



***“Building the Next Generation”***

**11902 Anderson Mill Road, Austin, Texas 78726  
(512) 249-7529**

***Dear Prospective Parent,***

***We are thrilled that you are considering our preschool program for your child. Our primary goal at First Foundations is to provide a Christ-centered, loving and nurturing environment in which children can grow and learn. As a team, we want to partner with you, providing you with support and encouragement during your child’s crucial developmental years.***

***Our curriculum at First Foundations is designed to encourage and enhance every area of your child's growth and development. Each day your child will engage in creative learning through hands on activities, group time, learning centers and special music and Spanish classes. These activities will contribute to the development of your child’s cognitive abilities, language expansion and fine and gross motor skills.***

***The taught curriculum varies according to class and age group, and each teacher will adjust the curriculum based on student ability and performance. For our principal academic curriculum, we have chosen A Beka—a phonics-based program that emphasizes both academic excellence and Christian character building. We also incorporate Handwriting Without Tears to help foster handwriting development.***

***We are honored that you are considering our school and pray for God’s guidance as you are seeking His best for your child.***

***Serving Him,***

***Steffani Wilkins  
(Director)***

# **First Foundations Preschool**

*Building the Next Generation*

## **Mission Statement:**

First Foundations Preschool combines established Biblical curriculum with practical, hands-on learning centers in a nurturing, loving environment to promote Godly character development in children three to five years of age.

## **Purpose Statement:**

Our purpose is to provide quality preschool education in a safe and loving environment under the direction of Godly administrators and teachers. As an expression of our beliefs, we base our principles upon these fundamental building blocks:

**A**ffirm every child

**B**uild character

**C**reate a love for learning

## **Goals:**

**A**ffirm every child by finding unique ways to foster each child's God-given abilities.

**B**uild character by developing social, emotional and spiritual traits according to the principles established in the Bible.

**C**reate a love for learning by for instilling an enthusiasm for education.

# TABLE OF CONTENTS

After School Care .....	4
Age Requirements .....	4
Animals .....	4
Birthdays .....	4
Child Care Provider Vaccinations .....	4
Child Release Procedures .....	4
Closings Due to Weather .....	4
Clothing .....	5
Discipline .....	5
Dismissal Policy .....	5
Drop-Off and Pick-Up .....	5
Emergency Medical Assistance .....	6
Field Trips .....	6
Grievance Procedures .....	6
Illness Policy .....	6
Licensing Number, Abuse Hotline, FPS Website .....	6
Lost and Found .....	6
Lunches and Snacks .....	6
Medical Records .....	7
Medication .....	7
Operating Hours .....	7
School-wide Parent/Teacher Communication .....	7
Parent Visitation and Volunteers .....	7
Peanut Policy .....	7
Pest Control Care .....	7
Program Structure .....	8
Registration Policy .....	8
Regulatory Services .....	8
Siblings .....	8
Tote Bags .....	8
Toys .....	8
Tuition Payment Options .....	9
Viewing Minimum Standard Rules & Recent Licensing Report .....	9
Water Activities .....	9
Water Bottles .....	9
Withdrawal Procedure .....	9

### **After School Care**

First Foundations offers an After School Program to eliminate the time gap between preschool and elementary pick-up. The program begins at the end of the school day (1:15pm or 1:45pm) and extends until 2:25pm. During this time, your child will play games, hear stories, and enjoy outside activities. The cost for this program is based on your child's start/end time. Please call the school office to reserve your child's spot. Registration forms are also provided at Open House. The program will begin a few weeks after the start of school. Please refer to your email updates and newsletters for more information on the exact start date.

### **Age Requirements**

The preschool is uniquely designed for children 3 to 5 years of age. We also offer a kindergarten class for those seeking a part-time program. Children must be three years old by September 1<sup>st</sup> of the current school year to be eligible for admission. Children **must** be potty trained. Use of pull-ups is not considered potty trained but will be allowed for the first month of school.

### **Animals**

Parents are notified if an animal will be present on school premises. If your child wants to bring an animal to share with classmates, please check with your child's teacher. Proof of vaccination is required.

### **Birthdays**

Celebrating a birthday is always fun. We love to give special recognition to children on their birthday. If parents would like to bring a snack to share with their child's class that day, we ask that the teacher be informed in advance. Gifts are not to be exchanged at this time. Birthday invitations may be passed out at school if everyone in the class will be receiving one. In honor of a child's birthday, a book may be donated to the child's class. A special recognition of the child will be inserted in the front of the book.

### **Child Care Provider Vaccinations**

Immunizations are not just for children. Keeping up-to-date on adult vaccinations help protect staff from vaccine-preventable diseases that can be transmitted in a child care setting, including influenza, pertussis (whooping cough), and varicella.

