

# CUSTER ROAD CHRISTIAN DAY SCHOOL 2023/2024

## Parent Handbook

6601 Custer Road  
Plano, TX 75023  
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[www.custerroadcds.com](http://www.custerroadcds.com)

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# All About Us

## Mission

Custer Road Christian Day School is an extension of the faith and ministry of Custer Road United Methodist Church. CRCDS and its programs foster the spiritual, physical, emotional, social and intellectual development of preschool age children in a secure, loving and stimulating environment. CRCDS offers Children's Day Out, Pre-K 3's and 4's and private Kindergarten. M-F, 9:00- 1:55, Aug – May. Please see our yearly calendar for specific dates.

## Learning Growth Goals

Each child is guided and encouraged to develop age appropriate skills and developmental milestones. We develop appropriate learning objectives that are accomplished through play, small group instruction and developmentally appropriate learning activities Our goals are consistent with the Texas Prekindergarten and Kindergarten Guidelines including:

Social and Emotional Development through play and learning activities  
Language and Communication  
Reading and Writing  
Science and Social Studies  
Fine Arts  
Mathematics  
STEAM  
Technological Applications  
Physical Development – to include moderate to vigorous activity

## Faith Based Goals

Our goal is to provide a Christian atmosphere where God's love and caring are shown to every child. Grace is said before snacks and meals. The curriculum is enhanced with weekly Bible stories, verses, songs and activities.

## Private Kindergarten

The Kindergarten class has a low (12:1) student/teacher ratio and is based on the TEKS (Texas Essential Knowledge and Skills) from the Texas Administrative Code, including but not limited to Language Arts, Reading, Math, Science, Social Studies and Bible knowledge. **Kindergarten TEKS identify the skills and concepts that 5-year-olds are expected to know and be able to do by the completion of the Kindergarten year.**

TEKS for Kindergarten are available on the TEA website: [www.tea.state.tx.us/curriculum](http://www.tea.state.tx.us/curriculum). Children who complete Kindergarten at Custer Road will be eligible to enter First Grade the following year.

## Our Staff

Our highly experienced teaching team receives at least 24 hours of continuing education training annually, including topics on child development, guidance and discipline, curriculum, health and safety, and the prevention, recognition, and reporting of child abuse and neglect. Teachers are all current in CPR/First Aid training. Parents and teachers may go here

<https://www.dfps.state.tx.us/training/reporting/default.asp> to find more information about abuse and neglect awareness, risk factors, prevention techniques, warning signs, and what actions to take to coordinate with or get further assistance from community organizations

## Discipline and Guidance Policy

At CRCDS discipline is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Our teachers use positive methods of discipline which include the following elements:

1. Using praise and encouragement of good behavior instead of focusing on undesirable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Peer modeling and group interaction
5. Using brief supervised separation or time alone from the group, when appropriate for the child's age and development. It is limited to no more than one minute per year of the child's age.

## **Student Class Placement Policy**

The process of making up classes for each school year begins well in advance of the school start date in August. Our goal is to come up with a placement for each child which will offer the child the greatest chance of success. CRCDS reserves the right to make this decision based on their professional educational expertise.

The staff has input into this process considering but not limited to the following factors (not in any priority order):

- The child's intellectual, social, emotional, and behavioral developmental levels & needs
- The preferred learning style(s) of the student
- The child's physical and social maturity
- The child's interactions with other students
- The age of the child
- The "social dynamics" factors within the class
- Fair distribution of children with exceptionalities
- The best use of teachers
- The male/female balance in each class
- The balance of leaders in each class
- Student friendships

## **Learning and Behavior Differences**

CRCDS believes that early intervention, when appropriate, is in the best interest of the child.

Specialists/qualified service provider trained in the field of atypical learning provide the child the greatest benefit for long term success. CRCDS may make reasonable accommodations (does not fundamentally alter the delivery of the program for other children or teachers) for a child with physical or learning differences.

CRCDS reserves the right to require that parents arrange for their child (at parent expense) to be assessed for speech, hearing, behavior, and/or learning differences through ECI, the public schools or by private services in order for initial or continued enrollment. In addition, we **require** that CRCDS be informed and provided a copy of the assessment report if a child is receiving, has received or it has ever been suggested they receive outside counseling or any type of therapy services. This will help us best support the partnership we have with you the parent, in your child's education.

