



## **PARENT HANDBOOK**

2024

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### **Hours of Operation**

10805 Walnut Hill Ln  
Dallas, TX 75238  
Monday - Friday 8:00am-5:30pm

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## SECTION 1: INTRODUCTION

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### **WELCOME**

Thank you for choosing Petite Lumière Preparatory School for the development of your child. We are an early learning school that provides Christ-centered education to students with a focus on academic excellence, leadership development, and Christian discipleship.

We created this school with your whole family in mind. It is our honor to partner with you, the parents, to help your child reach their full potential. We believe the next generation will be a light in the world. That is why at Petite Lumière we don't just babysit; we build character and leadership skills while teaching curriculum at a young age. Our goal is for children to be prepared academically, stand tall as a leader, and know their life has immeasurable value.

We serve families by providing exceptional care and equipping them for the journey of parenthood. We have written this handbook to provide you with the information you will need as a parent at our school. Please keep this handbook for easy reference. We have included information about our program, staff team, policies, and state guidelines. We also shared tips on how to prepare your child for their first day of school and help them succeed in our program. You may ask us for our most recent inspection forms and minimum standards, and we will gladly share that information as well.

## SECTION 2: WHO WE ARE AND WHAT WE BELIEVE

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### OUR MISSION

We are on a mission to raise up Christ-like leaders who are a light in the world. “Petite Lumière” means “little light.” We encourage our students to be a light wherever they go - in their school, their families, their friendships, their sports teams and everywhere they may go. Children may be little, but their life has immeasurable worth and value with the ability to positively change the world.

### OUR IMPACT

We accomplish our mission by impacting one child, one parent, and one teacher at a time. The intentional care we provide for each person in the educational community sets us apart as a school. We value every “one” and believe:

- One child who grows in wisdom, stature, and favor *will be a light in the world.*
- One parent who feels seen, supported, and connected *will be a light in the world.*
- One teacher who is loved, valued, and believed in *will be a light in the world.*

### OUR CULTURE

We value and protect these truths within our school community. Each standard is foundational when we onboard new families, hire educators, and evaluate the success of our school.

- **We Preach the Gospel:** In our songs, our curriculum, with our words and with our lives. We celebrate and share the death, burial and resurrection of Jesus Christ in a way people can understand.
- **We Are Planted in Church:** Active involvement in a local church is how we stay healthy spiritually and connected relationally.
- **We Lead Like Champions:** Our confidence and competence is not based on our skill and talent, but on the glorious victory of our Savior Jesus Christ. We stand tall in that victory. Even our youngest children know: “I’m a leader, people follow me, I make wise decisions.”
- **We Serve the Whole Family:** Exceptional care goes beyond the child. Parent involvement is key to educational success. We believe families thrive in a life-giving community where parents feel encouraged and equipped.
- **We Believe the Best in Each Other:** Our parents, teachers, and administration partner together in a positive way to support the growth and development of our students. We communicate collaboratively with grace, encouragement and understanding.
- **We Continually Grow:** Our curriculum, events, and conversations are designed to help us grow in all areas of life. We love learning and strive to become better students, teachers, and parents every day.
- **We Respect Each Other’s Time:** Our school hours are designed to protect times of rest and encourage a healthy work life balance.
- **We Dress For Success:** Our appearance reflects the spirit of excellence and professionalism that our school carries.
- **We Create a Safe Environment:** Our words, our staff, our policies and procedures ensure the physical and emotional safety of the people we serve.

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- **We Speak the Truth in Love**: We don't shy away from conversations that make us better. We call each other higher and speak honestly with a heart of compassion.
- **We Value a Child's God-given Identity**: God wonderfully and immutably created each child as male or female to reflect the image of God. We raise our children to be in alignment with who God says they are.
- **We Love What We Get to Do**: It is our greatest joy and honor to be trusted with raising up the next generation.

## **WHAT WE BELIEVE - SHORELINE CITY CHURCH**

### **Holy Bible**

The Holy Bible, and only the Bible, is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible and inerrant (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

### **Trinity**

There is one God, eternally existent in three persons: Father, Son and Holy Spirit. These three are co-equal and co-eternal (I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11).

### **Jesus Christ**

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the Cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father and will return again in power and glory. (John 1:1,14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5).

### **Salvation**

We are saved by grace through faith in Jesus Christ; His death, burial and resurrection.

Salvation is a gift from God, not a result of our good works or of any human efforts (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).

### **The Church**

The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' great commission. Every person who is born of the Spirit is an integral part of the Church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ. (Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23).

### **Redemption**

Man was created good and upright, but by voluntary transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God (Genesis. 1:26-31, 3:1-7; Romans 5:12-21).

### **Regeneration**

For anyone to know God, regeneration by the Holy Spirit is absolutely essential (John 6:44, 65).

## **Repentance**

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance we receive forgiveness of sins and appropriate salvation (Acts 2:21, 3:19; I John 1:9).

## **Sanctification**

Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life (I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11).

## **Virgin Birth**

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; therefore, He is the Son of God (Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Matthew 1:18, 23-25; Luke 1:27-35).

## **Jesus' Blood**

The Blood that Jesus Christ shed on the Cross of Calvary was sinless and is 100% sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29).

## **Jesus Christ Indwells All Believers**

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to Him thus making Jesus the Lord of their life as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20).

## **Baptism In The Holy Spirit**

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6).

## **The Gifts Of The Holy Spirit**

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the Church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The Bible lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of biblical parameters. (Hebrews 2:4; Romans 1:11, 12 :4-8; Ephesians 4:16; II Timothy 1:5-16, 4:14; I Corinthians 12:1-31, 14:1-40; I Peter 4:10).

## **Two Sacraments**

Water Baptism: Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit (Matthew 28:19; Acts 2:38).

The Lord's Supper: A unique time of communion in the presence of God when the elements of bread and grape juice (representation of the Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross (Matthew 26:26-29; Mark 16:16; Acts 8:12, 36-38; 10:47-48; I Corinthians 10:16, 11:23-25).

### **Healing Of The Sick**

Healing of the sick is illustrated in the life and ministry of Jesus, and included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29).

### **God's Will For Provision**

It is the Father's will for believers to become whole, healthy, and successful in all areas of life. But because of the fall, many may not receive the full benefits of God's will while on Earth. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision in order to better serve others.

- Spiritual (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10)
- Mental and Emotional (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3)
- Physical (Isaiah 53:4,5; Matthew 8:17; I Peter 2:24)
- Financial (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19)

### **Resurrection**

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the Cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21).

### **Heaven**

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ (Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4).

### **Hell**

After living one life on earth, the unbelievers will be judged by God and sent to Hell where they will be eternally tormented with the Devil and the Fallen Angels (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8).

### **Second Coming**

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures (Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7).

### **THE CREED - SHORELINE CITY CHURCH**

I am loved by God. I cannot earn it. I cannot lose it. In Christ, I am forgiven and made brand new. I live with passion and purpose. I am empowered by the Spirit to be the church in the world and to live for the glory of God. Amen.

## SECTION 3: PROGRAM OVERVIEW

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### PROGRAM GOAL

We are an early learning school that partners with families to provide a Christ-centered education to students with a focus on academic excellence, leadership development, and Christian discipleship.

### HOURS OF OPERATION

Our school operates from 8:00am - 5:30pm to ensure there is plenty of time to learn during the day and enjoy family gatherings in the evening. Our standard hours of care are 8:30-5:00. We offer extended hours through our Sunrise and Sunset programs to support working parents. Sunrise is from 8:00-8:30 for all ages. Sunset is from 5:00-5:30 for children 18 months and older. Please let us know if you'd like to sign up for Sunrise or Sunset as it has a limited capacity.

We share building space with Shoreline City Church, located at 10805 Walnut Hill Ln, Dallas, TX 75238. On weekdays, the Kids Wing of the building is used for school purposes. On weekends, the building is used for Shoreline City Church services.

### AGE-BASED CLASSROOMS

Our space is designed to allow separation of age groups. Children transition into the next classroom on or within one month of their birthday based on availability and developmental readiness. The age-based classrooms are as follows:

- **Infant 1s:** 6-12 months
- **Infant 2s:** 13-17 months
- **Toddlers:** 18-23 months
- **Preschool 2s:** 2 years
- **Preschool 3s:** 3 years
- **Preschool 4s:** 4 years
- **Pre-K:** 4-5 years

### CLASSROOM RATIOS

We value low teacher to student ratios. Classroom capacities are based on the square footage of each room and the number of teachers counted in ratio. The maximum classroom sizes are as follows:

- **Infant 1s:** 2 teachers: 6 infants
- **Infant 2s:** 2 teachers: 9 infants
- **Toddlers:** 1 teacher: 8 children
- **Preschool 2s:** 1 teacher: 9 children
- **Preschool 3s:** 1 teacher: 12 children
- **Preschool 4s:** 1 teacher: 12 children
- **Pre-K:** 1 teachers: 12 children

### INFANT PROGRAM

Our infant program offers intentional care for children 6-17 months and provides daily opportunities for babies to play and explore. Only full-time schedules are available for infants.

### TODDLER AND PRESCHOOL PROGRAM

Our toddler and preschool curriculum begins at 18 months old with an aim to foster a love for God and a love of learning from an early age. Full-time and part-time schedules are available.

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## **CURRICULUM**

Starting at 18 months old, we introduce a curriculum that is developmentally appropriate to help children grow emotionally, spiritually, and academically. We initiate faith-based conversations centered around prayer, worship, and Bible stories to cultivate a love for Jesus. We provide leadership development that builds character, confidence, kindness, and respect. We offer academically rich activities that foster curiosity and critical thinking.

In the early years, our content and methods of instruction are inspired by the Grammar stage of Christian Classical education. This stage appeals to a child's natural ability to memorize songs, poems, Scripture and stories. We also foster curiosity through hands-on activities and exploration of God's creation. By introducing this kind of education at a young age, children are able to learn foundational truths and gather knowledge they can pull from as they continue to grow.