As a child care provider, our staff makes individual, personal decisions regarding vaccinations and we encourage each staff member to discuss this decision with their doctor.

### **Child Release Procedures**

When dropping off or picking up your child during the school day, you must sign them in **and** out of their classroom, using the required form and noting the time and date. Children will only be released to people listed on the enrollment form. Please make sure this information is current. If someone unexpected must pick up your child, we require a phone call, followed by an email from you, identifying the individual who will be picking up your child. A photo ID of the individual will be required at the time of pick-up. Children will not be released unless these procedures are followed.

### **Closings Due to Weather**

In the case of inclement weather, First Foundations will usually follow the closures and delays as announced by Round Rock Independent School District. In the event that RRISD announces a 2-hour late start, First Foundations should be expected to open at the usual time (as the usual FFP opening time is 2 hours later than that of RRISD schools). **Please check your email for accurate and up-to-date information concerning closures and late starts due to weather conditions.**

### **Clothing**

Children should be dressed in play clothes that are washable, comfortable and appropriate for the season and weather conditions. Please remember that your child will be involved in many activities, some of which may be messy. We suggest closed toed shoes for the playground for safety and accident prevention. An “emergency” set of clothing should be brought to school each day in the child’s backpack. Remember to update the emergency set of clothing according to season changes.

### **Discipline**

*God’s purpose for discipline is precise; it is to bring about the peaceful fruit of righteousness. Hebrews 12:11*

The goal of discipline is to correct behavior and bring about restitution and repentance. Biblical discipline includes:

1. Affirmation
2. Goal incentive praise
3. Rewards

Each child will begin the day with 3 behavioral clips. Children may earn or lose clips based on their behavioral choices during the day. Listed below are a few examples.

**Positive Choices:** kind to others, helpful, obedient, thoughtful of others.

**Negative Choices:** disobedient, unkind to others, selfish, disrespectful.

Children that have at least 3 behavioral clips at the end of the day may take something from the “treasure box.” While we expect good behavior from children, we believe that rewarding good behavior shows recognition and affirmation of the child’s efforts, as well as providing the child with encouragement and an incentive to work towards improvement in his or her problem areas. **State regulations require a signature acknowledging the discipline and guidance information. Please read this information carefully and sign the included form acknowledging receipt.**

### **Dismissal Policy**

First Foundations Preschool reserves the right to dismiss any student who is incapable of adjusting or whose behavior is detrimental to the best interest of him/herself or that of the other students. Reasons for dismissal may include but are not limited to: not being potty trained, consistently exhibiting disruptive behavior, failing to follow school policy and procedures or requiring special attention that cannot be provided by our school. Upon the recommendation of the Director, the student will be required to withdraw from school.

### **Drop-Off and Pick-Up**

First Foundations Preschool places a high priority on the establishment of a safe and efficient system to allow your child to enter and leave the classroom. We offer a “drive thru” drop-off/pick-up system in which a designated staff member will be available to escort your child to/from the building. Please note that this service is offered as a benefit and may be cancelled at any time. (You may also choose to park and walk your child to/from the classroom.)

The two school sessions are from 9:15am – 1:15pm (Class A) and 9:45am – 1:45pm (Class B). In order to alleviate parking congestion, please follow the drop-off/pick-up times below:

<b>CLASS A (9:15am-1:15pm)</b>	<b>CLASS B (9:45am-1:45pm)</b>
<b>Drive-thru Schedule:</b>	<b>Drive-thru Schedule:</b>
Drop-off: 9:05 - 9:15am	Drop-off: 9:35 – 9:45am
Pick-up: 1:15 -1:25pm	Pick-up: 1:45 - 1:55pm
<b>Walk-in Schedule:</b>	<b>Walk-in Schedule:</b>
Drop-off: as early as 9:05am	Drop-off: as early as 9:35am
Pick-up: 1:15-1:25pm	Pick-up: 1:45-1:55pm

Your prompt arrival prevents your child from missing any lessons and activities. **Please remember that a \$1-per-minute late fee will be applied for children picked up after 1:25pm (Class A) and 1:55pm (Class B).** If you miss your drop-off time, please park and walk your child to the classroom through the main entrance. If you miss the pick-up time, please come to the front lobby to collect your child. If you would like to participate in the curbside drop-off/pick-up, please fill out the form provided at Open House and return it to your child's teacher by the specified date.

### **Emergency Medical Assistance**

In the case of a critical illness or injury requiring immediate medical attention, FFP will:

- a. Contact emergency medical services;
- b. Administer first-aid or CPR when needed;
- c. Contact the physician identified in the child's record; and
- d. Contact the child's parents.

### **Field Trips**

Although field trips are an excellent addition to the learning experience, our board has decided that the liability risk is too high to take any chances with your child. In lieu of field trips, we will host special events that correlate with themes taught in the classroom.