If CRCDS and/or an outside evaluator has determined a student would benefit from therapy/accommodations at school, CRCDS reserves the right to determine if enrollment at CRCDS is the best placement for (all) student success. As such, an additional CRCDS School-Parent-Therapist(s) Contract may be developed on an individual need basis.

## **State Licensing**

CRCDS is licensed by Texas health and Human Services. State licensing insures legal compliance regarding staff qualifications and training, discipline and guidance, health and safety of children, appropriate physical facilities and equipment, facility safety and maintenance, and stimulating and appropriate student activities. A copy of the Minimum Standards for Licensed Childcare Operators and CRCDS's most recent licensing inspection report is available for your review in the school office. The local licensing office can be reached at 469-229-6906.

Additionally, the Child Abuse Hotline is 1-800-252-5400. The childcare licensing website is

[www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **School Calendar**

The CRCDS school year is from August until May and closely follows the PISD school calendar in regard to student holidays, but starts a bit later and ends a bit earlier. A complete school calendar will be issued at the start of school and can also be found at [www.custeroadcds.com](http://www.custeroadcds.com). School hours of operation are 9:00 a.m. to 1:55 p.m., Monday through Friday. CRCDS reserves the right to deviate from the public school calendar when necessary.

## School Closings

The safety of the children and their families is of utmost importance when decisions are made concerning the opening of school on bad weather days.

- When Plano ISD schools are closed or open late due to inclement weather or other regional emergencies, CRCDS will be closed.
- If Plano ISD schools close early due to inclement weather or other regional emergencies, CRCDS will close early. In the event of an early closure, a text alert will be sent to all parents via our school-wide communication app. When possible, an email message may be sent to all families.
- Plano ISD school closing information can be found at [www.pisd.edu](http://www.pisd.edu). Public school closings are also announced on TV channels 4, 5, 8, and 11 and on many radio stations including KRLD and KVIL beginning at 6:00 a.m.
- CRCDS reserves the right to temporarily close for the number of days necessary to ease an outbreak of infectious disease. Closure days will not be rescheduled and full tuition will be required.

CRCDS **will not** make up days missed due to inclement weather or other regional emergencies.

# Administrative Policies and Procedures

## Administrative and Tuition Fees

CRCDS is a non-profit organization. The tuition for each school year is determined by the Custer Road United Methodist Church Administration and reported to CRCDS. **The assessed tuition is then divided into ten equal monthly payments, Aug – May.** Tuition is due on the first of each month and late after the tenth. A \$50.00 late fee is assessed on any tuition received after the tenth of the month. If your account is still in arrears by the last day of the month, and no prior arrangements have been approved by CRCDS, your child will be unenrolled.

Please make eChecks or personal checks payable to CRCDS. Payments may be brought to school or mailed to:

Custer Road Christian Day School  
6601 Custer Road  
Plano, Texas 75023-3204.

There is a 10% discount on the tuition of each additional child for families with more than one child currently enrolled in the program. The sibling discount is NOT applied to the once yearly enrollment fee.

**An annual enrollment fee is an administrative charge due to secure your child's spot upon registration. The Administrative Fee is NOT REFUNDABLE or transferrable.**

Please make arrangements with the office if a receipt for your child's tuition is required.

When extended absences are planned, full tuition payment will be required in order for a place to be held in the same class with the same students and teachers. Without full tuition payment, returning students will be readmitted as space becomes available. Our classes/days are non-transferrable.

## Student Records

The following forms and fees are due to the school office prior to admission. Your child will be prohibited from attending the first day of school if the required information is not complete.

- Administrative fee (**non-refundable**, due at time of registration)
- The first month's tuition (due on August 1)
- Enrollment and Emergency Contact Forms, (due on August 1)
- Doctor's Statement with Physician's signature (stating that child is healthy and able to attend childcare) and with Vision/Hearing screening confirmed.
- Food Allergy Emergency Plan (FAEP) must be on file for any food issues. If you have a physician signed FAEP, please send your child with an alternate snack each day your child is here. If you do not submit a FAEP, no food allowances will be made.
- Parents are responsible for keeping current emergency numbers, immunization updates and release authorizations on file at CRCDS.

## **Immunization Requirements**

A current immunization record signed by a physician or the state's Affidavit for Immunization exemption signed by a notary (<https://corequest.dshs.texas.gov/>) are required. All immunizations required for each age must be up to date or affidavit must be presented prior to school admission. No child may start without one of these documents.