Progress, assessments, and documentation is provided to parents periodically throughout the school year. They are designed to support communication between parents and teachers and help track children's development.

## **CHAPEL**

Children 18 months and older are invited to participate in Chapel every morning. Students and teachers gather in a large group setting to pray, worship, read a Bible story, and recite the Shoreline City Creed.

## **INDOOR AND OUTDOOR PHYSICAL ACTIVITIES**

Children will engage in 60 minutes of outdoor play each day. We will have 30 minutes of outdoor play in the morning after all children have been dropped off and another 30 minutes of outdoor play again before pickup, weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken into consideration. On days when the weather will not permit outside active play, children will engage in indoor activities that promote exercise. Our staff will consider the temperature, humidity, rain, snow, and storm warnings when determining if it is safe to play outside.

## **NAP TIME**

Children under 5 years old need adequate quiet time and rest as a part of their daily routine. Since our students are constantly engaged in stimulating activity, we require all children 18 months and older to rest on their mat after lunch. Children who do not sleep will be offered books to read silently and independently until the rest period is over. Nap times vary by age. Infant nap times are flexible; however, the goal is to maintain consistent nap time routines when possible. The following nap times are generally observed in each age-based classroom:

- **Infant 1s:** 6-12 months → parent-led schedule
- **Infant 2s:** 13-17 months → flexible, 12:00-2:30pm\*
- **Toddlers:** 18-23 months → 12:00-2:30pm
- **Preschool 2s:** 2 years → 12:00-2:30pm
- **Preschool 3s:** 3 years → 12:00-2:00pm
- **Preschool 4s:** 4 years → 12:00-2:00pm
- **Pre-K:** 4-5 years → no nap

*\*Starting around 13 months of age, we slowly transition infants from 2 naps to 1 nap. We gradually shift the morning nap later and later by 15-30 minutes every few days. Doing this typically shifts the afternoon nap a bit later and shortens that nap until it's dropped completely.*

**If possible, please do not drop-off or pick-up your child during nap time.** We kindly ask that parents schedule children's off-campus appointments before 10am or after 3pm to limit nap time disruptions. Thank you for helping us maintain a peaceful classroom environment.

#### **PART-TIME AND FULL-TIME**

Our standard part-time and full-time schedules have set days. Part-time days are not flexible. For example:

- If you enroll in 2-day care, your child may attend on Tuesday & Thursday only.
- If you enroll in 3-day care, your child may attend on Monday, Wednesday, Friday only.
- If you enroll in 5-day care, your child may attend on Monday-Friday or any combination of those days.

We do not offer "drop in" days or "make up" days outside of your set schedule.

## SECTION 4: STAFF AND PARENTS

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### PARENT INVOLVEMENT

We encourage all parents to be involved in our school programs. This includes but is not limited to: Meet the Teacher Night, Parent Teacher Conferences, school-wide events, class parties, parent programs and volunteer opportunities. We believe that parental participation is key to a successful child care program. **We also require parental involvement in Discipline and Guidance as outlined in those policies.**

### PARENT VOLUNTEERS

**Upon enrollment, all parents must complete a background check and brief training to qualify as a Parent Volunteer at our school. Each family is required to serve at least 3 times per year.** Parents can support our staff and students by signing up to participate in the following activities during Parent Volunteer Week that is hosted once a month. The SignUp Genius link is sent via Brightwheel the week before. The volunteer opportunities vary each month. Here are a few examples:

#### Monthly activities:

- Morning greeters: help welcome families during morning drop-off
- Lunch bunch: help teachers with meal times, assist with hand washing, serve lunches, monitor eating, and clean up
- Story time: read a pre-approved book to the class during snack time
- Chapel: attend Chapel and worship with your child's class
- Curriculum preparation: help staff prepare weekly crafts and activities
- Art buddies: help teachers and students during art class
- Teacher treats: bring your child's teacher coffee or lunch from their Favorite Things list

#### Additional roles:

- Staff birthdays: remind and rally parents when it's time to celebrate staff birthdays, coordinate morning coffees, lunch orders, cards and gifts
- Class parties: coordinate with parents to provide food, drinks, and goodie bags for small class parties and help set up beforehand (ex: Valentine's Day)
- Event hosting: help host off-campus events and/or offer your home as the venue for small off-campus class parties (ex: Friendsgiving, Parent Night Out)
- Event planning: help staff plan school-wide events
- Event set up & tear down: help staff set up and tear down on-campus events

### PARENT COMMUNICATION

Maintaining positive relationships between staff and families is our priority. We encourage daily communication between parents and teachers to foster personal relationships. Teachers send daily updates, parent reminders, and class announcements through the Brightwheel app. We send out newsletters throughout the year via email to keep you informed about upcoming events and school matters. Please take time to read all messages, emails, and newsletters from our staff, and reach out with any questions.

Parent communication is key when discipline and guidance is needed in the classroom. It is important for us to be communicative about our observations, collaborative in our solutions, and in alignment with our response. Oftentimes guidance in the classroom needs to be supported with guidance at home. Teachers document behavior progress on Brightwheel to initiate parent communication before calling or scheduling in-person meetings about behavior plans.

## **BRIGHTWHEEL**

We use a secure app called Brightwheel for daily updates about your child's day (available for both iPhone and Android users). **Parents are required to check Brightwheel at least once per day and respond to messages as soon as possible.** This is how we will inform you if your child is sick or needs to be picked up early, so please turn on notifications and inform your employer if you are the primary contact for your child. In emergency pick up situations, if you do not respond to the Brightwheel message within 15 minutes, then we will text or call you and your emergency contacts.

## **OUR STAFF**

Our staff is an integral part of providing excellent Christ-centered education. We value their investment in each child and foster a school environment where teachers thrive. We ensure each person on our staff is passionate about raising up Christ-like leaders, has an all-in spirit and a long-term commitment to our school. All staff members go through the following onboarding process:

- A detailed interview and screening process
- Approval by the State of Texas through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure each staff member has a clear background
- CPR and First Aid training
- Ongoing child care training and observations
- Ongoing leadership development
- Additional degrees or certification programs, as needed

We believe in training and continued education for our staff. Each staff member attends specific training classes and often college level courses to learn about early education and the needs of children. We emphasize the importance of training and encourage our staff to exceed the state minimum number of clock hours of training required to be qualified to work in an early childhood education setting.

Our teachers are encouraged to take care of themselves by eating well, resting properly, exercising, and obtaining regular preventative care. They are not allowed to work when sick and are required to follow the same Sick Policy as our students. We do not require staff to get vaccinated for preventable diseases. We consider it a personal choice as to whether our staff choose to receive vaccinations. As in any health-conscious business, we require our teachers to wash their hands several times throughout the day and when changing diapers to prevent the spread of disease.

## **STAFF AND PARENT RELATIONSHIPS**

Petite Lumière considers it inappropriate for parents to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Petite Lumière. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current families of Petite Lumière while employed by Petite Lumière or for 18 months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a parent to solicit any employee for any type of work. Parents who violate this policy may be subject to termination of services.

**BABYSITTING POLICY**

Our staff is discouraged from babysitting or providing childcare off campus or outside operational hours for families enrolled at Petite Lumière. This includes evening or weekend babysitting, nannying on off days, or transporting students to and/or from school. This is to protect the rest time of our staff and prevent a potential conflict of interest. If a staff member does babysit, it is not affiliated with Petite Lumière.

## SECTION 5: PRE-ENROLLMENT

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### TRANSITIONING TO A NEW SCHOOL

Starting school is an exciting opportunity for children to learn and grow but often brings up feelings of nervousness. Making smooth transitions between home and school can help children feel peaceful about the change and teach them to trust their new teachers and friends. Helping children adapt to new situations can ease parents' minds and give them a chance to become involved in their children's education. Parents and teachers share a role in making children feel safe and secure as they transition into school, so strengthening these ties will help create smoother transitions.

#### How Parents Can Help:

1. Be enthusiastic about the upcoming change. If you are excited and confident about starting school, your child will be too.
2. Prepare yourself and your child for morning drop-off. Take note of how your child reacts to separation. If possible, visit our school with your child before their first day. Introduce your child to the new teachers, staff, and children in advance.
3. Arrange a playdate with another child from their class or school. Meeting one-on-one to play beforehand will help your child see a familiar face when he/she walks in.
4. Establish a sleep schedule, and align your child's schedule with our school hours. Nap time at school for children 18 months and older is 12-2:30pm.
5. Create an evening and morning routine. Place items out the night before to ensure a smooth morning: lay out uniforms, prepare lunches, pack backpacks, fill water bottles, and have socks and shoes ready by the door. The fewer decisions you have to make in the morning, the more peace everyone will feel beginning the day.
6. Involve your child when preparing for school to build their confidence. Let them do anything they can do independently. Creating responsible, independent, confident, and self-reliant kids starts with little opportunities you make for them at home.
7. Always say good-bye to your child, but do not prolong the good-bye during drop-off. If your child feels emotional, staying will only make it harder. Be firm and friendly about separating. Make supportive statements like, "I know it's hard to say good-bye. I love you. Mom and dad always come back."
8. Set aside extra time on the first day for chatting and commuting together. Foster an environment where children feel comfortable discussing their feelings, ideas, and concerns. Ask questions and listen actively and attentively when they talk.
9. Be present. When spending quality time with your children, especially right before or after school, put away distractions like phones, laptops, or work-related thoughts. This shows your children that they are your priority.

## **BUILDING INDEPENDENCE**

It is important to build your child's confidence, independence, and leadership skills in the months leading up to their first day of school. The more children practice their daily routines and responsibilities ahead of time, the easier the school transition will be for them.

