

Foundry Preschool

8350 Jones Road Houston, TX 77065 - 713-937-0865

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www.Foundrypreschool.com

Email: Foundrypreschool.org

PHILOSOPHY

Foundry Preschool was formed by and remains accountable to the authority of the Administrative Board, Council on Ministries and Christian Education Department of Foundry Methodist Church. The school is a state licensed childcare facility and service-outreach ministry of the church. The school does not instruct children in any particular religious doctrine, but is dedicated to modeling the Christian lifestyle to children and their families so they may fully experience and learn what it means to be a child of God.

Every child is a unique creation of God. Therefore, each of God's children has an unlimited worth and a valuable contribution to make in his or her lifetime. We will teach the children entrusted to us loving, caring ways to relate to each other.

We believe that God is just. Therefore, we will strive to be trustworthy ourselves and teach children to be fair in their relationships with others. We also believe that God allows us to freely choose how we will live. We will give children safe choices and allow them, as much as possible, to experience the consequences of their decisions.

God gives everyone creative potential and intends that we be responsible for our creations. Therefore, we constantly seek to provide every child with opportunities to explore his or her own creativity, to learn and to understand. We also encourage the children to develop the ability to think logically, organize thoughts coherently, plan constructively and evaluate thoughtfully with humility, humor and hope.

Last, we believe in God's forgiveness and will strive to teach and model his precious gift so that students, teachers and parents learn to forgive themselves and each other. Through grace, all of us can choose to experience rich and productive lives without fear of failure – and with courage.

MISSION STATEMENT

The purpose of Foundry Preschool is to provide a rich, wholesome, and age appropriate learning experience in a Christian environment.

TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES

Foundry Preschool 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.dfps.state.tx.us

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 any time you wish to contact childcare licensing you may do so by calling their main number, 713-940-5200.

CURRICULUM OPTIONS

Mother's Day Out

Any child between the ages of 15 months and 35 months as of September 1 may enroll in the Mother's Day Out program. Classes are curriculum based with a variety of themes, Bible stories and basic learning concepts accompanied by art activities. Teachers have at their disposal basic art supplies, stories, songs, exercises, free play and playground time. All children will attend a music class. Foundry Preschool provides a morning snack for all children and a lunch should be brought from home. Teachers cannot heat children's lunches and food items should be pre-cut into bite size pieces. Following lunch, MDO students nap on a nap mat or blanket brought from home. Classes meet from 9:15 a.m. to 2:10 p.m.

Turning 3's

The Turning 3's class is for children who celebrate their third birthday in the months of September through January of the current school year. This is a bridge class between Mother's Day Out and Preschool. The curriculum is closely related to Preschool, however the class is not quite as structured. Children registered in this class do not have to be potty trained, but will be strongly encouraged in class to work toward that goal. The class attends weekly Chapel, library and music/movement classes. Socialization, following directions and working in a group are major objectives. The children are provided with a snack and a lunch brought from home (lunches cannot be heated at school). A blanket or nap mat should be brought for a naptime following lunch. Classes meet from 9:15 a.m. to 2:10 p.m.

Preschool

Once children turn three by September 1, parents may put their child in the Preschool program. Preschool classrooms are set up in learning centers that encourage children to experiment, explore, create and discover with the opportunity to make free choices and decisions. Learning centers include: home living, blocks, books and listening, cooking and creative art and much more. The PreK classes include centers in math, phonics and science. Group activities include music, Bible activities and gross motor skill development. On good weather days classes will take advantage of the outdoor playgrounds. If weather does not permit playing outside, the teachers utilize a full size gym with age appropriate toys for active play (Jones Rd. only). Each class attends Chapel, library and music/movements classes once a week. This program is designed for children who are potty trained. A \$25 fee will be charged per month for any child not completely potty trained.

Bridge (offered at Jones Rd Campus only)

The Bridge program is a class for children who turn five by September 1. It is for children who are ready age-wise to go to Kindergarten, but need an extra year to grow either developmentally or academically. The Bridge class meets 4 days a week (Mon. - Thurs.) from 9:15 a.m. to 2:10 p.m. The program consists of a combination of PreK and Kindergarten curriculum and offers the same enrichment activities such as Chapel, Library and Music.

Teachers in all Preschool classes plan lessons around the four seasons, holidays and various themes, such as transportation, weather, circus, rodeo, dinosaurs, etc. Creative art, songs, finger plays and stories are always coordinated with the unit of study. Monthly calendars inform parents about units of study and activities. Socialization, following directions and working individually and in groups emphasize independence. Classes meet from 9:15 a.m. to 2:10 p.m.