## **Policy Changes**

All CRCDS policies are included in the parent handbook which can be found on our website. Parents annually sign an agreement that they have read, understand, and comply with the parent handbook. Parents will receive written notice of any policy changes occurring after enrollment during the school year. The Parent Handbook may change from school year to school year, it is the parent's responsibility to check changes at the beginning of each school year and comply with the rules spelled out within the Handbook. A parent may contact the Director at any time for any questions, concerns, or discussion. She is available by phone or email listed on the cover of this document.

## **Withdrawals**

If you need to withdraw your child from CRCDS before the end of the school year, two weeks written notice is required.

## **Suspension and Expulsion**

CRCDS reserves the right to dis-enroll any child, at any time, when we believe disenrollment is in the best interest of the child and/or the program or fundamentally alters the delivery of the program for other children or teachers. Unpaid tuition may also be result in disenrollment. Our first priority is to provide quality care and early education for all children enrolled in our program but on rare occasions there may be a need to dis-enroll a child. Parents will be informed in writing when enrollment is at risk.

## **Vision and Hearing Screening**

The State of Texas requires that all four and five-year-olds in group care have a hearing and vision screening exam with results on file at CRCDS. Screening will be available at school for a fee if results are not available from your child's physician.

## **Student Drop Off and Pick Up**

Children should be brought to the CRCDS South Entrance in the morning and scanned in with the QR code for their classroom. Children will be picked up at their classroom door at 1:55 and QR code scanned again to be signed out for the day.

For your child's protection, please complete all sections of the sign in sheet daily. This is how we account for your child in an emergency and is a licensing requirement.

- The school doors will remain closed until 8:50 a.m. Those arriving before 8:50 a.m. will wait along the school sidewalk or in their car.
- Parents and students will be met at the door in the morning by a staff member, and brought to class in a timely manner.
- In order to preserve our academic day, we request that you refrain from picking up your child prior to 1:50.
- To help maintain order in the classroom, we ask that parents say a quick goodbye at the main school door in the morning. At pick up, please respect our teachers' time and efficiently pick up and check out your child at the classroom door no later than 1:50 when the school doors are unlocked.
- The only early pick up time is 12:30 for families desiring a shorter day. Tuition will not pro-rated for early pick-ups.

## **The CRUMC Parking Lot**

Custer Road UMC is a multi-use, public building. CRCDS has no control over the comings and goings of parking lot users.

The safety of your family and your vehicle is your responsibility. Please exercise caution when backing out of your space, drive slowly and always have your child by the hand.

### **School Visitors**

Forgotten lunches, snacks, rest mats or other items should be brought to the school door and will be delivered to your child's classroom by a staff member. Please ring the bell and we will be there to assist you as soon as possible.

Parents must notify the CRCDS director and classroom teachers if a child development professional will be coming to observe their child and provide CRCDS with the results/findings/report. This individual must present identification and professional credentials (badge, business card, etc.) or return at a later date with proper identification.

Parents may visit the school during school hours to observe your child, program activities, the building, equipment and premises.

School visitors must never be left alone with children.

### **Dismissal to Another Person**

In accordance with state law, we must have the names on file of the persons to whom your child may be released when you are not able to pick up your child yourself.

- If an emergency occurs during the day and your child will have a change of pick up that day, and email message must be sent to the office by a parent.
- If a child is to be released to a person unknown to the CRCDS staff, the parent should alert the pick-up person that they will need to provide their driver's license to a school staff member.
- We require that any sick student be picked up within a 15-minute window of our first call or parent is responsible for sending emergency contact person that can arrive within that time window. Parents are responsible for letting us know who that pick-up person will be in writing or email.

### **Late Drop Off/Pick-up Policy**

We start our academic day at 9:00. Children arriving late are a distraction to the learning of others, a disruption to teachers and an inconvenience office staff. Our doors are closed and locked at 9:10 for the safety of those who have arrived on time. Your child will be marked tardy if they arrive later than 9:10 without prior notice to the school office. A physician's note will also be due upon arrival. More than 10 tardies may result in disenrollment.

CRCDS closes at 1:55 PM. Parents are expected to pick their children up promptly. If for some reason you cannot pick up on time, you must call to let us know no later than 1:50 PM. Penalties for late pick up will consistently be assessed as follows:

- At 2:05 PM a \$10 fee will be assessed.
- \$1/minute for additional minute(s) will be added for every minute past 2:10 PM.
- An additional \$10 will be added to any fee if we have not received a courtesy call by 1:50 PM

Payment of penalty is due no later than the next scheduled school day.