### **How Parents Can Help:**

1. Introduce sleep mats for nap times and bedtimes for children over 12 months old. Lay the mat directly in the crib or bed at home for them to sleep in. If your child wakes up early, offer them books to read quietly on their mat until the sound machine goes off. You can also "play school" with your child and practice rolling/unrolling the mat, getting under the blanket, and lying quietly. Please note that children will not be able to sleep with stuffed animals or "lovies" at school due to childcare regulations and safe sleep practices.
2. Have your child practice sitting at the table properly and independently during meal times. At school, children 18 months and older will be required to sit independently at toddler-size tables without high chairs or booster seats. Encourage appropriate mealtime behavior such as staying in their chair, using utensils, and not throwing food.
3. Build your child's attention span for tasks and activities. Set a 5-15 minute timer for activities at home and let them know they can move on after the timer goes off.
4. Build your child's independence away from parents. It is important for children to learn how to play without a grown up. Set out toys or activities at the table or on the floor. Invite your child to play at that "station" until the timer goes off. Stay within eyesight of the child but engage in a separate task.
5. Practice packing your child's lunch in their school lunch plate or container. Serve it to your child in that container, and have them practice feeding themselves independently. Try a few lunch options at home to discover the types of food your child will eat at school. Please do not introduce new foods for the first time at school - only send food you are confident your child will eat and enjoy. See *Section 11: Food for a list of foods to avoid bringing to school.*
6. Practice potty training skills including walking to the bathroom, taking on/off clothes, sitting and counting to 20, wiping, flushing, and washing hands. See *Section 13: Potty Training for tips.*
7. Practice getting dressed. Teach your child to independently put on/off shoes and socks and line them up as a pair. Teach them to put on/off jackets and winter wear.
8. Encourage your child to walk independently with confidence into new places (e.g., grocery store, church, friend's house) instead of being held. At school drop off, all walking children will walk to their classroom independently with staff supervision.
9. Practice your morning routine as a family including loading the car and driving to school to ensure your family arrives on time on the first day of school. Help your child learn to put on their backpack, carry their nap mat, and walk holding your hand.
10. Practice sign language for non-verbal infants including: more, all done, please, thank you, help, water, eat.

## **BUILDING HEALTHY IMMUNE SYSTEMS**

Getting sick is normal and common for young children, especially when transitioning into a new school. On average, kids get 10-12 viruses a year to build up their immune system. Parents can help prepare their children for when sickness comes by adopting healthy habits at home. We will do our best as a staff to enforce our Sick Policy and practice healthy habits and sanitizing routines at school. We kindly ask parents to please do the same at home.

### **How Parents Can Help:**

1. Introduce vitamins and supplements. Find a children's multivitamin that you trust. Mary Ruth Organics has a great one! Supplementing with Vitamin C, Vitamin D, Zinc, and a probiotic is a great way to support your child's immune system at the first sign of sickness.
2. Ensure your child is hydrated by offering plenty of water. Still water or coconut water is a better option than juice or sugary drinks.
3. Ensure your child is getting a balanced diet. Offer nutrient-dense, immune-boosting foods. Choose whole foods over processed foods when possible. Try foods with natural probiotics, like yogurt and sauerkraut, for added benefits. Food affects your child's brain, body, skin, mood, and more, so it is important to make choices that serve their body well. Please consult with your pediatrician if your child experiences symptoms like frequent diarrhea, stomach aches, eczema or skin conditions as these may be signs of an undiagnosed food sensitivity or allergy.
4. Avoid sugar when your child is sick. Bacteria feed off sugar, so offer healthy comfort food options instead to help their body fight off sickness.
5. Prioritize quality sleep. Maintain consistent bedtime routines and ensure your child is getting plenty of sleep.
6. Encourage exercise and sunshine.
7. Please keep your child home when they are sick. Avoid spreading germs, illness, and contagious diseases to other children at school. Talk with your pediatrician, and enjoy comforting your child at home until they are cleared to return to school.



## VERBIAGE

In the weeks or months leading up to your child's first day of school, please start aligning your verbiage with the verbiage we use at school. Children thrive on consistency. The more parents and teachers are in alignment with behavior expectations and responses, the faster children are able to learn appropriate behavior. Common phrases we use in the classroom are listed below:

### School Guidelines:

- **"Listening ears.** We listen the first time."
- **"Looking eyes.** We look our teachers and friends in the eyes when they are speaking."
- **"Honoring mouth.** We respect each other's words. We use inside voices. We talk like leaders."
- **"Kind hands.** We use our hands to share and encourage one another"

### Verbiage Swaps:

Instead of **"No"** → "No thank you" or "Not right now"

Instead of **"Yeah"** → "Yes ma'am" or "Yes please"

Instead of **"Mine"** → "[Name]'s turn" or "After me"

### Response to inappropriate or unacceptable behavior:

#### Whining for food or toys

- You can say "snack please" \*model sign language\*
- You can say "I'm patient, I can wait."
- "We don't cry over toys. You can say 'may I have a turn after you?'"

#### Emotional or crying

- "Use your words. You can say 'help please'" \*model sign language\*
- "I hear you. Would you like a cuddle?"
- "Stand tall. You are brave and strong."
- We also teach kids to check on each other and say, "Do you see that friend crying over there? I think they are sad. Can you check on them please and show them love?"
- **(at drop-off)** "Mommy and Daddy love you. They will come back after school."

#### Hitting

- "Use your words, not your body. We don't hit friends."
- "Kind hands"
- "Show love" \*model rubbing their hair softly\*

#### Biting

- "Our teeth are not for biting. We don't bite friends." *Refer to our Biting Policy.*

#### Meltdowns or hurting friends

- "Do you need to take a minute? Let's take a minute and talk about it together."  
\*lead them to a quiet place to talk about their feelings\* Explain a more appropriate way to respond next time like finding a teacher and saying "I feel frustrated, can you help me?" Then ask "are you ready to try again?" Encourage them to apologize to their friend.

**Throwing food or toys**

- “We don’t throw food. You can say ‘all done’” \*model sign language\*
- “We don’t throw toys. It might hit a friend.”

**Tattling**

- “Who are you responsible for?” Child’s response: “myself”
- “You are a leader, and can work it out with your friends.”
- “Thank you for telling me. Let’s go talk to them about it.”
- “That was your decision to stay there. You can walk away.”

**Accident while potty training**

- “It’s okay. Accidents happen. Let’s go on the potty next time.”

**Teaching appropriate and acceptable behavior:****Teaching leadership**

- “I’m a leader. People follow me. I make wise decisions.”

**Teaching good/bad choices**

- “Is that a wise decision?”

**Teaching perseverance**

- “You can do it. I believe in you!”

**Teaching kindness**

- “You can give cuddles or high fives.”
- “Show love” \*model rubbing their hair softly\*

**Teaching safety**

- “Hold my hand, so I can keep you safe from the cars.”
- “We wear seat belts to keep us safe.”

**Teaching bravery**

- When kids feel scared of the thunder and lightning we teach them to protect their younger siblings. “You can be brave and say ‘It’s okay, I’ll protect you.’”

**Teaching respect towards parents/grandparents**

- When kids feel disappointed by who’s picking them up from school that day we say “It’s okay to feel sad, but we are still going to be grateful and respectful.”

**Teaching respect towards teachers/friends (especially during redirection)**

- “We respect each others words.”
- “We listen the first time.”
- “You can say ‘I’m sorry [teacher’s name].’ I will listen the first time.”

**Teaching consequences**

- “There are consequences to your actions.”

**Teaching prayer**

- “Thank you, Jesus. Amen.”
- “Thank you, Jesus, for this food and bless it to our bodies. Amen.”
- “Thank you, Jesus, for this food and bless it to our bodies. Thank you for dying on the cross for me and sending us a friend called the Holy Spirit to live in our hearts, so we can be leaders who make wise decisions. Amen.”

## SECTION 6: ENROLLMENT

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### ENROLLMENT PROCESS

All families will go through the same 4-step Enrollment Process:

1. Apply Online
2. School Tour: This is an opportunity for you to ask questions, envision your child in the space, and better understand what we can offer your family.
3. Family Interview: Our team values parent involvement, so this interview helps us build relationships, ask clarifying questions, and determine if we are a good fit for each other.
4. Discovery Day: This is an opportunity for your child to engage in classroom activities, meet new friends, and interact with our team to ensure our program will serve them well.

**Decision Period:** After completing the 4 steps above, we will discuss if you'd like to enroll your child and determine if our program will serve your family well. Your child will be admitted if it is determined that they will benefit from our program and if there is an opening in the appropriate age group.

**Pre-Enrollment Period:** Families must pay their child's Enrollment Fee to reserve their spot or be added to our Waitlist until a spot is available. There will be several Enrollment Forms for you to complete and return on behalf of your child. We will also run a background check on all parents and provide a brief training to equip you to be a parent volunteer for the upcoming school year. The first tuition payment will be due the week before school starts.

**Trial Period:** The first 2-weeks of care for all students will be a Trial Period. We recognize that not every child benefits from a group care setting. Some thrive more in an individualized home-school environment with a nanny or family member. The 2-week Trial Period gives the child time to adjust to the new school norms, and it gives our team time to ensure we are able to set the child up for success in our program.

### ENROLLMENT FORMS

Before your child's first day of school, their file must include a completed copy of the following documents:

- Enrollment Registration
- Enrollment Agreement
- Parent Handbook Agreement
- Sick Policy Agreement
- Physician's Recommendation & Health Statement (*\*Physician's signature required*)
  - Attached Immunization Record, or
  - Attached Vaccine Exemption Affidavit Form (*\*Notarization required*)
- Food Restrictions
- Allergy Action Plan, if necessary (*\*Physician's signature required*)
- Sunscreen & Insect Repellent Permission
- All About Me
- Classroom Milestone Agreement
- Dismissal & Disenrollment Contract
- Infant Care Sheet, if necessary

## **ENROLLMENT FEE**

Our standard Enrollment Fee applies to first-time students and is required to reserve their spot in the classroom. Our Re-Enrollment Fee applies to current students re-enrolling for the next school year and is due annually.

The Enrollment Fee and Re-Enrollment Fee are both \$315 per child. They are non-refundable deposits. The funds go towards parent background checks and training, classroom equipment, curriculum materials and supplies needed throughout the year.

