depending on the classroom activities at the time.

\*The four-year-old classes will have an activity fee due the spring semester. This fee will cover the field trip and graduation.

### **Tuition Payment Policy**

Tuition is due on the 15th of each month from August through April. A late fee of \$25.00 will be assessed if payment is not received by the 15th day of the month. If payment is not received by the end of the month, then the student will not be permitted to return to school until payment has been made in full. Treasure Cove will provide a form for how to set up your "My Procure" account online. Your family will have the option to pay with a credit card (with a 2.85% processing fee) or with a monthly automatic withdrawal from your checking account (1% processing fee.) Tuition is due regardless of absences, illness, nonattendance, disciplinary reasons, scheduled class closings and holidays. No refunds or "make ups" are made if students are not able to attend. Holidays and school closings have been considered when tuition is set, there will be no refund or "make ups" for these days or any inclement weather days.

\*There is a 10% sibling discount.

### **Tuition Assistance Policy**

Please reach out to the director if your family needs assistance with tuition due to financial hardship or temporary extenuating circumstances, such as job loss, health issues, or a death in the family. The Advisory Board will advise on a case-by-case basis.

### **Parent Responsibilities**

A key to the success of preschoolers is a positive team effort between parents and the school. From time to time, parents may be asked to share with the classes their special interests and skills, to assist at designated times, and to participate in parent conferences.

#### **Each parent is expected to:**

- Pay monthly tuition in advance by the 15th of each month
- See that your child is delivered and picked up at the proper times
- Assess your child's health and keep him or her home when it is necessary
- Call or email the director/child's teacher if your child will be absent
- Provide appropriate snacks and supplies on occasion
- Keep your child's teacher informed about important events in the child's life
- Communicate with the director about your child's experience in Treasure Cove

### **Conferences**

Teachers are happy to talk to you if you have questions or concerns. Any messages to the staff should be delivered in writing. No verbal messages by the child will be accepted. Teachers are not allowed to discuss matters concerning another child. If you have a concern to discuss with your child's teacher, the teacher will be happy to schedule a meeting (along with the director, if requested). If your concern requires immediate attention, the teacher will locate the director to meet with you. Please do not discuss your concerns, whether about a child or an adult in front of the class.

### **Observation**

Parents are welcome and encouraged to visit Treasure Cove at any time. Parents are asked to be courteous and not interrupt the learning process.

### **Parent Volunteers**

Our parent volunteers are a vital part of events at Treasure Cove. These volunteers help with special events and help organize parties held throughout the school year.

### **Parking**

Please park only in designated parking spaces. Parking in undesignated parking areas may prevent the visibility of children. **Only parents with non-walking baby siblings may park in the drop off lane in front of the building at drop off and pick up times.** Please always leave the handicap driveway clear. Never leave your valuables in your car and always lock your doors.

## **Discipline**

Treasure Cove will provide a positive environment of instruction and guidance in helping children to learn appropriate behavior in the classroom. Positive behavior will be rewarded with praise and recognition. Inappropriate behavior will be handled by verbal correction, redirection, and an area for taking a break, if necessary. With extreme behavior, the child will be removed from the classroom and sent to the director. Behavior reports are written when a child displays extreme disruptive behavior. If a child does not conform to school policies, Treasure Cove reserves the right to remove the child from the program.

During rest time, all children are required to remain quiet and be on their mats for a minimum of 20 minutes. Parents will be required to pick up their child early on any day that he/she is unable to follow this guideline during rest time. Tuition will not be prorated.

## **Discipline and Guidance Policy**

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or taking a break from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Treasure Cove teachers are competent and experienced in working with young children; however, our setting is not designed, nor are all of our staff trained to handle children with extreme developmental delays, severe physical handicaps, or very difficult behavior problems. Our school has a strong Christian commitment to work with and to help the children and families in our school within our capabilities. For children who have needs we feel we may not be meeting adequately, recommendations will be made for professional evaluations, which could result in suggestions for an alternative schooling environment.

## **Illness**

Your child can only enjoy participating in the activities of Treasure Cove when he or she is well. Your child should not come to our program if he/she:

- 1. has had a fever (over 100 degrees), vomited, or had diarrhea in the previous 24 hours.**
2. has a sore throat.
3. has a rash or skin eruption. These do include chicken pox, measles, molluscum, or other like sores being suspected.
4. has inflammation of the eyelids.
5. has head lice.
6. is fussy, cranky, or generally not him/herself.
7. has excessive nasal discharge that is not clear in color.