Failure to promptly pay assessed penalties may result in disenrollment.

### **Registration Policies**

CRCDS does not discriminate in enrollment on the basis of race, color or national origin.

CRCDS holds an at large registration each year in early January. Currently enrolled families will get multiple notices regarding open registration before it actually starts. CRCDS will enroll students on a first come, first served basis, based on receipt of the administrative enrollment fee. This administrative enrollment fee, once paid, secures your child's spot for the coming school year. It is non-refundable and non-transferrable.

A waiting list is maintained throughout the current school year to fill any openings that may occur during that school year. The waiting list does not carry over from one school year to the next.

# Health and Safety

## Illness/Injury Policy

- Any child that arrives at CRCDS noticeably ill (exhibiting a rash, a fever, heavy nasal discharge, or other signs of illness such as vomiting, diarrhea, or persistent cough, etc.) will not be admitted for the day. A child exhibiting any of these signs of illness must be symptom-free **without the aid of medication**, prescribed or OTC, **for a minimum of 48 hours** before returning to school. Although these symptoms may not be contagious, their management may require excessive teacher time.
- If child exhibits any symptoms and/or has a fever over 99.5, they will be sent home.
- If your child becomes ill at school, you will be notified immediately and required to come and pick up your child within 15 minutes. Parents will be notified to pick up if a child develops a temperature reading 99.5 degrees or higher, or exhibits any other communicable symptom. As such, please be sure the school office has your most recently updated cell phone number and that phone is with you with ringer on at all times while your child is in school.
- CRCDS reserves the right to temporarily close for the number of days necessary to ease an outbreak of infectious disease. Closure days will not be rescheduled and full tuition will be required.
- If your child is hurt or otherwise put at risk while at school but does not require emergency treatment, you will be provided with a written incident report signed by the teacher and the director. In the event of a serious medical emergency, 9-1-1 will be called, and you will be notified.
- Parents must notify the school immediately if their child contracts a communicable disease, including Covid -19. Further, if your child is absent, please notify the school office as to the reason for absence.
- Parents must notify the school immediately if a student, parent or immediate family member suspects or has been diagnosed with Covid -19 or variant or other communicable disease.
- Parents will be notified if a communicable disease or lice infestation is reported in their child's class.
- A child with a communicable disease will not be allowed to return to the classroom until released by a doctor and the 48 hour minimum time has been met.
- Staff members receive CPR and First Aid training and as mandated by Texas DPFS and are prepared to handle medical emergencies.

## Benefits of Physical Activity

Play builds a healthy body, reduces stress, fatigue, depression and obesity, while increasing strength, dexterity, coordination and confidence. When teachers play with children it enhances bonding, affection, and trust. Physical activity and play build social emotional intelligence. Children learn how to share and resolve conflicts, take control of their own actions and decisions and as well as advocate for themselves during play. Children should arrive at school dressed to play outdoors on our playgrounds or indoors in our classrooms and large group area for at least 45 minutes daily. If a child is not able to participate in play activities based on health issues, physical injuries or outdoor temperatures they must remain at home until they are well enough to rejoin these activities. Both structured and unstructured play activities will occur such as running, climbing, dancing, games, yoga and stretching. Due to staffing constraints, we are unable to allow individuals to remain indoors during playground time. We will play indoors for at least 45 minutes total under the following weather conditions:

- During a Red or Orange Ozone Action Day in the 75023-zip code.
- The actual temperature or wind chill is below 32 degrees
- Our CRCDS playgrounds are closed to all at 1:55 daily.

## Medication at School

No medication (except for medication required to control a life-threatening situation) will be given at school by the CRCDS staff. If your child requires medication during the school day, a parent will need to come to school to administer the medication.

Any medication required to control a life-threatening emergency, must be checked in to the school office and may be kept in the child's classroom depending upon need. A Medication Administration Authorization form must be completed for each medication. All medications kept at school must be in the original container with physician's dosage instructions. No medication will be administered if beyond its expiration date.

No sunscreen or bug spray may be applied at CRCDS by teachers or parents. Parents are free to apply these on their child prior to arrival at school

## Peanut/Tree Nut Policy

Any food item that lists peanuts, peanut oil, tree nuts, or tree nut oils as an ingredient or is produced in a facility that also processes peanut and/or tree nut products or may contain traces of peanut/tree nut products will not be purchased and/or served by CRCDS for any purpose. The selection of all food items purchased and served by CRCDS will be based upon the ingredient list as printed on the package label. (See appendix A). These items may not be brought to school by families.