## **TUITION**

**Tuition is required to reserve your child's spot in our school; it is not based on attendance.** Absences due to illness, family vacation and/or other personal reasons will not reduce tuition rates. You are responsible for the full amount of tuition, even when your child is not in attendance. Tuition and fees will remain the same when the school is closed for holidays and inclement weather. There is no reduction in tuition for these closings.

Tuition will be accessed on the following terms:

- Tuition requests are sent out through the Brightwheel app on a **WEEKLY** basis.
- Payments are due on Mondays for the upcoming week of care. Payments made on Tuesday or later will include a **\$30 Late Payment Fee**. The Late Payment Fee will be added to the total balance due for the week.
- Any payment returned for **Insufficient Funds** will be charged a **\$30 Insufficient Funds Fee**.
- If there is still an outstanding balance on your child's account, your child will not be able to attend school that week until payment is made.
- Enrolling in **Autopay** is required unless alternative payment arrangements have been made with the School Director.

We reserve the right to refuse care for non-payment of services rendered. Tuition must be paid in full before attending school for the upcoming week. If tuition is not kept current and/or payment arrangements are not made with the School Director, your child will be disenrolled from the program.

Payment receipts are provided upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

## SECTION 7: DISENROLLMENT

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### **DISCONTINUATION OF CARE (VOLUNTARY)**

**If you wish to withdraw from our program, we require A WRITTEN TWO-WEEK NOTICE. Your regular tuition and fees continue during this notice period. You are responsible to pay through the notice period regardless of attendance.** Therefore, if you should choose to withdraw your child, even for a short time, you must re-enroll them to return and pay the Enrollment Fee again. Re-admittance is subject to space availability.

### **DISCONTINUATION OF CARE (INVOLUNTARY)**

Should issues between the school and the family be unresolved despite our best efforts, Petite Lumière may discontinue care for your child. In the event that this is necessary, you will be given a written notice with the reason for dismissal. Some reasons for possible dismissal include:

- Delinquent payments
- Over aggressive behavior by a child or parent
- Unacceptable language by a child or parent
- Uncooperative child or parent
- Excessive biting
- A parent who continually abuses the drop-off and pick-up time, schedule or procedure
- Incomplete files (after two unsuccessful attempts to attain current or required information)
- If it is determined our program does not benefit your child (regardless of whether the 2-week Trial Period has ended)

During the 2-week Trial Period, it may be determined that your child does not benefit from our program. At that point, you will be given a written notice of dismissal. *See Section 14: Discipline and Guidance for more details on behavioral expectations during the 2-week Trial Period.*

Our staff does their best to inform parents of students' progress and experience in the classroom leading up to the dismissal notice. Teachers document behavior progress on Brightwheel to initiate parent communication before calling or scheduling in-person meetings about behavior plans. *See Section 3: Program Overview for the importance of parent communication when discipline and guidance is needed in the classroom.*

## SECTION 8: SCHOOL CALENDAR

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### **SCHOOL CALENDAR**

We will provide parents with an official school calendar that lists the specific dates for holidays, non-instructional days, and events. We will also remind families of important dates coming up via email and/or Brightwheel message.

### **HOLIDAYS**

Petite Lumière observes regular holidays so our staff can rest. We encourage our staff and parents to plan their family vacations on these dates or coordinate alternative childcare.

We will be fully closed for the following holidays: Spring Break, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve through New Year's Day.

### **NON-INSTRUCTIONAL DAYS**

Non-instructional days are reserved for Professional Development, Parent Teacher Conferences, and Team Retreats. Our staff is required to work on these days, but we do not provide care for students on non-instructional days.

The following holidays are observed as non-instructional days: MLK Day, Presidents' Day, Easter Monday, Columbus Day, Veterans Day.

### **EVENTS**

We host monthly events to pour into parents, celebrate our students, and build a strong community within our school. Throughout the year there is a mix of school-wide events, class-specific events, on and off-campus events. Some events are tailored to serve parents in a kid-free environment, while others welcome the whole family and offer activities for children to engage in together.

Examples of annual events are as follows: Meet the Teacher, Valentine's Day Class Party, Easter Picnic, Mother's Day, Father's Day, Parent's Night Out, Fall Bash, Friendsgiving Dinner, Christmas Program. We will inform families of specific dates and event details via email and/or Brightwheel message.

## SECTION 9: PICK-UP AND DROP-OFF

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### **DROP-OFF**

When you arrive for drop-off each day, please message “here” in the Brightwheel app. Then park, walk your child to the school entrance, and wait at the exterior doors. One of our staff members will greet you at the exterior doors of the school. Then “check in” your child through the Brightwheel app and complete the health check screener.

You are welcome to walk your child to class, or say goodbye to your child outside and encourage them to walk confidently to class with the staff member.

Parents are welcome to enter the building during drop-off and pick-up. If you need to inform the classroom teacher of anything regarding your child’s day, please send it in a Brightwheel message so they can be made aware.

### **LATE DROP-OFF**

Standard school-wide drop-off time is 8:30-9:00am. If you are running late or keeping your child home for the day, please message “Running late. ETA \_\_\_” in Brightwheel to inform us as soon as possible. This helps teachers prepare to receive your child and keep their class on schedule.

Please do not drop-off or pick-up during nap time. We kindly ask that parents schedule children’s off-campus appointments before 10am or after 3pm to limit nap time disruptions in the classroom. Make sure your child is fed before coming to school if you drop off after a scheduled snack or meal time.

### **PICK-UP**

When you arrive for pick-up each day, please message “here” in the Brightwheel app. Then park, walk up to the school entrance, and wait at the exterior doors. One of our staff members will gather your child’s belongings and bring your child to the exterior doors to meet you. Then, please “check out” your child through the Brightwheel app.

Standard pick-up times are 3:00-5:00. If you will be arriving outside of that time frame, please send your ETA in the Brightwheel app ahead of time.

### **LATE PICK-UP**

Please honor our staff by picking up your child on time. If you are running late, please message in Brightwheel to inform us as soon as possible. The **\$30 Late Pick-Up Fee** will come into effect at 5:05pm or 5:35pm depending on the day and age of your child.

Our staff will make every attempt to reach a parent or emergency contact if the child is still in our care 15 minutes after scheduled pick-up without notice. If we are unable to successfully reach a parent or guardian 45 minutes after scheduled pick-up, then we reserve the right to contact the proper authorities.

## **ATTENDANCE**

It is mandated by the DFPS that each child is signed in and out by a parent or guardian daily. The tracking system is located in the Brightwheel app and records the name of each child, the date, time of arrival, time of departure, and the staff member or parent. We require that all children have direct contact with a Petite Lumière staff member upon arrival for early detection of apparent illness or unusual conditions/behavior which may adversely affect other children in the group. If an issue is determined, the child must go home immediately.

## **RELEASE OF CHILDREN**

To ensure the safety and security of the children in our care, we will only release a child to their parent or a pre-approved adult. If the child is to be picked up by someone other than the parent, that individual must be on the list of adults authorized to pick up the child. In the Enrollment Forms, you will need to provide us with the name and phone numbers of each person authorized to pick up your child in writing prior to the child's release. Telephone authorization is not recommended but can be accepted under extenuating circumstances.

At the time of pick up, our staff will confirm that the individual is pre-authorized. **Photo ID will be required BEFORE your child will be released.** We reserve the right to contact proper authorities if there is a concern about releasing a child into an unsafe situation including, but not limited to: a custody issue, to parent/guardian or other adult who appears to be under the influence of alcohol or drugs.



## SECTION 10: STUDENT SUPPLIES

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### DAILY PACKING LIST

Students are required to bring the following personal items to school each day. **Please LABEL ALL ITEMS clearly with your child's first name and last initial (even snacks bags or pouches that are separate from their lunch box/plate). When in doubt, label it!**

- **All students**
  - Snacks and lunch (*See Section 11: Food for details*)
  - Full water bottle (spill proof, locking lid, no loose straws)
  - Lunch plate/container with locking lid (ready to serve, not plastic bags)
  - Freezable lunch box or insulated lunch bag with ice packs, if needed
  - Bib for lunch, if needed (silicone, easy to wipe clean)
  - Utensils for lunch, if needed\*
    - *\*Please be mindful of the food you pack for your child and what utensils they will need to eat it properly. We do not have extra utensils in the classrooms.*
  - An extra change of clothes
  - Appropriate outerwear to play outside
  - Sunscreen or insect repellent, as needed
  - Diapers, wipes, diaper creams, as needed\*
    - *\*Please send a full pack of diapers and wipes for your child to be kept at school in their cubby during the week. Label each one with your child's name. We will message on Brightwheel when they are ready for more.*
  - Extra hair ties and brush, if needed\*
    - *\*Please send your child to school groomed with their hair pulled back out of their face with clips or a hair tie. Teachers will do their best to fix hair after nap time as needed.*
- **Infants only (0-17 months)**
  - Diaper bag
  - Bottles and ample amount of breastmilk and/or formula and water
  - Tight fitted crib sheet for nap time (if non-walking) or sleep mat (if walking)
  - A pacifier for nap time, if needed
- **Toddlers and Preschool (18+ months)**
  - Child-size backpack with name (child will wear/carry their own backpack)
  - A sleep mat for nap time (easily rolls up and secures with velcro)
  - Several changes of underwear and pants, if potty training (elastic waistband)

**Recommended Products:** Pictured below are products we DO recommend for a school setting. Please use this as a reference when purchasing your child's supplies.