If a child becomes ill while at Treasure Cove, the parents will be called and are expected to take the child home or otherwise arrange for care in another location. If the parent cannot be reached, the emergency contact person will be notified. It is imperative that the school have current contact numbers. We are concerned about the health and safety of each child and must take steps to see that those who are ill get the proper care as well as keeping those who are ill separated from other children in our care. We understand that there will be times when your child must be absent. Please let us know as soon as possible when this happens by calling Treasure Cove at 281-395-3950, ext. 330. When you call, please leave your child's name and teacher and the reason for the absence. You can also email the director at [jen@thefellowship.org](mailto:jen@thefellowship.org).

Parents must notify the school if their child develops a contagious disease/condition (Chicken pox, scarlet fever, hepatitis, impetigo, pink eye, head lice, any intestinal diseases, E. coli, giardiasis, molluscum, meningitis, salmonellosis, TB, hand, foot and mouth disease, measles or mumps). Parents of children in a classroom where a child has developed any of the above will be notified. A physician's release note must be presented for the child to be able to return to school in the case of a communicable disease or any of those listed above. Please note, Treasure Cove reserves the right to request a physician's release note for any health condition we feel necessary.

Please note that if your child cannot go outside or otherwise participate in daily activities with the class, they should not come to preschool unless the parents are able and willing to stay with their child during that time. We do not have staff to stay with children who are separated from their class.

Please let us know if your child has experienced or is experiencing a traumatic situation at home. The school staff will always be supportive. The church staff is also available to help in difficult situations.

## **Potty training**

All of our three-year olds and older are expected to be potty trained upon the start of school. We know that potty training is different for each child; therefore, we are willing to help in this process in our two-year-old classes if they are showing signs of being ready to begin the process.

**Our definition of potty trained is being able to verbalize that you need to potty and using the potty on your own.**

## **Dress Code**

At all times, students should wear closed-toed shoes, preferably tennis shoes (No boots, sandals, or crocs.) Some of our activities may be messy and accidents do happen, please wear comfortable clothing appropriate for indoor and outdoor play. Any coats, jackets or other loose articles should be labeled with the child's name. A canvas tote bag will be provided for all classes. It will be handed out at "Meet the Teacher". Each child will need to bring a spare set of clothes, packaged in a Ziploc type bag to be stored in his/her bag for Treasure Cove. Please include a pair of underwear, a shirt, a pair of pants, and socks. Make sure that you check and replenish these items as needed. If your child is potty training we will assist in that process, you need to provide at least 3 sets of clothes. For children not yet potty trained, please include a minimum of 3 diapers and wipes for each day. For your child's safety, do not send your child with a necklace or garment with drawstrings. Students are requested not to bring personal items except at the request of their teacher. Treasure Cove is not responsible for personal items brought to school.

## **Snack and Lunch/Nutrition**

The children will have a snack time each day. The parents will provide a healthy snack for their own child. Parents may provide treats (store bought only) for birthdays and may be asked to provide special treats for holidays and special events.

Please send a nutritious lunch and drink with your child to school each day. We are not able to refrigerate or microwave food for students. Do not send any kind of soda, foods high in sugar, or glass containers. Please choose a variety from the basic food groups when selecting food for your child's lunch. Gum and carbonated drinks are prohibited at Treasure Cove.

## **Food Allergies**

If your child has allergies to certain foods, please highlight this on their enrollment forms. Your child's health and safety are of great concern to us, and we will take all precautions that we can to ensure their safety. If this is a severe allergy that requires life-saving precautions (ex. an EpiPen), you will be required to have your doctor fill out an Allergy Emergency Plan. If you have questions or concerns, please feel free to discuss them with your child's teachers and directors.

## **Rest Time policy**

Children rest on a mat each day for rest time. Times vary with age, but the minimum time is 20 minutes. If your child is uncooperative during rest time, you will be called to pick him or her up and he or she will not be able to return to school that day. Please send a mat and a small blanket with your child for rest time.

## **Birthdays**

We try to make birthdays a special time for the children in Treasure Cove. You can supply treats on your child's birthday (store bought treats only). Please notify the teacher in advance of the birthday. No birthday parties will be held at school. Please do not send birthday party invitations to school with your child unless there is one for each child in his or her class.

### **Arrival/Departure Procedures**

Doors will open at 8:55 am and teachers will be at front or back door to greet children. All children should be in their classrooms by **9:10 am**. It is important that children be on time to begin each day. If children are late, it is difficult for them to focus on the current activities and have a sense of accomplishment by the end of the preschool day. Please say goodbye to your child at the door, hand their supplies to them or the teacher depending on the age of your child.

Dismissal begins at **2 pm**. Parents must check their child out each afternoon.