## Food Allergy Emergency Plan

A Food Allergy Emergency Plan (FAEP) must be on file for any food related issues. If you have a physician signed FAEP, please send your child with an alternate snack each day your child is here. If you do not submit a FAEP, no food allowances will be made.

## Meals and Food Service Practices

- Parents should provide a healthy breakfast for their child before arriving at school and a healthy, balanced lunch to be eaten at school.
- CRCDS must adhere to the state mandated allergy policy. Any child with a food allergy **must** have a FAEP – Food Allergy Emergency Plan **signed by their physician** on file at CRCDS in order for CRCDS to comply with any food requests.
- Parents must provide a 'big kid' leak proof, reusable, labeled water bottle each day that will be used at snack and lunchtime. The water bottle should be no larger than 16 ounces.
- Parents will provide a daily snack to be served at midmorning. All snacks must either be commercially prepared and individually prepackaged or identifiably free of peanuts and/or tree nuts and will be prepared in a facility that does not process peanut or tree nut products. If your child has a food allergy **with a signed FAEP on file** please provide a mess/spill free dry snack that best fits with their personal food options. The school will not provide snacks.
- Any snack with peanut/tree nuts, produced in a facility that processes peanut/tree nuts, may contain traces of peanut/tree nuts, or is not in a sealed and labeled package will be returned to the parents. (See appendix A)

## Breastfeeding Accommodations

Custer Road Christian Day School has a room on-site which allows a comfortable and private location for breastfeeding mothers.

## Rest Time

Children in our CDO classes have a supervised rest period after the conclusion of the academic day (starting approximately at 12:30 for our CDO 1 class, and 1:00 for our CDO 2 classes). A vinyl mat and a light blanket or bath size towel is required level (listed above). No nap mat or towel is needed in the 3's, 4's or kindergarten classes.



## **Potty Training Policy**

Children must be potty-trained prior to entering the 3's classroom. Independent bathroom and personal hygiene skills are important developmental milestones for this age group and are required at CRCDS. If it becomes evident that a child is not interested in being potty trained at the end of the first month of school, parents will need to temporarily keep the child at home until potty training is complete. Parents will need to pay their child's tuition in order to hold their classroom spot. If space is available in the older CDO classroom, the child may be temporarily assigned to that class where potty training is part of the daily routine

## **CRCDS Video Surveillance Policy**

To ensure the safety and security of all children, staffs, parents, and visitors, as well as the security of our Church and school facility, **CRUMC/CRCDS** are equipped with a 24-hour video surveillance system. Security cameras are installed in classrooms, hallways, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, exception being private areas of the restrooms.

Respecting the privacy of all children, parents, and staff in school, our 24-hour video surveillance system/ security cameras are for internal purposes only.

The Executive Director of CRUMC and/or the Director, Assistant director, classroom teachers, and technology coordinator have access to viewing the security cameras/ video footage OR live video footage may be viewed from the CRCDS office monitor.

Video surveillance/recording consent is given upon signing parent handbook and must be signed prior to your child(ren) attending CRCDS.

## **Biting/Injury Policy**

Biting/aggression is a common developmental behavior for some toddlers between birth and 3 years of age. Biting/aggression is a form of communication and is frequently about dealing with stressors, teething, frustration, inadequate verbal skills, change in environment, or to feel a sense of power or control. At CRCDS we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting/aggressive behaviors by the environment which we create for the children.

Our goal is to help identify what is causing the biting/aggression and resolve these issues. If the issue cannot be resolved, we strive to protect the children or staff members who are bitten/injured. If a biting/injury incident occurs, state regulations require that the parent of the child biting/injuring and the parent of the child who was bitten/injured be contacted.

## **Emergency Plans**

The safety of our students is our number one priority and school policies are designed for the protection of all students. The CRCDS Emergency Plan is established in consultation with safety experts from the City of Plano. Our Emergency Plan is known to all staff and the written plan is available for parent review in our office. We practice regular evacuation and shelter in place drills.