ACTIVITIES

The Foundry Staff provides activities to meet the following goals:

- To encourage each child's expression of his or her feelings and needs in constructive ways.
- To strengthen awareness of individuality, independence and self-confidence.
- To encourage each child to learn appropriate times of cooperation with other children and the teacher while maintaining his sense of independence.
- To engage in large muscle movement and to provide opportunities to explore small muscle skills.
- To provide parental involvement as an integral part of the educational program for young children.
- To explore various play and structured learning activities such as blocks, books, art, music, movement and games; to sharpen observation, following directions and communication skills.
- To provide each child with the opportunity to grow in awareness of the love of God and our natural world.
- To offer activities to ensure that by the end of PreK every child has been given the opportunity to academically prepared for Kindergarten.

RELIGIOUS EDUCATION

The Preschool staff are Christians dedicated to creating an environment through which all students will experience the love of Christ and the beauty and miracles of God's world. Bible stories will be read and Bible lessons taught; however, no church doctrine will be discussed. Chapel will be held once a week for Preschoolers. Prayers will be said before snack and meal times as well as other times of the day and joys and concerns will be discussed in the older age groups.

DISCIPLINE

Children will be disciplined in a positive, loving and caring manner. Teachers will strive to be consistent in their expectations of acceptable behavior and will direct children to approved, appropriate outlets for aggressive feelings. Children are not spanked or isolated as a form of punishment. Teachers are trained in a Healthy discipline method called "CDOT" (*C – choice is made, to misbehave, by the child, D – distance is created between adult and child, O – order or command from adult to child, T - talk about what child will do next time.*) If this method is not effective, a discipline form will be given to the director and a copy will be sent home. If problems continue a conference will be set up with a plan established.

STAFF EDUCATION

Our experienced staff participates in at least 24 hours of continuing education throughout the year relative to the developmental and educational needs of young children. Each teacher is also trained in CPR.

SUBSTITUTES

In the event a teacher needs to be absent, a substitute will be called from the substitute list in the office. If you would like to be placed on that list, please come by the office.

PARENT CONFERENCES

All of the teachers are available to discuss any concerns you may have about your child at any time during the school year. Write the teacher a note and she will call you at a convenient time to discuss your concerns. Please do not confer with the teacher at the classroom door. Conferences may be set up at any time throughout the year.

PARENT TEACHER ORGANIZATION (PTO)

Foundry is very proud of its active PTO. It is a very worthwhile and beneficial organization to our program. The PTO coordinates and staffs school fundraisers and special event days. Meetings are held during the day and all parents are invited and encouraged to participate. Along with helping with various activities, it is also a fun way to get to know other moms and children in the program.

ENROLLMENT PROCEDURES

Preschool and MDO register annually, beginning in the spring. Church members and those already enrolled may register first before it is open to the public. All spots are filled on a first-come, first-serve basis. Children are placed in a class depending on his/her age as of September 1 and will not be moved to another class after his/her birthday.

REGISTRATION/MEDICAL FORMS

What you will need for registration:

- ❖ **Registration form**
- ❖ **Registration Authorization** (2 pages)
- ❖ **Medical form** - completed and ***signed by your child's physician*** is ***REQUIRED*** in order to secure a spot at registration! Please keep the school office informed of new immunizations and current health information.
- ❖ Check or Cash for **non-refundable annual registration fees**

TUITION

Foundry's Preschool and MDO are based on a nine-month (school year) commitment. Tuition is due monthly, and credit is not given for a child's absence nor do we offer make up days. Payment is due on the first day of the month with checks made payable to Foundry Preschool. A late fee of \$10 will be charged for tuition fees not received by the 10th of the month. All payments may be dropped in the tuition box outside of the office.

COMMUNICATION

Much of the communication with the school is done via email. Newsletters and/or calendars will be emailed monthly highlighting upcoming events and any policy changes. Along with your phone numbers and addresses your email should be supplied on registration forms. Please notify the school office if any of your contact information changes during the school year. Parents are encouraged to visit with the director with any questions, comments, compliment or concerns.

HEALTH

Your child's health is a matter of major importance to us. Precautions are taken at all times to safeguard the health of the group. This includes refusing to admit sick children into the class and isolating children who become ill during school hours.

Please keep your child home if he/she has:

- Has a fever or has had one during the previous 24 hours.
- A cold less than 4 days old.
- A heavy, thick nasal discharge, with yellowish or green mucus.
- A constant cough.
- Has had diarrhea or vomiting in the previous 24 hours.
- Symptoms of a possible communicable disease (please notify the Director).

