



The 2017–2018 school year marked the 15th anniversary for Preschool Pals! To celebrate, we had every child in the school participate in making the beautiful tree painting pictured on the cover by using each child's handprint as leaves or flowers. It serves as a personal symbol of one of our goals here at SPP, which is to grow each child in the love of God. This painting is hanging in the Preschool Pals office, so stop by and take a look at our masterpiece! It is a joy to serve these little ones, and we pray you will feel the love and care poured into each child as we discover the unique qualities that make them each a masterpiece of God!

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CONTACT INFORMATION

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welcome



Dear Parent/Guardian:

We welcome you and your child to Stonebriar Preschool Pals (SPP). We hope that your child's experiences will be happy and wholesome.

Note: Whenever we refer to "parent" in the Parent Handbook, we are also referring to legal guardians.

Our classrooms are a busy, happy, noisy, and creative place where your child learns though play. We want you to understand the validity of play and the importance of what your child is doing. We offer a relaxed, casual setting designed to meet the needs and interests of each child.

We want you to know and understand our goals for your child. SPP is designed for children 18 months through 4 years old, or 5 years old if not enrolled in kindergarten, with the following goals:

- To give each child the loving care and guidance children need in their formative years in a safe and secure environment.
- To provide the atmosphere and the learning experiences necessary to grow spiritually, mentally, emotionally, socially, physically, and academically.

Close cooperation and understanding among parents and staff is the best assurance for the successful experience for your child. Please call or stop by the office any time you have questions or concerns, and we will happily meet with you. We want you to know that the SPP program strives for excellence in the areas of teaching, safety, and welfare of the children.

As part of the Stonebriar Community Church Family Ministry, our mission is to partner with families as a nurturing, biblical community to provide child-relevant/age-appropriate opportunities to evangelize, instruct, and equip children to enjoy God for the rest of their lives.

We thank you for allowing us to join with you in providing loving and nurturing care for your child. Parents and teachers working together can help each child develop to his or her full potential. We look forward to having your child in our school.

The Stonebriar Preschool Pals Administration

hours of operation

Hours: 9 a.m. to 2 p.m.

Ages: 18 months to 4 years old (by September 1), or 5 years old if not in kindergarten. We continue to accept children as they turn

18 months old throughout the school year as openings become available.

Days: Two days per week—all ages Tuesday/Thursday or Wednesday/Friday

Three days per week for two-, three-, and four-year-olds

Tuesday/Wednesday/Thursday

Four days per week for four-year-olds

Tuesday/Wednesday/Thursday/Friday

Transitional Kindergarten (TK) for five-year-olds

Tuesday/Wednesday/Thursday/Friday

The 2019–2020 SPP program operates from August 30 to May 20 and follows the holiday schedule for Frisco ISD. We will not hold classes on the following dates: November 25–29, December 23–January 7, and March 9–13.

In the event of school closing due to bad weather, our make-up days would be May 21 and 22. If bad weather days are not used, we will not have classes on May 21 and 22.

inclement weather

If Frisco schools are closed, SPP will not hold classes. Please listen to the radio or television in the event of bad weather to get a report on the schools that will be closed. SPP will follow the Frisco elementary schools in the event of delayed openings. Please call the SPP office at 469-252-5370 for a recording of delayed openings or closings. If FISD classes are delayed, SPP will begin classes 30 minutes after the time FISD classes begin. (For example: if FISD classes start at 10 a.m., SPP classes would start at 10:30 a.m.)

PROGRAM

In order to begin reading and performing other academic tasks, the child must first gather meaning from his or her world and develop an awareness of concepts.

To gather meaning from his or her world, the child must have many satisfying sensory and motor experiences—touching, feeling, smelling, hearing, and seeing. The child interprets the sensory experiences and perceptual development follows, which is a prerequisite for developing the mind.

Each child will participate in a variety of age-appropriate activities such as:

- Working with paints, play dough, crayons, blocks, and other age appropriate manipulative materials.
- Story time, poems, drama, and books.
- Learning to share, take turns, plan, work, and play with others.
- Learning to respond rhythmically to music, singing, and listening to appropriate music.
- Learning good health habits.
- Activities for large muscle development like crawling, jumping, and running and climbing outside.
- Time and room to explore, experiment, discover, play, and be a child.
- Daily Bible teaching goals and stories that are relevant to their daily lives.