In the event of fire, severe weather, toxic or biological hazard, or any other circumstance requiring evacuation of the school or relocation within the church building, parents may not be able to reach us by telephone. We will contact families by cell phone or through our school-wide communication app at a time when it is reasonable to do so. In an emergency situation, parents can help us best by staying near one of the mobile telephone numbers provided to us on the Childcare Enrollment Agreement. In the event of an emergency, parents and guardians identified in the child's admission file will be notified either by phone, email, or text message of the operation's status, approximate duration of the emergency and when children will be available for safe pickup. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement. **Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important emergency communication.**

## Drug Free/Gang Free Zone

CRUMC/CRCDS is a Drug Free/Gang Free zone. Under the Texas Penal Code, criminal offenses related to organized criminal activity or the use of illegal drugs are subject to harsher than usual penalties if they occur within 1000 feet of our facility. Smoking is not permitted within the CRUMC/CRCDS building.

## Animals at School

If your child would like to bring a family pet to school, you will need to notify the school office 10 days before the visit so that written notice can be given to the other families in the class. Documentation of vaccination must accompany dogs, cats and ferrets. Chickens, ducks, snakes, turtles, lizards, iguanas, and amphibians are not allowed at school due to the risk of spreading *salmonellosis*.

# Communication

## Communication with Parents

Our main method of parent communication is through our school-wide communication app. Parents must download our school-wide communication app as soon as possible to ensure they are receiving school news and updates. Parents may also be informed of activities through e-mail/text reminders, calendars and the posting of lesson plans, daily schedules, and illness alerts.

If you wish to speak with your child's teachers, you may contact them through our school-wide communication app. Teachers are busy caring for your children. Messages may take up to 24 hours to be returned. If your message is urgent, please call the school office at 972/491-0510.

You may communicate directly with Director Heather Hammer at [hhammer@crumc.org](mailto:hhammer@crumc.org).

A wealth of information can also be found on our school website at [www.custerroadcnds.com](http://www.custerroadcnds.com)

Please visit our site frequently for updated information. You will also see what's going on in the daily life of our school when you visit and like our Facebook and Instagram pages.

Postings via our school-wide communications app will typically post shortly after 2:00 pm.

## CDO (1's & 2's) Observation Forms

An adjustment and progress update will be distributed to parents of Children's Day Out students. The purpose of these reports is to inform parents about the child's adjustment to school, preferred activities and classroom behaviors. CDO classes do not have formal parent/teacher conferences.

## 3's/4's/K Progress Reports and Parent/Teacher Conferences

Two days each school year are set aside for parent/teacher conferences for three and four-year olds and Kindergartners. **There is no school on your child's conference day.** Parent-initiated conferences are welcomed any time. If you would like to speak to your child's teacher, please contact your teacher directly through the school wide communication app, and a teacher will contact you as soon as possible. *Conferences may take place via Zoom.*

## Birthday Celebrations

Birthdays are very special events for young children, and they love to share them with their friends. On their special day children will wear a crown, sit in the birthday chair and have a birthday photo taken. Additionally:

- Due to rising numbers of children with life threatening allergies, **outside goodies are not permitted** for birthdays.
- Party favor bags are not allowed.
- CRCDS will provide birthday paper goods and/or a celebration button to be used during the day to further highlight the special day
- Every child in your child's class **must** receive a birthday party invitation in order for them to be distributed at school. Please send invitations from your home if all classmates are not included for the event.

## Holiday Parties/Visitors

Our preschool classes will celebrate Christmas, Valentines and Easter with classroom holiday parties. Parents may sign up to send needed food/supply items that comply with CRCDS food service policies. Notification of party visitor opportunities will be made available through our school-wide communication app. CDO families do not attend holiday parties. School visitors must never be left alone with children.

# What to Bring/Not Bring to School

## Appropriate Clothing

- Parents should send their children to school in play clothes that can get dirty.
- NO open toed shoes allowed.
- We go outside in cold weather; children will need a warm jacket or coat with a hood.
- All clothing (especially coats sweaters, hats and mittens) should be labeled with the child's name. All items not claimed by the end of the year will be donated to charity.