If your child becomes ill at school or has a fever of 100 or higher, he/she will be removed from the others and placed on a mat to rest (as done in the public school.) You will be called immediately. We will keep the child as comfortable as possible until you can pick him/her up. Please make sure all emergency phone numbers are up to date in case you cannot be reached. If there is an emergency and time allows, you will be called first, otherwise 911 will be called.

MEDICATION

If your child needs to be given medication at school, please do the following:

- Make sure medication is in original container.
- Write child's name on container.
- Write and sign note with type of medication, time to be given and amount.
- Send medicine spoon.
- Medicine should NOT be mixed with a drink in a sippy cup and brought to school.

CPR

All Foundry staff are CPR trained.

VISION AND HEARING

Each child in the PreK and Bridge programs will be given the opportunity to have their vision and hearing checked at school for a nominal fee or they may take their child to their own personal physician. If you choose to use your own doctor please make a copy of the report so that it may be kept in your child's file.

OBSERVATIONS

Foundry Preschool operates under an open door policy where any parent is welcome to observe his or her child without prior approval. A parent is always welcome to review the minimum standards and the day school's most recent licensing inspection report which is posted in the office. On this report are instructions on how a parent may contact the local licensing office, PRS child abuse hotline and PPS website. Any parent is welcome to participate in any activities sponsored by the school.

THE SCHOOL YEAR AND HOLIDAYS

Foundry Preschool begins approximately one full week after Cy-Fair ISD begins and will end around the week before Cy-Fair lets out. Holidays will coordinate as much as possible with the Cy-Fair ISD calendar with a few exceptions, please refer to your calendar for these dates. No credit on tuition will be given for scheduled school holidays and vacation periods. An in-service day during the spring semester may be scheduled and used for teacher training.

SCHOOL CLOSINGS

Foundry Preschool will follow Cy-Fair ISD as for as school closings due to inclement weather or conditions from inclement weather. ***It is not our policy to make up missed days due to weather or unforeseen circumstances which prohibits the use of Foundry UMC buildings nor will there be any tuition reimbursement.*** Foundry Methodist Church is designated as a Red Cross Shelter if the need arises. Precautions and security will be taken into account if the church does open its doors to the Red Cross. Communication will be done as much as possible through email, but expect a call from your child's teacher if there is a school closing.

ARRIVALS AND DISMISSALS

Classes begin at 9:15 a.m. and dismiss at 2:10 p.m. Children should not arrive before class starting time as teachers need this time to prepare their classrooms for the day and are not free to supervise children until the class start time. Likewise, a child may feel uncomfortable arriving late, realizing everyone else has become involved in the day's activities. School is out at 2:10 and children should be picked up at that time. There will be a \$15 late charge if a parent does not arrive before 2:25 to pick their child up. If a parent is later than 2:45, the charge increases to \$35.

RELEASE OF CHILDREN

No child will be released to anyone other than a parent unless written authorization by a parent is presented to the teacher or is on file in the Director's office. All children are given a security code number that will be required from anyone picking up your child. Parents must also provide the security code number if a substitute teacher is in the classroom. The security system is for your child's protection. Emergencies will be handled on an individual basis. If someone new is picking up your child, please send their driver's license number along with written permission and tell that person your child's code number. If you don't know their license number, they will be asked to show it to the teacher before the child is allowed to leave.

ALLERGY AND CONFIDENTIAL CHILD INFORMATION FORMS

At the beginning of the school year an allergy information form and a confidential form will be provided for each student. Completion of these forms help the staff get to know your child a little better and make us aware of any allergy concerns. In addition to orally informing your child's teacher, please use these forms to inform your child's teacher about any relevant information or special circumstances. On the allergy form please include severe allergies or other medical conditions.

PRESCHOOL EVALUATIONS AND PARENT CONFERENCES

A preliminary evaluation of every PreK/Bridge student will be done during the first few weeks of school. All Preschool students will have a mid-year and end-of-the-year evaluation. PreK/Bridge parent conferences are scheduled for the end of January. If at any time throughout the year you have a concern please contact your child's teacher.

FIELD TRIPS

Rather than taking field trips away from school, the children will participate in "in-school" field trips. 3's and Prek students will participate in one off campus field trip a year. Every child's parent must drive and be responsible for their own child and stay at the location. If they are unable to attend, they may give written permission for another parent to take on the responsibility of transporting and supervising the child at the field trip. Two weeks before the event a permission slip will be sent out.