We use a Bible based curriculum called WEE (Weekday Early Education) Learn. The curriculum is planned around themes with age-appropriate learning centers. We offer music and chapel for all ages in a fun environment. Music has an emphasis on movement and singing, and chapel is a special time to hear Bible stories in a group setting. Three-, four-, and five-year-olds will learn basic Spanish with units such as Greetings, Numbers, Colors, Alphabet, Food, Parts of the Body, Family, Clothing, Transportation, and Ocean Animals. Computers have been added for the four- and five-year-olds. The computer education program will teach taking turns, eyehand coordination, following instructions, and concepts such as over and under, left and right, colors and numbers, and problem solving. We also use an alphabet curriculum called *The Letter People* for the three-year-olds and *Frog Street Press* for the four- and five-year-olds. Library resources, with a good selection of literature, have been added to the program to supplement the curriculum and enhance the love for reading.

There will be quiet times during the day for whispers, rest and relaxation, hugs, and times of feeling very special. There will also be times of involvement when there is a special closeness between children and between teacher and child. SPP strives to provide a happy, clean, and safe environment for each child.

Staff

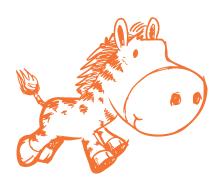
The SPP Staff are Christians providing loving and understanding care for each child. They are committed to the development of each child spiritually, mentally, emotionally, socially, physically, and academically. Parents will find the SPP Staff are people of prayer—praying often for one another and for the children in their care. *The SPP Staff believes that caring for children is a privilege and a ministry*. All staff members receive training prior to the beginning of the program. They are required to take Continuing Education classes in Early Childhood. Training topics may include discipline, classroom management, health and safety, planning age-appropriate activities, and special needs.

PARENT-TEACHER COMMUNICATION

If you have a question or concern about a situation, first try to talk with the teacher or person involved in the situation. In most cases, any question or concern can be addressed at that level. If you think the situation needs further discussion, please contact the SPP office. A meeting will be arranged with the parent(s), teacher, and administrative staff.

SPECIAL NEEDS

It is SPP's desire to meet each child's special needs. Every effort will be made to provide for each child. Prior to enrollment in SPP, the parent and the SPP Director will assess SPP's ability to meet any special needs while still providing a quality preschool experience for the entire classroom. The SCC Special Needs Director is available for consultation, if necessary.



Our staff believes that caring for children is a privilege and a ministry.



TUITION

Tuition can be paid by check, money order, cash, credit or debit card, or automatic withdrawal through Tuition Express. (If paying in cash, the parent should have the exact amount—the office does not keep cash on hand.) Payments can be mailed, paid at the SPP office between 8:30 a.m. and 4 p.m., Monday through Friday, or dropped off at the main church office window between 8:30 a.m. to 5 p.m., Monday through Friday. Cash payments may only be made at the Preschool Pals window.

tuition express

Tuition Express is a service that will process tuition fees automatically from the financial information on file that has been provided by the parents. It will draft tuition payments on the fifth of each month after 2 p.m. (or the first business day after the fifth if it falls on a weekend or holiday).

While parents have the option of paying in person by cash, check, or credit card, if tuition has not been paid by the fifth at 2 p.m., then it will automatically be drafted from the information on file. This serves as a "back up" for parents so that no late fees are assessed.

Each family must have a Tuition Express form on file as a "back up", whether they plan to pay in person or let payment be drafted from their account automatically. You can use a bank account or credit/debit card to keep on file with Tuition Express. You may also make a direct payment by credit or debit card through the parent portal at www.myprocarecom.

Tuition in the SPP program is divided into nine equal payments. The first payment is due August 1, and the remaining payments are due the first of each month through April. If enrollment begins after September, monthly payments are due the first of each month from the month of enrollment through May.

A late fee of \$30 will be assessed after the tenth day of the month. If the fees are not paid by the tenth of each month, SPP reserves the right to refuse school services until full payment is received. Repeated delinquency may result in withdrawal from the program.

A \$30 service charge will be assessed for each returned check or declined debit/credit card.