## Needed Supplies:

Each child will need:

- CDO classes need a **tote bag** open at the top and large enough to hold a change of clothes, lunch, and a rest mat. The bag needs to be able to hang from a hook and must have the child's name clearly printed on the outside of the bag.
- 3's, 4's and Kindergarten may carry a backpack without wheels.
- A complete set of **change of clothing** including socks, shoes and underwear. The change of clothing will need to be changed out with the seasons.
- A **leak/spill proof**, 'big kid' **reusable water bottle filled only with water**. Your bottle should be no larger than 16 ounces.
- A prepackaged snack and a lunch. Please bring finger foods appropriately pre-cut up for your child. Sandwiches, deli meats, cheeses, fruits, chips, crackers etc. work best. Refrigerators and microwaves are not available. Lunches and snacks must not contain peanuts, tree nuts, peanut/tree nut products or be produced in a facility that also processes peanut/tree nut products. (See appendix A)
- Quiet time items:** (CDO only) - A cloth bedroll or towel for quiet time.
- Personal classroom supplies** – Each age level will issue a supply list before school begins. Consider dropping the supplies off before the first day of school.
- No personal toys are permitted at school with the exception of a rest time lovey.
- Children's Day Out (1's & 2's) families will need to provide at least three diapers a day with their child's name written on the front.

# Tips for a Successful Preschool Experience

- ✓ Bring your child to school on time. Entering a classroom already in progress is difficult.
- ✓ Please be prompt for pick-up. Many children become upset and worry when the parent is late.
- ✓ Please check your child's folder/bag each day for notes from school.
- ✓ Exhibit a positive attitude toward school.
- ✓ Download the school wide communication app and check it daily.
- ✓ Allow ample time getting ready for school so that your child will not be hurried.
- ✓ Your child is your top priority at drop off and pick up time. Please save cell phone conversations for later.
- ✓ Please pack a well-balanced and nutritionally dense snack and lunch each day your child attends.
- ✓ Think of the teachers as friends who want to know about your child in an effort to provide your child with a happy and successful preschool experience.
- ✓ Please let us know of any changes that might affect your child, such as medications, new baby, family circumstances, visitors, or moving.
- ✓ If problems arise, please talk to your child's teacher and/or the Director.
- ✓ When looking at the work your child brings home, please remember that the process (thinking, doing, feeling, experimenting) is more important than the finished product.

# How to tell if a product is peanut/tree nut safe

1.

**Nutrition Facts**  
Serving Size 1 Bar (37g)  
Servings Per Container 6

Amount Per Serving		Calories from Fat 35	
		% Daily Value*	
<b>Total Fat</b>	4g		6%
Saturated Fat	2g		10%
Trans Fat	0g		
<b>Cholesterol</b>	0mg		0%
<b>Sodium</b>	85mg		4%
<b>Total Carbohydrate</b>	27g		9%
Dietary Fiber	less than 1g		2%
Sugars	14g		
<b>Protein</b>	1g		
Vitamin A	0%	Vitamin C	0%
Calcium	0%	Iron	4%

\* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Saturated Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

**INGREDIENTS:** ENRICHED FLOUR (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMIN MONONITRATE [VITAMIN B1], RIBOFLAVIN [VITAMIN B2], FOLIC ACID), HIGH FRUCTOSE CORN SYRUP, PALM OIL, SUGAR, GLYCERIN, FRUCTOSE, CONTAINS TWO PERCENT OR LESS OF MODIFIED CORN STARCH, SALT, NATURAL AND ARTIFICIAL FLAVOR, CINNAMON, CARAMEL COLOR, CORNSTARCH, RED #40, CELLULOSE GUM, YELLOW #6, DISTILLED MONOGLYCERIDES, SODIUM STEAROYL LACTYLATE, LEAVENING (BAKING SODA, SODIUM ALUMINUM PHOSPHATE), POTASSIUM SORBATE (PRESERVATIVE), DATEM, PROPYLENE GLYCOL ALGINATE, WHEY PROTEIN ISOLATE, CORN SYRUP SOLIDS, EGGS, YELLOW #5 LAKE, YELLOW #6 LAKE, BLUE #2 LAKE, RED #40 LAKE, BHT (PRESERVATIVE), SOY LECITHIN.

**CONTAINS WHEAT, MILK, EGG AND SOY INGREDIENTS.**

2.