### **Late Pick-up Fee**

Children become anxious when parents are delayed, and teachers have other scheduled commitments at the end of the preschool day. If you find that you have an unavoidable situation and know you are going to be late, please call the school so that plans for supervision of your child can be made. Children not picked up by 2:10 will be left in the Director's care. You will be assessed a late fee of \$5.00 for the first five minutes and \$1.00 for every minute increment after 2:15PM. Late fees will be paid directly to the director. Late fees will be charged regardless of notification.

### **Security/Release of Children**

Security is of the utmost importance at Treasure Cove. Our school is equipped with security cameras. All visitors in the building will be required to sign the Visitor Log upon arrival.

Children will only be released to people named on their enrollment form. Parents must inform the director in advance in writing if a person picking up their child is not listed on these forms. A driver's license is required of all people designated to pick up children at Treasure Cove and will always be checked before releasing a child. Please keep this information current.

In the case of divorced or separated parents, Treasure Cove requires a certified copy of the current custody order. This information is kept confidential, but it is necessary that the director has copies of any pertinent legal documentation. The individuals designated by the custodial parent to pick up his or her child in case of emergency will be the only people to which the child is released. These individuals must provide a current driver's license.

### **Hold Harmless Release**

If you use The Fellowship's playground after hours, you must supervise your child(ren). Treasure Cove and The Fellowship cannot be held responsible for any accident that could take place, and that you are solely responsible for any damages caused by or occurred by your child after hours.

### **Weather/Fire/Disaster Procedures**

When Katy ISD schools are closed or delayed opening due to inclement weather, Treasure Cove will also be closed or delayed. Treasure Cove reserves the right to close school early if we feel that the weather warrants it. Please check Treasure Cove Facebook and you will receive an email regarding school closings or delayed openings. **We do not make up days lost to weather or other emergencies.**



## **Emergency Procedures**

Children will be instructed in emergency procedures regularly. All staff will be involved in monthly fire drills; lockdown drills and natural disaster drills every 3 months. These drills help the children become acclimated to emergency situations in a non-threatening way. In the event of damage to the structure our relocation facility is the Katy YMCA. Students will remain with their teacher and class until released to a parent or guardian. If you would like to see our full Emergency Preparedness plan it is available upon request.

## **Pest Control**

The Fellowship has quarterly pest control by Modern Pest Control. The company uses environmentally safe materials.

## **Injury**

First aid kits are in each classroom and the kitchen area. Should a child sustain a minor injury, basic first aid and lots of love and care will be administered. An incident report will be filled out and parents will be notified. In the event of a more serious injury, emergency medical care will be requested, and parents immediately notified. If a parent cannot be reached, the emergency contact person will be notified, and the child's physician will be consulted for medical advice.

## **Medication**

The teachers and director will not administer medication, vitamins, or other such substances. Please apply bug spray or sunscreen before arriving at school. If your child has a life-threatening reaction to food or an environmental factor, we require an Allergy Emergency Plan signed by your child's doctor. There is a separate form for each medication that includes dosage. These include medications like inhalers, EpiPens, and Benadryl.

## **Vision and Hearing**

Texas Department of Health requires all 4 and 5 year olds to have a new vision and hearing screening on file. **Parents must have this screening done by their child's physician.**

## **Immunization**

Completed Statement of Health forms for students are required upon enrollment. Each child must also have a certificate of immunization on file. All immunization records need to be current and on file prior to the beginning of each school year.

Chapter 97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas Immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief and active duty with the armed forces of the United States. The school will accept only official affidavit forms developed and issued by the Texas Department of State Health Services (DSHS), Immunization Branch. No other forms or reproductions will be allowed. See <https://www.dshs.texas.gov/immunizations/school/exemptions> for more information.

Treasure Cove does not require employees to show proof of immunizations.

### **Children with Disabilities**

Treasure Cove will accept children in compliance with the Americans with Disabilities Act (ADA), its regulations and any other applicable local state or federal laws pertaining to the provision of services to those with disabilities. However, due to financial limitations, (funding for additional staff, or special education training for staff) there may be situations in which recommendations will be made for professional evaluations which could result in suggestions for an alternative schooling environment. Each situation will be handled on a case-by-case basis during each school year.

### **Field Trips and Classroom Visitors**

The 4 year old classes may have a field trip where they will leave the campus. All classes will participate in special visits from the community; such as the fire department and dentists. Parents will be notified of all field trips and visitors to Treasure Cove. Transportation for the field trips will be provided by the parents. There will be specific field trip permission slips, and parental release forms as needed for each specific trip.