The first month's tuition must be paid and your account must be in good standing before the child may attend class at SPP.

Registration: Annual \$100

Supply Fee: Semi-Annual \$50 September \$50 January

Tuition (first child): Monthly Two Day \$260

Three Day \$345

Four Day \$425

Sibling Discounts: \$20 discount for each additional child off their monthly tuition.

income tax information

The parent needs to keep the canceled checks or receipts. This is the information needed for the income tax form: Tax ID #75-2780864. You will also be able to view your account activity, make payments, and print out your own statements for tax purposes, etc. from our Tuition Express parent portal by signing up at www.myprocare.com. Stonebriar Preschool Pals can e-mail or print receipts and statements upon request.

ENROLLMENT

Ages: The child must be at least 18 months to 5 years of age (as of September 1) and not enrolled in kindergarten. Enrolling: Children may enroll any time during the year as long as space is available.

holidays, family vacations, or absences

The annual tuition is based upon the number of class days offered versus calendar days per month. Whether a student is in attendance or not, a classroom spot is reserved for him or her so there is no credit of tuition for family vacations or absences.

Make-up days for absences

No make-up days are given for absences. SPP is licensed to handle only a certain number of children per day in each classroom so we cannot schedule children registered for other days.

PARENT INFORMATION CHANGES

Any time there is a change of address, telephone number at home or at work, or e-mail address, the parent needs to notify the SPP office *immediately*. The change of information on the child's original paperwork must be written by the parent *only*.

WITHDRAWAL FROM PROGRAM

SPP requires a 30-day paid withdrawal notification.

If it is necessary to withdraw a child from a class at any time during the school year, the parent must notify the SPP Office in writing (we cannot accept a verbal notification) at least one month before the withdrawal date. You may either pick up a Withdrawal Form from the SPP Office to complete, or e-mail tonnyab@stonebriar.org. If you e-mail your request, you will receive a return e-mail acknowledgment stating that we received your request. If you do not receive this return e-mail, then our office did not receive your request and you need to re-send. We require a 30-day paid notification of withdrawal.

Registration fees are nonrefundable. Any refund of monthly tuition is given only after the one-month paid notification has been met and any past due balance has been paid. If withdrawing after January 1, any pre-paid tuition will only be applied to the month of May. The 30-day paid withdrawal notification will still be required.

SPP reserves the right to refuse admittance to the program or to ask for the removal of a child from the program at its sole discretion.

arrival & pick-up · · · ·

ARRIVAL AND PICK-UP TIMES

The front doors will be open from 8:45 a.m. to 9:15 a.m. for drop-off and again from 1:45 to 2:15 p.m. for pick-up. At all other times the doors will be locked, and you must enter the church through the front office or use your electronic key card during school hours (information on ordering key card below).

Arrival: A parent should walk the child to the classroom. The classroom doors will open at 8:55 a.m. each morning for

teachers to receive your children. Please have the child arrive within five minutes of the beginning time, as he/she

may feel uncomfortable arriving after the other children are already involved in activities.

Pick-up: School ends at 2 p.m. *Parents must pick up their child at 2 p.m. each afternoon.*

Late Pick-up: If the parent may be late picking up the child, a phone call is required. The office will then notify the teacher and

child that the parent may be late. The child may be brought to the SPP office after 2:10 p.m. for pick up by the parent. A \$20 late pick-up fee will be assessed to be paid on that day or prior to entering class the next school day. If a child

has not been picked up by 2:30 p.m., the late fee will increase to \$40 per child.

PARK AND WALK

The parent should park in a designated parking lot and walk the child to the classroom. For safety purposes, <u>it is imperative that the child and parent stay together at all times when arriving at and leaving school</u>. This includes staying together in the elevator or stairs. No running ahead!

Do not leave a vehicle with the engine running. Do not leave siblings or other children unattended in a vehicle at any time. Be careful not to park in spaces designated for handicapped persons. Do not stand, stop, or park in fire lanes. Those parking in state-required handicapped spaces or fire lanes risk a parking ticket with a hefty fine from the local police.

The U shaped drive will be closed to vehicles. It is your responsibility to park legally while on the premises.