Petite Lumière Preparatory School

Parent Handbook

**Products to Avoid:** Pictured below are products we do **NOT** recommend for a school setting. **Please avoid sending your child to school with these types of products.**

- Silicone water bottle with a loose straw and/or non-locking lid
- Open cup without a lid
- Silicone placemat/plates without a lid\*
  - *\*Please be mindful of lunch items that require cleaning before returning back to a child's bag. Support our teachers by choosing products that can be easily closed and stored without additional cleaning.*
- Food that needs to be refrigerated\*
  - *\*Please pack all food or milk with an ice pack or insulated lunchbox. We do not have a refrigerator available in the classrooms.*
- Pacifiers with stuffed animal or blankets attached to them\*
  - *\*We practice "safe sleep" which ensures an infant's crib is clear of excess items and choking hazards. Infants can sleep in an empty crib with a tight fitted sheet and single pacifier.*
- Stuffed animals or "lovies"
- Loose blanket and/or pillow in place of a sleep mat for nap time (18+ months, prefer a cushioned sleep mat with velcro straps)
- Rompers or one-piece outfits (prefer separate shirt/pants set for diaper changes and potty training)
- Button closure pants if potty training (prefer elastic waistband)
- Flip flops, slides, or sandals without heel strap
- Accessories like sunglasses, hats, costume jewelry, headbands
- Any personal toys or books from home



## **UNIFORMS**

All children are required to come to school dressed for success and in compliance with our uniform policy.\* Starting at 18 months, students are required to wear Petite Lumière uniforms Monday-Friday while on campus during school hours. This includes the approved tops, bottoms, shoes, socks, and sweaters. Fridays are Spirit Days, and students may wear an official Petite Lumière spirit shirt in place of their uniform shirt.

*\*More information on our uniform policy and dress code will be shared upon enrollment including details of how to purchase your child's uniform and spirit shirts.*

## **ADDITIONAL CLOTHING**

We encourage children to dress for play and comfort as the seasons change. Because our program includes play and exploration, your child will get dirty. Children will have opportunities for outdoor play every day, weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken into consideration. **It is required that you bring at least one set of extra clothes for your child in case of a spill or accident. It is strongly recommended that all clothing brought or worn to school have your child's name on it.**

## **TOYS**

Our classrooms have a wide variety of toys, games and other resources to offer children during school hours. Personal toys are not permitted in school, as they can cause disputes, be broken, and/or lost. Please leave them in your car before dropping off your child. Petite Lumière is not responsible for stolen, lost or broken toys or clothing.

## **LOST ITEMS**

As in any group environment, some items can get misplaced. We ask that all items brought to school are labeled with your child's first name and last initial, so we can return things to the rightful owner when found. Parents may check our Lost and Found box regularly. We will donate unclaimed items.

## SECTION 11: FOOD

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### FOOD

At Petite Lumière, we do not cook, order or provide snacks and meals for students. Parents are responsible for providing an AM snack, PM snack, lunch, and full water bottle for their child every day.

### NUTRITION

We encourage healthy food choices at Petite Lumière to ensure your child is getting a balanced diet. Food affects your child's brain, body, skin, mood, and more, so it is important to make choices that serve their body well. Consider consulting with your pediatrician if your child experiences symptoms like frequent diarrhea, stomach aches, eczema or skin conditions as these may be signs of an undiagnosed food sensitivity or allergy.

### FOODS TO AVOID

Due to the number of severely allergic children enrolled at Petite Lumière, we respectfully request that you **AVOID sending products containing NUTS** to school with your child. Please do not send new foods your child is unfamiliar with that may be an unknown allergy.

Also be mindful of how your child eats certain foods and the mess that comes with it. Please **AVOID sending RICE, QUINUA, SOUP, or overly messy foods** until your child is at least 2 years old and able to feed themselves independently and effectively.

### SPOON-FEEDING

Starting at 18 months old, children are required to feed themselves independently during snack and meal times. Please **AVOID sending foods that require teachers to spoon feed** children 18 months and older. Practice serving different food options at home first to determine what foods your child can eat independently at school.

### FOOD PREPARATION

Please **AVOID sending food that needs to be warmed or refrigerated**. Instead, send refrigerated items in an insulated lunch box with an ice pack. Be mindful of how you pack and present food on your child's plate or lunch container.

In a group-care setting, please **LIMIT items that require teacher's assistance opening, cutting, or preparing** including fruit with the skin or peel on them. All food should be pre-cut and ready to serve - especially anything round that may be a choking hazard.

Listed below are a few food-preparation guidelines to follow that support our teachers and keep your child safe:\*

- Grapes: pre-cut or smashed, not whole
- Blueberries: pre-cut or smashed, not whole
- Oranges: pre-peeled, not full-size with the skin on
- Avocado: pre-peeled and pre-cut, not full-size with the skin on
- Meat: pre-chopped into bite-size pieces with dipping sauce if needed
- Hot dogs: pre-cut long ways, not disc shape
- Chips: individualized snack-size bags, not full-size or family-size with a chip clip
- Yogurt: twist-top pouches, not long go-gurts tubes or yogurt drinks that can spill

*\*For infants, please do additional research about introducing new foods, food preparation, and baby led weaning. There are specific research-based guidelines to follow regarding how and when it is safe to introduce certain foods to infants. The list above is not an exhaustive list and tailored for children 18 months and older.*

### **INFANT FEEDING TIMES**

Our staff will partner with parents to determine a feeding schedule that works best for your infant. Parents of infants must send an ample amount of breastmilk or formula and water to ensure your baby is well fed at school. Even if your child is exclusively breastfeed, we kindly ask that formula or extra bags of breastmilk is sent daily in case supplemental feeding is needed. Milk may be stored in an insulated lunch box provided by parents. All bottles and pouches must be labeled with your child's first name and last initial - and the amount in ounces and/or anticipated feeding time if necessary. *See Section 12: Infant Care for more details.*

### **MEAL TIMES**

We will start transitioning children to the following meal schedule by 18 months of age:

- **AM Snack:** Morning snack is offered daily around 9:00am.
- **Lunch:** Lunch is offered daily around 11:30am.
- **PM Snack:** Afternoon snack is offered daily around 2:30pm.

## SECTION 12: INFANT CARE

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### **NURSING POLICY**

Parents have the right to breastfeed or provide breast milk for their child while in our care. Petite Lumière provides a comfortable room outside the infant classroom for mothers to breastfeed their infants. If you plan to breastfeed your child at school, please inform our staff and your child's classroom teacher.

When you arrive during the designated feeding time, you may pick up your child and breastfeed them in the Nursing Moms room. When you have finished breastfeeding, please bring your child back to class and inform the teacher of any important information regarding your child's feeding routine.

Even if your child exclusively breastfeeds at home and you plan to nurse at school, we understand that plans change unexpectedly. We kindly ask that all parents provide bottles and breast milk or formula every day in case you are unable to breastfeed in person. All nursing moms will be given a 10 minute window at the designated feeding time before infant teachers will offer your child a bottle. This ensures infants stay on their feeding schedule.

### **COMMUNICATION**

Infant caregivers will provide a daily report in Brightwheel to the infant's parents. The report will include:

- Times the infant sleep
- Times and amount of food consumed
- Times of diaper changes
- Infant's general mood for the day
- Brief summary of the activities in which the infant participated
- Pictures and videos of the infant

### **SAFE SLEEP**

Petite Lumière practices "safe sleep" policies that are consistent with state childcare regulations that relate to sleep requirements and restrictions, including sleep positioning, and crib requirements and restrictions, including mattresses, bedding, blankets, toys, and restrictive devices.

We will provide an individual crib to sleep in for each non-walking infants younger than 18 months of age. Our staff will place infants on their back to sleep in their own crib, unless the parent has completed a Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. An infant who is developmentally able to roll from back to stomach and stomach to back may do so independently after we have placed the infant in a face-up position for sleep.

Our staff may not lay a swaddled infant down to sleep unless the parent has a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

## **INFANT FEEDINGS**

Infant caregivers must have updated information to ensure they are feeding each infant according to their current needs.

For an infant who is not yet ready for table food (non-baby food and non-pureed meals), we must obtain and follow written feeding instructions on an **Infant Care Sheet** that are signed and dated by the parents or health-care professional. The instructions will include general feeding times and the amount of formula, breastmilk, baby cereal, or baby food to offer the infant. We will review and update the feeding instructions with the parent every 30 days until the infant is able to table feed.

## **TUMMY TIME**

Providing “tummy time” several times each day is important because it prepares infants for the time when they will be able to slide on their bellies and crawl. Infant caregivers will stay near and closely supervise the infant during tummy time.

## **PLAY TIME**

During wake times, infant caregivers are intentional about providing daily opportunities for babies to play and explore. Our classrooms are equipped with soft play mats and toys to keep your child active and engaged.

## SECTION 13: POTTY TRAINING

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### POTTY TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at school. Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should discuss how they can cooperate to encourage toilet training. We will commit to work with the child in a consistent manner while at school; however, **completing toilet training with the child must be a joint effort at school and at home.**

Each child will begin at a different time and progress at a different rate. Our staff is available as a resource to answer any questions about your child's toilet training progress. Several complete changes of clothes and/or an ample supply of pull-ups (with a side closure) should be kept at school during this process. We ask that the child is dressed in clothes that are easy for him/her to take on/off independently as well. Provide several opportunities at home for your child to complete each step of the bathroom routine on their own (getting dressed, wiping, flushing, washing hands).

**Our teachers intentionally start toilet training around 2.5 years old. We encourage and require all children to be toilet trained before moving up to the 3 year old classroom.** Our staff understands that accidents happen, but please prepare in advance to set your child up for success before that classroom transition. The goal is for all 3 year olds to be fully toilet trained during the day and during nap times without wearing diapers or pull-ups.

Children not yet potty trained must have an adequate supply of extra clothes and diapers on hand at all times. Parents are required to provide their own diapers and wipes to keep at school. You will be notified when your child is running low on these items.

#### How Parents Can Help:

1. Talk with our staff before initiating the toilet training process. Parents and teachers should collaboratively discuss your child's development and determine if they are showing signs of interest and readiness.
2. Be patient. It is better to wait until your child is ready to exclusively toilet train than to start the process too early (i.e. before 2 years old). Starting too soon will result in unnecessary accidents for the child and unnecessary stress for parents and teachers.
3. Trust our staff. Parents may feel pressured to rush into or delay the process when comparing their child to other children of the same age. Our team has toilet trained many children in the past and can speak into the importance of waiting until your child shows signs of readiness at school.
4. Teach the bathroom routine first before initiating the toilet training process. Introduce bathroom routines while your child is still in diapers to prevent them from feeling scared of the toilet or flushing sound when it's time to toilet train. As early as 18 months old, invite your child to practice taking on and off their pants, sitting on the toilet, flushing, and washing their hands. Even if they don't actually "go," sitting on the toilet is an important step to introduce early on. It can help to have older siblings model and encourage bathroom routines for younger siblings, if possible.



