

CUSTER ROAD CHRISTIAN DAY SCHOOL 2025/2026

Parent Handbook

6601 Custer Road
Plano, TX 75023
972-491-0510 Phone
972-618-3778 Fax
www.custerroadcds.com

Heather Hammer, Director
hhammer@crumc.org

Sarah Oldham, Assistant Director
soldham@crumc.org



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
- Mathematics
- STEAM
- Science and Social Studies
- Fine Arts
- 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 care is shown to every child. Students will grow in their faith through daily prayer, weekly worship in chapel, and service projects. Each week our curriculum is enhanced with a different Bible story, scripture, and faith-based activity. See appendix A for more information on our faith development plan.

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. 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
- 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 strives to create an environment where all children are able to succeed and thrive in, including students with special needs or learning differences.

CRCDS values our partnership with local school districts and early intervention programs. We will ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at school, with parental request and approval.

Our teachers will plan activities that integrate all children with and without special care needs and adapt equipment and procedures and vary methods as necessary to ensure that each special needs student is able to be cared for in a natural environment. When planning, CRCDS will provide a child with special care needs with accommodations recommended by a health-care professional; or a qualified professional affiliated with the local school district, or early childhood intervention program. We will utilize as recommended any adaptive equipment that has been provided to the center for a child's use. CRCDS is happy to provide referrals for families who have questions about their child's development and specialized services available in the community to allow parents the opportunity to request an evaluation

of their child's development from experts who are qualified to assess the child's development and recommend appropriate services for the child.

If a child is evaluated, we ask that parents share their assessment report, Individualized Educational Program (IEP), or Family Service Plan (ISFP), so that we can partner with you to make every effort to incorporate the plan, where applicable, into the child's daily activities.

State Licensing

CRCDS is licensed by Texas health and Human Services. State licensing ensures 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.

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.custerroadcds.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. 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. Tuition is 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.**

*If paying by cash or personal check, please deliver directly to the school office.

Tuition may be paid online once logged into your MyProcare.com account. Automatic payments may be set up through the office with a credit card or ACH. A 3% processing fee will be incurred by the payor if paying by credit card.

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 does NOT apply 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.

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 and a re-enrollment fee is received. 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/Enrollment fee (**non-refundable**, due at time of registration)
- ☐ The first month's tuition (due on August 1)
- ☐ Online Registration on MyProcare.com (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.
- ☐ A copy of immunizations or an affidavit.
- ☐ Food Allergy Emergency Plan (FAEP) must be on file for any food allergies.
- ☐ 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 an 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, one month's written notice to the Director is required. If notice is not given, parents will be responsible for all assessed tuition.

Suspension and Expulsion

CRCDS reserves the right to unenroll any child, at any time, when we believe unenrollment is in the best interest of the child and/or the program. Unpaid tuition may also result in unenrollment. Our 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 checked in using the ProCare app or posted QR code. Children will be picked up at their classroom door at 1:55 and checked out in the same manner. 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. To help maintain order in the classroom, we ask that parents say a quick goodbye at the main school door in the morning.
- ☐ We start our academic day at 9:00. Arriving on time for school creates the best learning environment for your child, their friends, and their teachers. Our doors are closed and locked at 9:10 for the safety of those who have arrived on time.
- ☐ In order to preserve our academic day, we request that you refrain from picking up your child prior to 1:50, unless prior arrangements have been made with the Director. Tuition will not be pro-rated for early pickups.
- ☐ At pick up, please respect our teachers' time and efficiently pick up and check out your child at the classroom door by 2:00. Doors will re-lock at 2:10, all students must be picked up prior to this time.

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, follow one-way traffic pattern, drive slowly and always have your child by the hand. See appendix B for parking lot map.

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. 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 their child, program activities, the building, equipment and premises.

School visitors must sign in upon arrival, check in with the office and 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.

Registration Policies

CRCDS does not discriminate in enrollment on the basis of race, color or national origin, or ability. CRCDS holds an at large registration each year in 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.

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, receive a birthday button, use birthday paper goods, have a special picture taken, and receive a birthday prayer.

Additionally:

- ☐ If desired, parents may provide outside goodies for birthdays. Items must be sent home with students and not consumed at school. Parents are responsible for checking favor bags and treats sent home for potential allergens.
- ☐ 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 school classes will celebrate Fall, Thanksgiving, Christmas, Valentine's Day, Easter, and End of Year classroom parties. Each age level will decide as a team what their celebration looks like and if/when visitors will be included. Parents may be asked to sign up to send needed food/supply items that are peanut and tree nut free. Notification of party visitor opportunities will be made available through our school-wide communication app. School visitors must never be left alone with children.