SIGN-IN AND SIGN-OUT SHEET

This sheet is located at the child's classroom. It is required that the individual bringing the child write in ink the time the child arrived along with his or her signature. Please do the same when picking up the child.

If the class is not in the room, a schedule is posted near the door stating where the class is located. The parent needs to take the child to where the class is—the parent should not leave the child in the classroom alone. If the parent does not know where the class is, he or she can come to the SPP office for help.

authorized adults

SPP will allow only parent-authorized individuals to pick up children.

- 1. The parent must put the person's name on the "pick-up authorization" portion of the child's enrollment form.
- 2. The parent may write a note that authorizes another adult and bring it to the SPP office.
- 3. The parent may call the SPP office and give a description of the individual. (This is done only in an emergency situation.)
- 4. The authorized individual must have picture identification (i.e., driver's license) to show to the child's teacher before the child is released.

If a parent has sole custody, a copy of the court order must be on file in the office showing that the other parent is not legally authorized to pick up the child.

PARENT ID CARD AND ELECTRONIC KEYCARD

One ID card per family will be issued at Parent Orientation or upon registration. If you need an additional ID card, you may pick one up in the SPP office. In the event that a parent enters the building other than arrival and pick-up times, the parent must show the SPP parent ID card to the administrative assistant at the front desk. Having an ID card will eliminate the sign-in procedure at the church front office. 2019–2020 ID cards will be blue. Any ID card from previous years will not be accepted.

Parents will have the option to purchase an electronic keycard that will unlock the doors at the U-shaped drive between 9:15 a.m. and 1:45 p.m. Tuesday through Friday only. This allows convenient entry for doctor appointments and parties in the middle of the school day. They will not work on the glass doors going directly into the hallway of classrooms. You will still need the office administrator to unlock those for you.

Keycards may be purchased online at www.stonebriar.org/preschoolpals. Scroll to the bottom of the section titled "Schedules and Fees" and click on "Order a Key Card." The cost will be \$7 per card, and processing takes about two weeks. You will receive an e-mail when it is ready to pick up at the SPP office.

VISITORS

Visitors (those not on the parents' authorization list) are required to sign in and out at the SPP office.

transportation

SPP does not provide transportation for children to and from home.



daily needs

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All children in the SPP program should bring lunches from home, including two drinks (one for snack and one for lunch). The parent should provide the child's lunch from home and understands SPP is not responsible for its nutritional value or for meeting the child's daily food needs. Please include an ice pack in the lunches to keep food fresh. Lunch boxes should be <u>clearly labeled on the outside</u>.

Snacks are provided. Snack menus are posted monthly outside each classroom. *If your child has food allergies and needs an alternative snack, the parent is required to provide that daily.* Due to the wide variety of allergies, SPP will not be responsible to provide alternative snacks.

SPP is a nut-free center. Please do not pack peanut butter sandwiches or other peanut butter "look-a-likes" or food items containing nuts of any kind. Also, please check labels on packages to make sure items were not processed in a facility that processes nuts.

Birthday and Special Occasion Treats: Food items may be homemade or "store bought." If you are bringing a store bought item, it must be brought in the original packaging including the label. Items with labels stating the product has been processed in a facility that processes nuts are not allowed. Please ensure it is free of nut products. Check with the teacher for other allergies children may have in the classroom.

DIAPER BAGS/BACKPACKS

The diaper bag/backpack is to be sanitary and kept clean, or SPP will need to request that the parent bring the child's items in a plastic bag. If the child is not potty-trained, enough disposable diapers, wipes, and/or pull-ups for one day should be sent. *Please label your child's diaper bag/backpack on the outside*.

Extra Clothing: Each child should have a *complete* set of extra clothing in his or her backpack/bag. This includes underwear, socks, and shoes. The parent should change the size of the clothing based on the child's size and season.

BLANKETS/PACIFIERS/LOVEYS

Children in the SPP programs ages 18-months to 3 years old are allowed to bring a special blanket, pacifier, or lovey for nap time. These items are to be taken home at the end of each day. Be sure to put the child's name on it.