5. Purchase products to build confidence and independence in the bathroom. We recommend a “sturdy potty seat” that goes directly on a standard toilet seat instead of a separate child-sized “potty chair” (see pictures below). Build your child’s confidence on a full-size toilet to prepare them for school. We also recommend having a step stool in front of the toilet and sink to further build their independence.
6. Dress your child intentionally. Choose pants with an elastic waistband rather than a button or zipper enclosure. Avoid overalls, rompers or one-piece outfits that are difficult to take on and off while toilet training. We recommend choosing underwear that has a picture of your child’s favorite character on it, like Bluey. That way we can say, “we don’t go pee pee on Bluey. Let’s keep him dry and go pee on the potty instead!”
7. Make potty training fun! Invite your child to start sitting on the toilet in a casual, non-pressured way by saying, “would you like to sit on the potty today? Let’s practice!” Make up a song like “tinkle tinkle on the potty” to the tune of twinkle twinkle little star. When your child is sitting on the potty, teach them to wait and listen for the pee by saying, “Shh, let’s see if we can hear it!” Count to 10 together to practice patience.
8. Offer incentives. Keep stickers or a bag of m&ms near the toilet. Whenever your child goes pee or poops on the toilet, celebrate it! Give them one m&m or let them add one sticker to the wall. Remind them that they only get one if they actually “go,” but encourage them to try often. Always finish by saying, “thank you for trying!”
9. Be consistent. Once we start exclusively toilet training at home and at school, stay consistent! If timed correctly, it can take as little as one week or a weekend to full-time toilet train in the daytime. Plan on staying home and near the bathroom for the first few days. Replace diapers with underwear and frequently remind your child, “you are not wearing a diaper. We put on Bluey undies today. Remember to say ‘mommy, I need to go potty!’” **Frequent verbal reminders throughout the day are important for kids to hear until they learn to say it themselves.**
10. Set timers. For the first few days, set 10-30 minute timers. Every time the timer goes off, take your child to the bathroom and have them sit on the potty. If they don’t pee or poop, say, “thank you for trying!” Going longer than 30 minutes between bathroom breaks increases the chance of accidents.
11. Encourage your child when accidents happen. Expect accidents the first few days of toilet training. If your child starts to pee in their pants, say, “Wait! Let’s go on the potty!” Then quickly sit them on the toilet to let them finish. If your child starts to poop in their pants, bring them to the bathroom and dump the poop into the toilet and say, “poop goes in the potty.” If they feel sad about an accident, simply say “accidents happen. We can try again next time.”
12. Teach your child how to wipe effectively. Show them what to look for. Then, let your child wipe first before offering to help them in the future.
13. Night time toilet training takes longer to master. Start toilet training during the daytime first. Teach your child to wear underwear when they are awake, and put a diaper on them only during nap time and bed time. Once your child no longer has regular accidents during the day, transition to wearing underwear during nap time as well. Typically children still need a diaper for night sleep even after completing toilet training.



## SECTION 14: DISCIPLINE AND GUIDANCE

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### GUIDANCE

At Petite Lumière, we strive to develop a positive relationship between teachers and students. We set high standards for our students because we know they are capable of great things. We also believe that if an engaging and challenging program is offered to children, then the need for redirection is minimal. We encourage and model positive behavior, appropriate verbiage, leadership qualities and character traits. *A list of common phrases we use at school for guidance is included in Section 5: Pre-Enrollment.*

In general, **we ask children to follow these guidelines:** Listening Ears, Looking Eyes, Honoring Mouth, and Kind Hands.

**Starting in the first 2 weeks enrolled** at Petite Lumière, each child needs to show steady progress towards adjusting to the school norms. This includes but is not limited to:

- Being respectful to teachers and classmates
- Responding well to redirection
- Resting during nap time
- Eating independently (18+ months)
- Sitting at the table appropriately during meals, circle time, and activities (18+ months)

Teachers document behavior progress on Brightwheel to initiate parent communication before calling or scheduling in-person meetings about behavior plans. *See Section 3: Program Overview for the importance of parent communication when discipline and guidance is needed in the classroom.* If your child is unable to adjust to our school norms and if it is determined that your child does not benefit from our program, you will be given a written notice of dismissal according to *Section 7: Disenrollment.*

**If inappropriate behavior does occur, we begin with a positive approach:**

1. Coaching - Talking to the child about his/her behavior.
2. Redirection - Stopping the inappropriate behavior and/or guiding the child towards the appropriate behavior.
3. Loss of privileges or time-out (used in accordance with the child's age)
4. Documentation or Behavior Report - If the child's behavior continues to be inappropriate or the severity denotes an unresolved problem, then a note will be sent home via Brightwheel.
5. Parent Meeting - Should the child's behavior continue to be inappropriate, teachers, parents, and a Director may call a meeting of all concerned parties.
6. Sending a Child Home - When the child becomes out of control and/or when the child fails to respond to the measures taken by our staff they may be sent home for the remainder of the day.
7. Suspension - When all other approaches have failed to succeed, the child may be suspended from the school for one to five days at the discretion of our staff.
8. Disenrollment - When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s or teacher's welfare, termination may be effective. The school considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety, or well-being of one or more of the other children or staff members, and that threat cannot be eliminated. Bullying is not tolerated.

## **DISCIPLINE POLICY**

All of our staff members must follow school-approved methods of discipline and guidance. *The following section is based on state licensing regulations and policies.*

### **Discipline must be:**

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control
- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
  - Reminding a child of behavior expectations daily by using clear, positives statements
  - Redirecting behavior using positive statements
  - Using brief supervised separation or time out 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

Research shows that positive guidance teaches children skills that help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.

Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

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

- Corporal punishment or threats of corporal punishment\*
  - *\*Hitting, thumping, popping, yanking, and flicking a child are all examples of corporal punishment.*
- Punishment associated with food, naps, or toilet training
- Grabbing or pulling a child
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet
- Placing a child in a restrictive device for time out
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent the policy above\*
  - *\*Staff must never withhold active play from a child who misbehaves (i.e., keeping a child indoors with another caregiver while the rest of the children go outside or making a child sit out of active play in the afternoon for a behavior that occurred in the morning). However, if a child is exhibiting poor behavior during active play, the child must be separated from the group, to allow the child to settle down before resuming cooperative play or activities.*
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want. Children will also mimic adults who demonstrate loud or violent behavior.

### **BITING POLICY**

Biting is a common and developmentally appropriate behavior in young children, especially from 9 months to 2.5 years old. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's inability to communicate. Children may become upset by a new experience and may bite as a response.

While biting during the toddler years is developmentally appropriate, it is concerning to parents and caregivers when it occurs. The goal of our Biting Policy is to replace the child's undesirable behavior with more effective ways of communication and to ensure the health and safety of everyone in our program. The following is a plan of our pre-emptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of words and/or American Sign Language to express wants and needs.
- Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed who the biter is.
- If a child bites frequently, our staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and separating the child from the group briefly to help deter the behavior.
- Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure our staff and parents are working together to understand and prevent this behavior.
- **In order to ensure the safety of all children, if all attempts to stop chronic biting fail, we reserve the right to disenroll the biting child from our program.**

## SECTION 15: SICK POLICY

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### HEALTH CHECKS

Parents and teachers will conduct daily health checks in the morning when children arrive. This includes documenting temperature, symptoms, mood, and injuries in Brightwheel.

### SICK POLICY

If your child becomes ill at home, please let us know. We monitor this information for health and safety purposes. If your child is absent or leaves school due to a reportable illness, your child may return only with a doctor's note indicating that he or she is no longer contagious. **Please be considerate of other children and do not send your child to school sick.** This consideration will help us to keep contagious illness to a minimum.

**Children must be symptom free for 24 hours before returning to school.**

**Children must be fever free without medication for 24 hours before returning to school.**

If your child shows signs of illness at school, you will be contacted and must make arrangements for your child to be picked up immediately. Your child must be picked up within 1 hour and will be kept separate from the other children until someone arrives. We will first contact you through Brightwheel. If you do not respond within 15 minutes, then we will text or call you (and your emergency contacts if necessary).

Parents will be notified if someone in their child's class becomes ill. However, in order to protect the privacy of all our families, parents will not be informed who the sick child is. We kindly ask that parents do not post on social media about any illness that might have been passed or caught while at school with the Petite Lumière school name in the post.

**Listed below are some common ailments a child may have. These guidelines are designed to assist in your decision-making process as to whether or not to send your child to school.** Our goal in giving you these guidelines is to reduce the spread of communicable disease at school and to promote a healthy environment for students attending school.

**Fever** - If your child has a temperature at 100.4 degrees or over without medication, they should remain at home. When accompanied by sore throat, nausea, or rash a contagious illness is suspected. He/she should **remain at home until fever free for 24 hours without medication.**

**Vomiting & Diarrhea** - A single episode of vomiting/diarrhea without accompanied fever may not be enough reason to miss school. However, children with watery diarrhea (loose runny stool or cannot get to the bathroom in time) should **remain at home for 24 hours after the last diarrhea.** If a child has 2 or more episodes of diarrhea in a day at school, they will need to be picked up. If diarrhea or vomiting is frequent or accompanied by fever, please consult your doctor before returning to school.