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 that returns to school with a **doctor's note**, must be symptom-free **without the aid of medication**, prescribed or OTC, **for a minimum of 24 hours** before returning to school. Students who have **not been seen by a doctor** must be symptom-free **without the aid of medication**, **prescribed or OTC, for a minimum of 48 hours** before returning to school.
- ☐ 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 **100 degrees or higher**, or exhibits any other communicable symptom including lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill. 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. Further, if your child is absent, please notify the school office as to the reason for absence.
- ☐ Parents will be notified if a communicable disease deemed reportable by Childcare Licensing is reported in their child's class.
- ☐ 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 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 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 close to all at 1:55 daily.
- ☐ The church indoor play structure is open Monday through Thursday until

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.

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, and a snack.
- ☐ 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 school. 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. The school will not provide snacks, but will have back up snacks on hand in case of emergency.
- ☐ 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, and students will be provided with a back up snack. (See appendix D)

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 and following their lunch. A vinyl mat and a light blanket or bath size towel is required. Our 3's, 4's and kindergarten classes do not participate in a rest time, so no nap mat or towel is needed.

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. Your child's teacher will partner with you to ensure potty training success. 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, staff, 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 lots and may conduct video surveillance of any portion of its premises at any time, with the exception of 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.

Parents may request video footage of an alleged incident of abuse or neglect, so long as there is footage of the incident available. The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child. CRCDS must notify in writing the parent of any other child captured in the video recording, before allowing the parent to inspect the video recording.

Video surveillance/recording consent is given upon signing off on the parent handbook and must be signed off 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 used to help a child process stressor, 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 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. Parents will be contacted if further resolution is required.

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 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 closely following our parent communication app and staying close to their cell phone of the number provided to us on their registration form. 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. Children are not permitted to have contact with chickens, ducks, snakes, turtles, lizards, iguanas, and amphibians.

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.

A wealth of information can also be found on our school website at www.custerroadcds.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 Form

A 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 at 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

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, or be produced in a facility that also processes peanut/tree nut products. (See appendix D)
- **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 to get 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 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.

Faith Formation Plan

[Minimalist 5 Cycle Diagram Graph \(4\).pdf](#)

CRCDS School Parking Lot Map

[CRCDS Map 2023.pdf](#)

Parent's Rights

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
 - (C) 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.

I acknowledge I have received a copy of my rights as a parent or guardian of a child enrolled at this facility.

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 150	Calories from Fat 35
% Daily Value*	
Total Fat 4g	6%
Saturated Fat 2g	10%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 85mg	4%
Total Carbohydrate 27g	9%
Dietary Fiber less than 1g	2%
Sugars 14g	
Protein 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 130	Calories from Fat 50
% Daily Value*	
Total Fat 5g	8%
Saturated Fat 3.5g	18%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 95mg	4%
Total Carbohydrate 19g	6%
Dietary Fiber Less than 1g	3%
Sugars 12g	
Protein 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.	
PEPPERIDGE FARM, INC. NORWALK, CT 06856	
91014000540R 7410-21-14	

3.

Nutrition Facts	
Serving Size	1 Package (18g)
Servings Per Container	8
Amount Per Serving	
Calories 90	Calories from Fat 35
% Daily Value*	
Total Fat 3.5g	5%
Saturated Fat 3.5g	18%
Trans Fat 0g	
Polyunsaturated Fat 0g	
Monounsaturated Fat 0g	
Cholesterol 0mg	0%
Sodium 30mg	1%
Potassium 15mg	0%
Total Carbohydrate 13g	4%
Dietary Fiber 0g	0%
Sugars 9g	
Protein 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 200	Calories from Fat 70
% Daily Value*	
Total Fat 8g	12%
Saturated Fat 1g	5%
Trans Fat 0g	
Polyunsaturated Fat 2.5g	
Monounsaturated Fat 4.5g	
Cholesterol 0mg	0%
Sodium 170mg	7%
Potassium 140mg	4%
Total Carbohydrate 27g	9%
Dietary Fiber 2g	8%
Sugars 11g	
Protein 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, MIXED 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.