NAP MATS/TOWEL

During rest time after lunch the children (18-months to 3-year-olds) need a nap mat for nap time. If your nap mat does not have an attached blanket, please include one with the mat as classrooms can get cool. The four- and five-year-olds need to bring a bath or beach towel for rest time. Nap time lasts from 30 minutes to two hours, depending on if the child needs to rest or sleep.

toys from home

SPP requests that parents leave all toys at home or in the car. A child may bring a toy for a specific classroom event. The teacher will notify you of these events. The toy should have the child's name on it. Guns, war toys, and other toys of destruction and/or aggression are not allowed at SPP.

Before bringing special show-and-tell items, parents should talk to their child's teacher.

What to Wear to School

The child should wear comfortable, washable, sturdy clothing. Using layers of clothing works very well. Shoes are required on the playground. Shoes help prevent stubbed toes. Children trip and fall more easily with sandals and flip-flops. Closed-toe shoes/tennis shoes are recommended.

Weather will vary during the day, so please send a sweater or jacket. If the temperature outside "feels like" 35 degrees or higher, we will go outside.

Please do not dress children in expensive clothing or expensive jewelry. We cannot be responsible if clothing gets dirty, or if a child loses a piece of jewelry. Because of the activities and outside play, we recommend that your child wears clothing that will allow him or her to participate in all activities.

Labels

Label everything the child brings to SPP so belongings are not easily lost. Laundry markers, commercial labels, and masking tape in an emergency all work well when labeling. All jackets, loveys, water bottles, sippy cups, and clothing must be labeled. All napmats, lunchboxes, and backpacks must have a label on the outside.

PETS/ANIMALS

Please, no pets or animals at SPP. They cannot be in a classroom except on a rare occasion with special permission from the SPP office.

health/illness

Each child's health is a matter of major importance. Before the first day of class, every child must have a completed medical form and a signed emergency medical treatment form on file in the SPP office. The child's immunization record must be complete and documented by a state-approved verifiable record. The child's immunizations and records must be kept *current* at all times. It is the parent's responsibility to provide the SPP office with current immunization records as they are acquired. SPP will also acknowledge the original copy of the State of Texas affidavit exempting your child from immunizations. Four- and five-year-olds must also provide proof of vision/hearing screening; results must be kept on file in the SPP office.

If you choose a delayed immunization schedule with your child, an exemption affidavit must be supplied until immunizations are administered. Updated immunization records must be provided to the SPP Office once the immunizations are administered.

If a child appears to have symptoms of illness while at SPP, the parent will be notified and the child must leave. *If the parent cannot pick up the child immediately, then SPP must have the name of an authorized individual who can.* While waiting to be picked up, the child will be isolated from the other children.

The parent must notify the SPP office immediately when their child has a communicable disease (i.e.: lice, rotovirus, chicken pox, hand-foot-and-mouth disease, flu, etc.). The parent needs to call each day the child is ill and will not be attending school. The office also needs to know the type of illness. If you have a question about your child's diagnosis, please call the SPP office. SPP is required to notify the other families in your child's classroom and other classes they share specials with of the communicable disease, but we will not disclose the parent or child's name.

Each communicable disease has a contagious period. Please contact the SPP office about when your child can return to school based on his or her illness.

Please be cautious with siblings when it comes to communicable diseases. If a sibling is displaying any symptoms of illness, please take precautions and keep your child at home so as not to potentially infect another class.

SPP may find it necessary to modify the illness policies during flu or other similar related outbreaks.

KEEPING A CHILD HOME

The child may not be at SPP if he or she has one or more of the following symptoms:

- A fever, or has had a fever during the previous 24-hour period. A fever is defined as a body temperature of 100° or above (without medicine).
- Diarrhea, or has had diarrhea in the previous 24-hour period.
- Vomiting, or has vomited in the previous 24-hour period.
- A cold that is less than two days old.
- A heavy green nasal discharge.
- A congested cough.
- Symptoms of a possible communicable disease. Symptoms may include sniffles, reddened eyes, sore throat, headache, abdominal pain, fever, or a rash.

Children cannot be kept inside while their class is outside on the playground. If a child is too sick or otherwise unable to go outside, he or she should be kept at home.