**Runny Nose & Coughing** - A minor cold or allergy symptoms (stuffy nose with clear drainage, sneezing, and mild cough) may not be a reason to miss school. **Your child should remain home if his/her cough is persistent or productive and accompanied by thick or constant nasal drainage.**

**Sore Throat With Fever** - Sudden onset of a sore throat accompanied by a fever may indicate a doctor visit. If the doctor diagnoses strep throat, the student must **remain home for 24 hours after antibiotic treatment has begun.**

**Pink Eye (Conjunctivitis)** - If your child's eyes are mildly red and watery and no other symptoms are present, this may indicate irritation or allergy. However, if your child's eyes are markedly red (including under the eyelids) and accompanied by thick, yellow or green drainage, he/she may have pink eye or conjunctivitis. This condition can be caused by a virus, bacteria, or allergies - only a doctor can determine the cause. Bacterial conjunctivitis is contagious if a child rubs his/her eyes, then touches another student or an object that another student uses, and that student then rubs his/her eyes. For this reason, your child should **remain home until treatment has begun or the symptoms are gone.**

**Rashes** - Rashes can be caused by many things, a few of which may be contagious. A sudden appearance of a rash over any part of the body with an unknown cause and accompanied by fever or other symptoms should be evaluated by the doctor. Your child may **return to school only with a doctor's note** indicating that he/she is no longer contagious. A rash caused by poison ivy/poison oak is not contagious and may not be a reason to miss school. However if your child is visibly uncomfortable or irritated by it, we may ask for him/her to be picked up from school.

**Ringworm** - Any circular scaly patch seen along the hairline or in the scalp must be evaluated by a doctor as it may be ringworm of the scalp, which is highly contagious. Oral medications are usually the treatment of choice, but your doctor may also recommend a special shampoo or ointment. Your child may **return to school after treatment has begun.** Ringworm on the body is very difficult to spread to others, and these children may be present in school as long as the area is covered by a bandage or clothing. You can check with your pharmacist for over-the-counter treatments for ringworm on the body.

**Open Sores** - If your child has a blister or open sore on the skin that becomes covered with a yellowish crust, it may be contagious. These open sores are often seen around the nose or mouth but could be seen anywhere on the body and need to be **evaluated by a doctor.** Your child may **return to school only with a doctor's note** indicating that he/she is no longer contagious. Any other open areas must be covered.

**Hand, Foot, and Mouth** - The disease causes blister-like sores in the mouth and a rash on the hands and feet. The rash is usually not itchy and can also appear on the buttocks, legs, and arms. Other symptoms might include fever, sore throat and loss of appetite. Hand, Foot, and Mouth is very contagious and can last 7-10 days. If your child develops these symptoms, he/she needs to be **evaluated by a doctor.** Your child may **return to school only with a doctor's note** indicating that he/she is no longer contagious, and there may be **no more open or oozing sores.**

**Ear Infections** - Ear infections are generally not contagious, although the colds that often accompany them are. If your child has an ear infection but no fever and is acting well, he or she can return to school.

**Lice** - If your child persistently scratches his head or complains of an itchy scalp, check for pinpoint sized grayish white eggs (nits) within ¼ inch of the scalp that will not flick off the hair shaft. The lice bug is very small and wingless and the eggs are more easily detected. They are often found behind the ears, along the nape of the neck or on the crown of the head. If you notice these eggs or a live lice, your child must be **treated with special shampoo available at drug stores and grocery stores and his/her hair must be free of lice or eggs before returning to school**. Treatment must be repeated in 7-10 days. Please follow the instructions on the container carefully.

*Petite Lumière reserves the right to ask for a child to be picked up from school if we notice any of these symptoms in combination with changes in personality or behavior.*

### **MEDICATION**

At Petite Lumière, we do not administer medication. If a child is sick and needs medication, the parent will be required to pick up their child and administer medication at home.

## SECTION 16: ADDITIONAL POLICIES

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### **OPEN DOOR POLICY**

In accordance with state licensing regulations, parents can visit the school any time during the operating hours without having to secure prior approval. To help maintain the safety and security of our school, all parents will be background checked. We also kindly ask that you inform a School Director of your plans to visit, so we can greet you at the doors and accompany you in the building.

Parents are welcome to enter the building during operating hours for the following reasons:

- To attend a school event or class party
- To attend a scheduled parent meeting with a staff member
- To serve as a parent volunteer\*
  - *\*All parents must clear a background check and complete a brief training to qualify as a parent volunteer. Parent volunteers must sign up in advance for their scheduled activity. Each volunteer opportunity has a designated time frame and location in the building. We kindly ask parent volunteers to honor those guidelines and refrain from staying later to walk the halls or visit other classrooms.*
- To breastfeed an infant during feeding times\*
  - *\*See Section 12: Infant Care and for our Nursing Policy.*
- To observe your child, program activities, the building, the grounds, and the equipment\*
  - *\*Please refrain from stopping by unannounced to observe or visit your child within the first few weeks of school. This helps us maintain a consistent learning environment for all students and help them stay focused during the day. Seeing parents walk by the door in the middle of a lesson can be distracting for children. It can also trigger an emotional response for infants who are still adjusting to routines at school.*

Instead, we invite all parents to sign up as a parent volunteer and visit your child through one of those designated activities. We welcome your active participation as a parent volunteer and look forward to partnering with you to give your child the best possible school experience!

### **PAPERWORK, FORMS AND ANNUAL RENEWAL**

Texas DFPS requires us to have current and updated information on each child in our school. To ensure compliance, we require all necessary forms be completed prior to their first day of attendance and then again annually each year. There will be a deadline given for compliance to this requirement, and a fine may be charged if the new paperwork is not turned in on time.

Failure to renew and refresh paperwork does not constitute voluntary withdrawal from the program. A written two-week notice is required for withdrawal. Fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due until written notice is provided. Re-Enrollment fees will automatically be added to accounts annually.



## **CHILD CUSTODY**

When a child is enrolled, it is important to gather details on custody matters. In the event that a parent or guardian is restricted from picking up a child, we will require notarized legal documents to be kept in the child's file. Be advised that without a legal document of custody, we cannot deny the other parent's pick up rights. It is the parents' responsibility to notify Petite Lumière of any custody changes and to keep contact information current.

## **IMMUNIZATION REQUIREMENTS**

In accordance with the CDC and the Texas Dept. of State Health Services, all children who are not already enrolled in a Public-School Program must provide a current record of immunization prior to the first day of attendance - **or a notarized form** stating your child is not immunized due to conscience reasons. Petite Lumière cannot admit any child who does not provide authorized documentation that this requirement has been met.

## **VACCINE PREVENTABLE DISEASES**

VPDs are conditions which are preventable through vaccines available to protect against these diseases. **Petite Lumière recommends but does not require vaccination of preventable diseases. We consider it a personal choice as to whether you choose to receive vaccination.**

## **VISION AND HEARING REQUIREMENTS**

In accordance with state licensing regulations, all children over 4 years old must be screened or have a professional examination for possible vision and hearing problems within 120 days of admission. For each child enrolled, we must keep on file either:

- A screening record that includes the child's name, type of screening, date, screener, and screening results; or
- An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

## **TOPICAL APPLICATION**

Sunscreen and insect repellent will be applied before going outside as needed. These products must be provided by parents in accordance with our Topical Application form.

## **CLASSROOM AND PROJECT PHOTOGRAPHY**

Please let the school know if you **do not** wish for your child(ren) to be photographed while participating in regular school activities. Classroom photos are posted in Brightwheel and may be used on the school website or social media page. Permission is assumed unless specifically denied.

## **RECORDING POLICY**

Recording in the classrooms is prohibited in accordance with licensing regulations - except on **school-approved devices** for Brightwheel purposes. No Petite Lumière staff member or parent shall tape record, videotape, photograph, or otherwise conduct any electronic surveillance on **personal devices** while on campus or while discussing any school-related issue. Any staff member or parent who violates this policy may be subject to possible termination. Security cameras are located in all classrooms for building surveillance.

## **SPECIAL CARE NEEDS**

A child with special care needs is a child who has:

- A chronic physical, developmental, behavioral, or emotional condition or a disability and who also requires assistance beyond that required by a child generally to perform tasks that are within the typical chronological range of development, including the movement of large or small muscles, learning, talking, communicating, comprehension, emotional regulation, self-help, social skills, emotional well-being, seeing, hearing, and breathing; or
- A limitation due to an injury, illness, or allergy.

Petite Lumière will ensure activities integrate children with and without special care needs. Our staff will provide accommodations recommended by a health-care professional or a qualified professional affiliated with the local early childhood intervention program.

Children who need early intervention services can receive those services from a qualified service provider at home or off-campus with parental request and approval. Outside vendors, providers, and therapists are not allowed on campus during school hours. Please schedule these appointments outside of school hours, or you may pick up and drop off your child at school before and after the appointment as long as it does not interrupt nap time.

## **ACCIDENTS AND INJURIES**

If there is a minor incident involving your child, an incident report will be completed by the witness to the incident. You will be shown the report and asked to sign at pick-up. We keep all incident reports in your child's file. If there is a head injury or any other serious incident, you will be notified by phone immediately. If you (or your emergency contact) cannot be reached, your child will be transported to the pre-authorized medical facility, and the physician listed on your Enrollment Registration forms will be notified. During an emergency, our first priority is to administer First Aid. All staff members with sole responsibility of a group have had training in CPR and basic First Aid.

## **SANITATION**

Petite Lumière is required to have annual sanitization inspections which are conducted by the Dallas Health Department. Petite Lumière will maintain and make available all required documentation when a sanitization inspection is conducted. We will be happy to provide this documentation to parents upon request.

## **INCLEMENT WEATHER**

In case of emergency weather conditions, parents should listen to local TV or radio stations for school closings. In the event that inclement weather conditions exist, Petite Lumière will generally follow the decision made by Dallas ISD with regard to school closings. Such school closings will not result in tuition reduction. In the event of an emergency occurring during operational hours, we will follow our Emergency Evacuation Plan.

## **POLICY CHANGES**

Parents will be notified of all policy changes via email. Feel free to email the School Director any questions or concerns about our policies and procedures.

## SECTION 17: STATE MANDATED TOPICS ---

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Petite Lumière complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, faculty, playground, health and safety guidelines, and child/staff ratios.