EMERGENCY PREPAREDNESS

Fire drills are conducted monthly with bad weather drills conducted every three months.

If there is an emergency on campus where the children need to be evacuated to a different location, it is the first responsibility of staff to safely move the children. There is a relocation plan located near the door in each classroom with both inside and outside safe areas along with 2 exit paths or an alternate shelter:

For Jones Campus:

Cy-Hope, 17401 Village Green Dr., Houston, TX 77040, 713-466-4673

For Fry Campus:

Bridgeland Community Center, 16902 Bridgeland Landing, Cypress, TX 77433

281-304-1318

Preschool children will be walk or ride the church bus with the supervision of all school staff. Cell phones will be used to communicate within the staff.

Emergency telephone number on file with licensing is 713-940-5241 and the statewide number is 1-800-252-5400 or if available by the licensing website www.dfps.state.tx.us.

Local authorities will be called at 911 by the Director or designated person in charge by cell phones. Parents will be notified by cell phones.

Each teacher as well as Director and administrative staff will be responsible for taking emergency contact information and security codes that are in the attendance notebooks and binders in the office.

GANGS

Foundry Preschool does not participate in nor condone anyone associated with gangs. All suspicious activity will be reported to law enforcement.

WHAT TO BRING TO MDO

Each child should bring a child friendly lunch and a drink for the noon meal. Lunches cannot be heated at school and foods should be peeled and/or pre cut and ready to eat. Toddlers should bring 2 spill-proof plastic drinking cups (spill proof cups with flexible straws is what is recommended by the state) daily. Only disposable diapers are used - please include plenty for changes. All children will need a change of clothing in case of accidents. Toys should be left at home except for the special "security" blanket, pacifier or toy for comfort at nap time. Clearly **LABEL ALL** items that your child brings to school. Special instructions to the teacher should be written and delivered to the teacher at drop off. All children will need a blanket or mat for naptime.

WHAT TO BRING TO PRESCHOOL

We ask that you encourage your child to leave his/her toys at home. If children do bring toys to school for Show & Tell days, please label the toy carefully with the child's name. You will need to send a "child friendly" lunch for your child in a labeled lunch box. Your child should be able to handle all items with little or no help. One big goal for the preschool program is independence and it helps when the child is capable of taking care of himself. Please do not send soft drinks, Gogurt or anything that needs to be heated. Each child should have a bag or backpack, labeled with his name and large enough to put his work, lunch box, etc. in. We ask that each child have a change of underwear and clothes in his or her backpack. For PS 3's include a small blanket or towel for quiet time after lunch. We encourage each child to carry and put away his/her own belongings as some of the values to be learned are independence and responsibility. Please label all belongings your child will bring to school.

WHAT NOT TO BRING TO SCHOOL

Absolutely **NO** guns, war toys or any other toys of destruction are permitted at school. No party invitations, small gifts or other items will be passed out at school unless the entire class is included.

WHAT TO WEAR

Children should dress in comfortable, washable clothing that allows for freedom of movement and ease in going to the bathroom. Shoes should be closed toed and closed healed, no sandals, flip flops or slides. Non-slip shoes and warm coats for cold weather are a must. We will strive for the children to go outside, even for a little while, to get some fresh air if it is not raining.

WHAT ABOUT SNACKS

A mid-morning snack will be provided by the school. Preschool parents are occasionally asked to supply items for special cooking projects. Snacks served include: graham crackers, Ritz crackers, vanilla wafers, goldfish, animal crackers and Cheez-its. Preschool classes may participate in cooking activities and parents are given the opportunity to bring ingredients. The school is not responsible for providing meeting daily nutritional requirements.

BIRTHDAYS

A birthday is a very exciting event for any youngster. If you wish for your child to celebrate his/her birthday at school with his classmates, let the teacher know in advance. You may bring cookies for each member of the class (**please, no cakes or cupcakes or anything with icing**). We ask that no party favors, candles, presents or games be brought to the classroom. This is just a time to share a special snack with the child's friends. Summer birthdays will be celebrated during the year. Ask your teacher when she will be celebrating those. The child will be honored at the regularly scheduled snack time. Invitations for private parties may be passed out in the classroom or in the hallway if **ALL** children in the class are invited to the party. Email lists and addresses cannot be given out for invitations.

PHONE NUMBERS

Jones Campus – 713-937-0865

Fry Campus – 713-937-0842

Department of Family and Protective Services – 713-940-5241

Foundry Methodist Church – 713-937-9388