When the child may return

Children may return to SPP:

- After they have no fever for 24 hours without the use of a fever reducer such as Tylenol.
- After they have no diarrhea (loose stools) for 24 hours without the use of medication to control the loose stools.
- After they have not vomited for 24 hours without the use of medication to control the vomiting.
- After the child is determined by the SPP directors to no longer be contagious after having a communicable disease or being exposed to a communicable disease.

Medication

No medication will be given at SPP by SPP staff. This includes, but it is not limited to: breathing treatments, over the counter meds, vitamins, and cough drops. The only meds that will be administered by SPP staff are related to life-threatening allergies accompanied by epi pen or rescue inhaler.

Diaper rash prescription cream or over-the-counter diaper cream that is clearly labeled with the child's name can be administered by SPP staff. Please let your child's teacher know you have sent it to be used for that day.

accidents/injuries

In case of an accident or injury, we will administer first aid and make an assessment of the situation. If the injury requires medical attention, we will call 911 first and then the parent. If the injury does not require medical attention, we will notify the parent of the incident. An *Occurrence Report* is filled out by the teacher and will be signed by the parent or person picking up at the time of pick-up. The original report will be kept in the child's file in the SPP office. A copy of this report will be given to the parent on the next school day.

Sanitizing

We want to do everything possible to keep a healthy and clean environment. All table tops, furniture, counters, and toys are sanitized throughout the day.

emergency drills

Fire drills are practiced once a month, and tornado and lockdown drills are practiced quarterly. There is an emergency plan of evacuation located in each classroom.

special events

PARENT INVOLVEMENT/VOLUNTEERING

Each year a Room Parent helps plan for seasonal activities in their child's classroom at Thanksgiving, Christmas, Valentine's Day, and the end of the year.

Parents are encouraged to help during Staff Appreciation Week, April 23–26. This is a week when staff is shown how special they are by receiving goodies and notes of encouragement, praise, and appreciation. Gifts are not required or expected during this week. If you are interested in helping, the Special Events Coordinator will contact you with information as to what you need to bring or how you can help.

Parent volunteers are needed to help with cut outs and various jobs to assist teachers. *Home Helpers* is an option for parents who prefer to take projects home and return them to SPP.

SCHOOL PICTURES

Individual student pictures are taken annually and offered as a package to parents in the fall. Group pictures are taken in the spring.

FUNDRAISERS/SALES

SPP will hold a Scholastic Book Fair Tuesday-Friday, March 24-27, 2020.

hOLIDAY ACTIVITIES/PROGRAMS

Children in the three-year-old, four-year-old, and TK classes will perform a musical at Christmas and the end of the school year. These musicals will be held during regular school hours. We encourage you to bring family and the camera!

FOUR-YEAR-OLDS AND TK RECOGNITION SERVICE

A recognition service for the four-year-olds and TK classes will be held in the Multi-Purpose Room on Wednesday, May 20, 2020 from 6:30 to 7:30 p.m.

behavior

Behavior issues

Occasionally it becomes necessary to guide a child into a more acceptable behavior, such as when the child is hitting another child, hurting himself/herself, or destroying property. When this happens, the following guidelines will be followed:

- 1. Remove the problem—the toy, anything that is broken, etc.
- 2. Talk to the child about the inappropriate behavior.
- 3. Talk to the child about making good choices.
- 4. Redirect the child with another activity.
- 5. Cool-down time in the classroom
- 6. Cool-down time in the SPP office.
- 7. SPP director or assistant director-child discussion
- 8. SPP director or assistant director–parent–teacher conference.
- 9. In extreme cases, the child may be asked to leave SPP. (See "Principles of Discipline" for additional information)

CLASSROOM RULES

- 1. Be kind to yourself and others.
- 2. Take care of the classroom
- 3. Listen to the teachers.