### **Lost and Found**

Children's clothing and personal articles should be labeled with their name. "Found" items without a name will be placed in the Lost and Found in the office. Unclaimed Lost and Found items will be donated to Katy Christian Ministries or other charitable organizations.

### **School and Staff**

Our staff has been carefully selected and each person is expected to show the life of Christ by example, faith, love, forgiveness, and Christian service. All staff members are Christians whose teaching and personal life reflects their faith. They are chosen based on education and their understanding and love of children. The staff members are all well-trained and well-qualified. Using appropriate methods, teachers assess and inform parents of children's progress and/or goals for developmental progress. Hiring practices are non-discriminatory.

Classrooms are safe, clean, and arranged to accommodate children individually, in small groups and in a large group. Rooms contain building block and dramatic play areas, a reading/book area, and spaces for creative arts and manipulatives. Age-appropriate equipment is available outdoors on the playground.

### **Training and Staff Development**

Treasure Cove staff are required to have 24 hours of early childhood education and staff development training each year. The director is required to have at least 30 hours of training each year. CPR and First Aid training are required every other year. Attendance at workshops and in-service sessions is required to ensure staff development.

### **Pre-employment and Criminal History Check**

All staff are required to have orientation training, pre-service training, and a notarized statement of non-participation in a felony. Each employee must pass a thorough criminal history background check in accordance with the Texas Department of Protective and Regulatory Services.

## **Gang Free Zone**

Under the TX Penal Code, any area within 1000 feet of any childcare center is a gang free zone, where criminal offences related to organized criminal activity are subject to a harsher penalty.

## **Childcare Licensing**

Our most recent childcare licensing inspection is posted, and a copy of the minimum standards is available for review upon request. If you have further questions or need to contact the childcare licensing office the phone number is 713-287-3238. The DFPS abuse hotline is 1-800-252-5400, and the DFPS website is <http://www.dfps.state.tx.us>.

## **SUSPECTED CHILD ABUSE/NEGLECT POLICY**

State law requires all staff members to report suspected child physical, emotional, and sexual abuse, and neglect. Any staff member who suspects child abuse or neglect must immediately report it directly to Childcare Licensing and also to the Director. Once the case has been reported, Department of Family and Protective Services will investigate and notify the school. To make a report, call the DFPS Statewide Hotline: 1-800-252-5400 or online at <http://www.txabusehotline.org/Login/Default.aspx>.

### **PROCEDURES FOR REPORTING SUSPECTED ABUSE:**

1. All employees must report any suspected child abuse cases to the Child Abuse Hotline. A person may not make the independent determination of whether a report is necessary or not. Teachers must also report any suspected abuse to the Director.
2. The Director must send a written report of suspected child abuse to the Department of Family and Protective Services (DFPS) of the alleged abuse within 48 hours.
3. When reporting suspected cases of child abuse, you must include the following information:  
Name and age of child, child's present location, type and extent of abuse, and the name and title of the person making the report.
4. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

Preventing and responding to abuse and neglect of children requires:

## **STAFF TRAINING**

Treasure Cove will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 7 days of their hire date. Any new staff hired during the school year will document such orientation in the employee's file. All employees must complete at least one clock hour of annual training from the Department of Family and Protective Services Website:

<http://www.dfps.state.tx.us/Training/Reporting> or other source including but not limited to face to face and /online training.

## **PARENT EDUCATION**

The Child Abuse and Neglect Policy will be given to all parents in the Treasure Cove Parent Handbook. Parents will be informed of available community resources from the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These include the Help for Parents, Hope for Kids campaign, which reaches out to parents with advertising and inspirational testimonials, and gives them a website: <http://www.helpandhope.org> (to connect them with prevention and support services statewide).

## **HOW DO I KNOW IF IT'S ABUSE OR NEGLECT?**

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC):  
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm.

Sexual conduct harmful to a child's mental emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.

Neglect includes the following acts or omissions by a person:

Placing a child in or failing to remove a child from a situation in which a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child.

Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.

The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

**What if I'm not sure it's if it's neglect?**

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone call or Internet report to the Texas Abuse Hotline.

**Worship at the Fellowship**

The Fellowship extends a warm welcome to all Treasure Cove families to join us for regular worship and during special celebration events. The music is contemporary, the dress is casual, and the messages are always inspiring. We use multiple forms of creativity to praise God and to communicate truth about God and man's relationship to Him. Our worship times are as follows:  
Sunday morning at 9:00 am and 10:45 am

Please see the director or any church staff member to inquire about these activities.

**Parents will be informed of new policies and policy changes by a written notice home if changes are made within the school year.**