THE FOLLOWING ENCLOSURES INCLUDE OTHER STATE MANDATED TOPICS FOR REVIEW.



**TEXAS**  
Health and Human Services

## **ATTENTION PARENTS**

**You are entitled to see the following information.  
You may ask the director to show you the most recent copy of:**

- The minimum standards for this licensed center  
(also available at [hhs.texas.gov](http://hhs.texas.gov) or at your local Child Care Regulation office)
- The most recent Texas Department of Family and Protective Services investigation report (also available at [txchildcaresearch.org](http://txchildcaresearch.org) or at your local Child Care Regulation office)
- The most recent Texas Health and Human Services inspection report (also available at [txchildcaresearch.org](http://txchildcaresearch.org) or at your local Child Care Regulation office)
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049
- The most recent fire marshal inspection report
- The most recent health department sanitation inspection report
- The most recent gas pipe inspection report
- The licensed center operational policies



Texas Health and Human Services Commission  
Child Care Regulation Department

Revised 9/2021 Non-Form J-800-2957

Parent Notification Poster for Center-Based Care

20D0553

**TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES -  
LICENSING DIVISION**

8700N. Stemmons Frwy., Ste. 104, Dallas, TX 75247  
1-800-252-5400 or 214-583-4253

**What is daycare licensing?**

The licensing division was established by law to regulate child care facilities to help protect the health, safety and well being of the children in our care. With the assistance of child care providers and experts in areas such as child development, early childhood, fire safety, health and sanitation, the Licensing Division developed minimum standards.

Your child care facility is responsible for meeting the minimum standards. Many child care programs exceed these requirements. Licensing does not regulate child care fees, collection policies or the type of learning programs your child care facility offers. Each facility has its own special personality and approach to education and caring for children. Parents can choose the kind of program that best meets the needs of their child and family.

**What are my responsibilities as a parent?**

The child care facility must get certain information and records from parents to ensure the child's health and safety, be able to handle emergencies, and meet minimum standards. If you do not provide the materials, the child care facility will not be in compliance with the minimum standards: enrollment form, accurate telephone numbers, authorization for emergency care, written permission for swimming/transportation, up to date immunization records, doctor's statements that your child is able to participate in the child care program, and names of persons able to pick up your child from child care.

**What happens if my child is sick or injured?**

The child care is **not allowed to admit a child** who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children. If your child has been absent because of a contagious illness, the child care facility must follow guidelines concerning when he/she can return to child care. If your child appears to be seriously ill or is injured while at the center, the caregiver must call you immediately. It is important that you pick up your child as soon as possible. If your child needs medical attention, the center must call your child's physician, take the child to the nearest ER or minor ER clinic, or call for an ambulance. This is why the child care facility must have your authorization for emergency care.

## **MANDATORY REPORTING OF CHILD ABUSE**

### ***Child abuse & neglect are against the law in Texas and so is failure to report it!***

State law requires that Petite Lumière (and all members of child care institutions) be on the lookout for and report to the State and appropriate authorities any and all suspected cases of abuse to a child. *Failure to report is a Class B criminal offense, punishable by a fine and/or imprisonment.*

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations.

At Petite Lumière, our staff are mandatory reporters of Child Abuse and thus will receive annual training on identifying the signs and symptoms of Abuse and Neglect. All incidents, or suspected incidents, will be turned over directly to the Child Protective Services for investigation. Petite Lumière is not allowed to do any investigation and is required by law to report anything of a suspicious nature. It is advised that parents make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

Based on 2023 Minimum Standards, employees must report suspected abuse, neglect, or exploitation directly to the Texas Abuse and Neglect Hotline. They may not delegate the responsibility to make a report, be required to seek approval to file a report, or be required to notify the operation that a report was made. A child-care center must report to CCR the occurrence of a non-routine situation that places, or may place, a child at risk for injury or harm. A child-care center must also report to a child's parents when the child has been involved in a non-routine situation that placed, or may have placed, the child at risk for injury or harm.

### **What is Abuse?**

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury.

### **What is Neglect?**

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### **What Do I Do If I Suspect Child Abuse?**

Most child care facilities, like most parents, take good care of children. Child abuse is rare, and it is very unlikely that anything like this will happen to your child. Anyone who has doubts about whether or not a situation is abuse are advised to call the hotline where experts can advise them if the signs/symptoms observed are abuse or neglect. Additional information and resources are available through *The Dallas Child Advocacy Center* and online at <http://www.dcac.org/>. To report child abuse anytime, day or night, call:

**STATE CHILD ABUSE HOTLINE 1-800-252-5400**

## **NEW REQUIREMENTS FOR GANG-FREE ZONES For Licensed Child Care Centers**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include child care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### **How do parents know where the gang-free zone ends?**

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

### **What is the purpose of gang-free zones?**

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### **What does this mean for my daycare center?**

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

### **When do I have to comply with the new requirements?**

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

*For further information please contact your licensing representative at (214) 583-4253 or your local licensing office at 8700 N. Stemmons Frwy, Suite 104, Dallas, Texas 75247.*

## COMPLAINT OR GRIEVANCE PROCEDURE

Any dispute which may arise from an employee or parent complaint with respect to the interpretation of the terms and conditions of the Agreement shall be subject to the following Grievance Procedure, unless expressly excluded from such procedure by the terms of the Agreement. All grievances shall be initiated at Step 1. Time limits set forth herein may be extended upon mutual agreement of the parties.

**Step 1:** The employee or parent shall present the grievance to the most immediate supervisor who has the authority to make adjustments in the matter within 14 days of the alleged grievance or knowledge thereof.

**Step 2:** If a satisfactory settlement is not reached in Step 1 within three days following its completion, the employee or parent may present the grievance to the supervisor's immediate authority. Upon the request of the 2nd authority, the grievance shall be in writing and shall state the grievant(s) name(s).

**Step 3:** If a satisfactory settlement is not reached in Step 2 within five days of the date of submission of the written grievance to the 2nd authority, the employee or parent may serve written notice upon the employer that they desire to present the grievance to the Board of Directors or company President.

**Step 4:** The Board of Directors or the company President shall act as an arbitrator. The decision of the arbitrator shall be final and binding upon the parties except in cases related to Civil Rights.

**If the grievance is related to a civil rights issue, then Step 5 will be followed:**

**Step 5:** If a satisfactory settlement is not reached in Step 4, the Board of Directors or company President shall provide the employee or parent with written instructions on how to make a civil rights complaint to USDA. It shall read as follows:

- The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
- If you wish to file a Civil Right & program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.asa.usda.gov/complaint\\_filing\\_cusLhtmJ](http://www.asa.usda.gov/complaint_filing_cusLhtmJ), or at any USDA office, or call (866) 632-9992 to request the form. You may write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250, by phone (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).
- Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish).
- For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, pensions should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Number (found online with a listing of hotline numbers by State). USDA is an equal opportunity provider and employer.



## EMERGENCY EVACUATION PLAN

All classrooms and common areas will have a floor plan outlining the evacuation route from that location as well as denoting the location of all fire extinguishers and pull stations. Unless otherwise required by your state licensing agency, these should be used as your posted evacuation plans throughout the center.

**Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved.** Staff will bring any necessary medications, supplies, and emergency records.

In the event of an emergency situation that requires evacuation of Petite Lumière, one of the following plans shall be implemented. In all situations, the person in charge when evacuating shall:

- Take an accurate attendee list
- Account for all children and staff as they board/depart vehicles
- Bring any necessary medications/supplies and emergency records
- Take a cellular phone, if available, to be used for emergency notifications

If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes, and the children cannot stay on the premises the children will be brought to **the field behind the parking lot by walking** where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day. The place of safety will be close by and within walking distance only if appropriate.

In the event of exposure to toxic materials or gasses and a physical examination is recommended, all children will be transported by school bus to **White Rock Medical Center** where they will be examined and family/guardian/emergency contacts will be notified.

**For children under the age of 24 months and children with limited mobility/special needs that might otherwise require assistance during an evacuation, designated Petite Lumière staff members will assist and ensure they are safely relocated to the assigned location.**

Child care programs in Nuclear Power Plant Evacuation Areas should follow the procedures established by the State Emergency Management Agency. All procedures should be shared with the family/guardian of children enrolled.

## RIGHTS OF PARENT OR GUARDIAN

### **A parent or guardian of a child at a child care facility has the right to:**

1. enter and examine the child care facility during the facility's hours of operation without advanced notice;
2. review the child care facility's publicly accessible records;
3. receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
4. obtain a copy of the child care facility's policies and procedures;
5. review, at the request of the parent or guardian, the facility's:
  - a. staff training records; and
  - b. any in-house staff training curriculum used by the facility;
6. review the child care facility's written records concerning the parent's or guardian's child;
7. inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - a. video recordings of the alleged incident are available;
  - b. the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
8. have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
9. be provided the contact information for the child care facility's local Child Care Regulation office;
10. file a complaint against the child care facility by contacting the local Child Care Regulation office; and
11. be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

### **Additional Resources:**

- Facility Information and Online Compliance History: <http://txchildcaresearch.org>
- Child Care Regulation Contact Information:  
<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

SECTION 18: **FORMS**

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**PARENT HANDBOOK AGREEMENT  
2024**

Child's Name: \_\_\_\_\_

Parent/Guardian's Name(s): \_\_\_\_\_

I/We have received, read and understood the Parent Handbook (including all State Mandated Information), and agree to abide by all policies therein. I/We understand the nature of these policies are subject to change as needed. I/We also understand that failure to abide by the enclosed policies on my part as a primary caregiver may result in fines, suspension of child care services, and, in extreme cases, termination of care and denial of re-enrollment privileges at Petite Lumière Preparatory School without a refund of tuition or registration deposit payments.

\_\_\_\_\_  
**Parent/Guardian 1 Signature (Required)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian 2 Signature (Optional)**

\_\_\_\_\_  
**Date**

***Please DETACH & RETURN this page with your Enrollment Forms.  
Thank you for choosing Petite Lumière Preparatory School!***