PRINCIPLES OF DISCIPLINE

- 1. Be a good listener and observer.
- 2. Speak kindly, quietly, and on the child's level.
- 3. Identify what is important and emphasize it.
- 4. Identify what is unimportant and forget it.
- 5. Childproof the environment.
- Identify limits that are appropriate and necessary. Once limits have been established, they should be clearly defined and consistently maintained.
- 7. State suggestions or directions in a positive, specific form.
- 8. Give children choices only when you are prepared to accept the child's decision.
- 9. Acknowledge the child's perception or reaction.
- 10. Acknowledge your own feelings.
- 11. Unconditionally accept the child, although the behavior cannot be condoned or may have to be redirected. Try to empathize with the child.
- 12. Try to understand and deal with the cause of the child's behavior.
- 13. Avoid motivating a child by making comparisons between one child and another or encouraging competition. Emphasize progress toward self-improvement.
- 14. Help child to recognize and accept logical or "natural" consequences of behavior. Avoid creating a dependency on artificial rewards or bribes. Empty threats or promises are meaningless.
- 15. Recognize that a child begins to identify (think, feel, and behave as though the characteristics of the model belong to them) with significant people in their lives.
- 16. Attack the problem rather than the child with a problem.
- 17. In some situations, "I" messages may be more appropriate than "You" messages.
- 18. Note that basic principles of communication hold true in sensitive or controversial areas.
- 19. Know your own limitations.

—Dixie Crase



LIABILITY INSURANCE

SPP is covered by secondary liability insurance through American Church Group of Texas Insurance Company.

tBCWea

SPP is a member of the Texas Baptist Church Weekday Education Association. TBCWEA is an association that provides professional and personal development for church weekday programs.

State-Licensed

SPP is licensed by the Texas Department of Family and Protective Services and is in compliance with their rules and regulations. Texas Department of Family and Protective Services: 535 S. Loop 288, Suite 2001, Denton, Texas, 76209

28. 333 8. LOOP 200, Suite 2001, Defitori, Texas, 70203

940-231-4461 or 1-800-582-6036

Annual inspection reports are available in the SPP office upon request.

EQUAL OPPORTUNITY POLICY

SPP does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, or any other SPP administered program.

2019-2020 SPP Parent Calendar of Events

August	20	10
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31

September 2019

1	<u>2</u>	3	<u>4</u>	<u>5</u>	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	Т	W	Т	F	S
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November 2019

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December 2019

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August

27	Parent Orientation (7–8:30 p.m.)
28	Children's Open House (10 a.m.–12 p.m.,
	all Wednesday/Friday and 4 day classes)
29	Children's Open House (10 a.m.–12 p.m.,
	all Tuesday/Thursday and 3 day classes)
30	First day of class (W/F & 4 day classes)

September

2	Labor Day / Church closed
4	First day of class (3 day classes)
5	First day of class (T/T classes)

October

11	No school / FISD Staff Day
15–17	Individual Pictures
24-25	Classroom Fall Parties
25	Stonebriar Community Church Fall

25 Stonebriar Community Church Fall Festival

November

21–22	Classroom Thanksgiving Feasts
26-29	Thanksgiving Holiday

December

3-6	SPP Musical dress rehearsal in B bldg. CLUB
9	Staff Christmas Luncheon
10-13	SPP Christmas Musical (3's & 4/5's)
19-20	"Happy Birthday Jesus" Class Parties
23-31	Christmas Holiday

<u>January</u>

1–7	Christmas / New Year's Holiday
8	SPP first day back to school (W/F, 3day, 4day)
9	SPP first day back to school (T/T classes)
23-24	SPP Registration Info. Meetings
30-31	Donuts for Dad

Online # registration—Current SPP Families

February

_	emine "registration" carrent or i rummes
4-7	Current SPP Families turn in 2020–2021
	SPP Enrollment Forms
10	Online # registration—Open to the Public
12-13	Classroom Valentine's Day Parties
14	SPP no school—FISD staff development day
20	SPP Open Registration (to the public)
27-28	Rodeo Days (4/5 year-old-classes)

March

9-13	Spring Break—No SPP Classes
24-27	Scholastic Book Fair for SPP

April

2–3	Class Group Pictures
8-9	Class Easter Parties
10	Good Friday—SPP & SCC Closed
12	Easter Sunday
14-17	SPP Staff Appreciation Week
21-24	Spring Musical Dress Rehearsals
28-May1	SPP End of the Year Musical (3's & 4/5's)

<u>May</u>

<u> </u>	
7-8	Muffins for Mom
20	Recognition Ceremony for 4/5-year-olds
20	Last Day of SPP
21-22	No SPP Classes (These days will be used
	bad weather make up days, if needed)

January 2020

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February 2020

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March 2020

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April 2020

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May 2020

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