*Baked with no artificial flavors or preservatives (just one more reason why they're so good)*

**Nutrition Facts**  
Serving Size 4 Cookies (27g / 1oz)  
Servings Per Container About 7

Amount Per Serving		Calories from Fat 50	
		% Daily Value*	
<b>Total Fat</b>	5g		8%
Saturated Fat	3.5g		18%
Trans Fat	0g		
<b>Cholesterol</b>	10mg		3%
<b>Sodium</b>	95mg		4%
<b>Total Carbohydrate</b>	19g		6%
Dietary Fiber	Less than 1g		3%
Sugars	12g		
<b>Protein</b>	2g		
Vitamin A	0%	Vitamin C	0%
Calcium	0%	Iron	2%

\* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Sat Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

**MADE FROM:** UNBLEACHED ENRICHED WHEAT FLOUR (FLOUR, NIACIN, REDUCED IRON, THIAMIN MONONITRATE [VITAMIN B1], RIBOFLAVIN [VITAMIN B2], FOLIC ACID), SUGAR, VEGETABLE OILS (PALM AND/OR INTERESTERIFIED AND HYDROGENATED SOYBEAN AND/OR HYDROGENATED COTTONSEED), INVERT SUGAR, BUTTER, NONFAT MILK, CORNSTARCH, CONTAINS 2 PERCENT OR LESS OF: EGG WHITES, SALT AND BAKING SODA.

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3.

**Nutrition Facts**  
Serving Size 1 Package (18g)  
Servings Per Container 8

Amount Per Serving		Calories from Fat 35	
		% Daily Value*	
<b>Total Fat</b>	3.5g		5%
Saturated Fat	3.5g		18%
Trans Fat	0g		
Polyunsaturated Fat	0g		
Monounsaturated Fat	0g		
<b>Cholesterol</b>	0mg		0%
<b>Sodium</b>	30mg		1%
<b>Potassium</b>	15mg		0%
<b>Total Carbohydrate</b>	13g		4%
Dietary Fiber	0g		0%
Sugars	9g		
<b>Protein</b>	Less than 1 gram		
Vitamin A	0%	Vitamin C	0%
Calcium	0%	Iron	2%

\* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Sat Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Potassium	3,500mg	3,500mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

**INGREDIENTS:** SUGAR, UNBLEACHED ENRICHED FLOUR (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMIN MONONITRATE [VITAMIN B1], RIBOFLAVIN [VITAMIN B2], FOLIC ACID), HYDROGENATED COCONUT AND/OR HYDROGENATED SOYBEAN AND/OR PEANUT OIL, DEFATTED SOY FLOUR, CORNSTARCH, MOLASSES, MALTED BARLEY FLOUR, SALT, VANILLIN - AN ARTIFICIAL FLAVOR, CARAMEL COLOR, SOY LECITHIN.

**CONTAINS: WHEAT, SOY.**

**MANUFACTURED ON EQUIPMENT THAT PROCESSES MILK AND PEANUT.**

4.

**Nutrition Facts**  
Serving Size 2 Bars (42g)  
Servings Per Container 6

Amount Per Serving		Calories from Fat 70	
		% Daily Value*	
<b>Total Fat</b>	8g		12%
Saturated Fat	1g		5%
Trans Fat	0g		
Polyunsaturated Fat	2.5g		
Monounsaturated Fat	4.5g		
<b>Cholesterol</b>	0mg		0%
<b>Sodium</b>	170mg		7%
<b>Potassium</b>	140mg		4%
<b>Total Carbohydrate</b>	27g		9%
Dietary Fiber	2g		8%
Sugars	11g		
<b>Protein</b>	5g		
Iron	4%		

Not a significant source of vitamin A, vitamin C, and calcium.

\* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

	Calories: 2,000	2,500
Total Fat	Less than 65g	80g
Sat Fat	Less than 20g	25g
Cholesterol	Less than 300mg	300mg
Sodium	Less than 2,400mg	2,400mg
Potassium	3,500mg	3,500mg
Total Carbohydrate	300g	375g
Dietary Fiber	25g	30g

**INGREDIENTS:** WHOLE GRAIN ROLLED OATS, SUGAR, PEANUT BUTTER (PEANUTS, SALT), CANOLA OIL, CRISP RICE WITH SOY PROTEIN (RICE FLOUR, SOY PROTEIN CONCENTRATE, SUGAR, SALT), MOLASSES, HONEY, SALT, SOY LECITHIN, NATURAL FLAVORS, BAKING SODA, NAMED TOCOPHEROLS (PRESERVATIVE).

**CONTAINS: PEANUTS, SOY.**

**MAY CONTAIN: WHEAT, MILK, EGGS, ALMONDS AND COCONUT.**

DISTRIBUTED BY THE KROGER CO., CINCINNATI, OHIO 45202.

Product #1 and #2 are safe – there is no mention of peanuts or tree nuts on the labels  
Product #3 and #4 are unsafe – they both indicate a possible presence of peanuts, tree nuts or peanut/tree nut contamination.