### **Grievance Procedures**

If you have a grievance, we ask that you first approach the person with whom you have a problem. Specifically, if you have an issue or concern relating to your child's teacher and/or classroom, please go directly to the teacher to express your concern and discuss the problem. If you are unable to reach a solution through directly speaking to the person involved, the next step is to seek the guidance of the director and lastly the school board.

### **Illness Policy**

In the event that a child is sick, we ask that the child be kept at home. Reasons for keeping a child at home include vomiting, unexplained diarrhea, general inability to participate in school activities, discharge from or crusting of the eyes, greenish discharge from the nose, unexplained rashes, excessive coughing or lice. Children must be fever, diarrhea and vomiting free for 24 hours before returning to school. If a healthcare professional has diagnosed your child with a communicable disease, the child must have medical documentation to indicate that he/she is no longer contagious before returning to school.

If your child becomes sick while at school, he/she must be picked up as soon as possible as we do not have the facilities to care for sick children. This will also help to prevent the other children from being exposed to the illness. If your child has a contagious disease, please call the school office so that we can inform the other parents. If your child will be absent, please notify the office that morning.

### **Licensing Number, Abuse Hotline, FPS Website**

Important contact information included for your convenience:

Local CCL #: (512) 834-3195

PRS Abuse Hotline: 1-800-252-5400

PRS website: [www.DFPS.state.tx.us](http://www.DFPS.state.tx.us)

### **Lost and Found**

Please **LABEL** all jackets, sweaters, raincoats, lunch pails, water bottles, etc. Lost articles will be brought to the school office. If lost articles are not claimed after two weeks, they will be donated to a charitable organization.

### **Lunches and Snacks**

Parents are responsible for providing lunches for their children. First Foundations Preschool is not responsible for the daily nutritional needs of the students. Please send lunches requiring minimal teacher assistance. If

sending pre-packaged lunches, please select those that do not contain several individual packets. An ice pack or insulated lunch box is suggested to keep lunches fresh. Please write the child's name on all non-disposable items. Upon the teacher's discretion, a class calendar for snacks will be sent home for each month. Each child will be assigned a day to bring a snack to share with his or her class. We ask that healthy snacks be sent to promote good nutrition.

#### **Medical Records**

Texas law requires that all children have **current immunization** records in order to attend and remain in school. Each child must provide an official health record **including a doctor's signature and/or a health clinic stamp**. All children will be tested at FFP for vision and hearing with results passed on to you.

#### **Medication**

Parents are required to provide a signed permission slip before medicine can be administered to their child at school. All medication must be in the original container with the exact instructions, including the dosage and time at which the medicine should be administered. For prescription medicine, the child's name must appear on the prescription label. When possible, please coordinate dosing to prevent the need for medication during school hours.

#### **Operating Hours**

First Foundations Preschool offers M-F (for older 4's), M/W/F and T/Th programs. Hours of operation are 9:15am-1:15pm OR 9:45am-1:45pm. While we respect and value your preferences regarding your child's class schedule, classes and hours will be assigned at registration with the goal of placing the children in classes of similar age range and with an even boy/girl ratio. Classes begin in the middle of August and end in May. The school is closed during June and July. **Please note: A \$1 per minute late fee will be applied for children picked up after 1:25pm for the 9:15am-1:15pm classes and 1:55pm for the 9:45-1:45pm classes.**

#### **School-wide Parent/Teacher Communication**

Up-to-date information regarding school events and classroom learning will be communicated primarily via email newsletters (monthly newsletters will also be sent home with your child). Please check your email frequently and read ALL of the information included in the newsletter in order to stay informed about the latest news and updates. **Please ensure that the school has your current email address.** Additionally, we encourage you to use the information provided in the newsletters to have discussions at home that will help reinforce what your child is being taught at school. If you would like to meet with your child's teacher individually, please contact the teacher to schedule an appointment.

#### **Parent Visitation and Volunteers**

First Foundations Preschool has an Open Door Policy. You can visit the school during any time of operation. We believe that the home and the school, working together, can form a solid base for each child as he/she prepares to meet life's challenges. We encourage parents to be a part of this process by helping out with school activities. Parent involvement demonstrates to the child the importance placed on his/her education. Volunteer opportunities may include helping with class parties, assisting with special art projects, helping to keep our facilities tidy and safe and other various activities.

#### **Peanut Policy**

First Foundations Preschool takes reasonable measures to provide a safe environment for children with peanut allergies. If you have questions or concerns, please ask for our full policy.

#### **Pest Control Care**

As part of our commitments to provide your child with a safe, pest-free learning environment, First Foundations Preschool may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on First Foundations Preschool property are made only by trained and li-

censed technicians. Should you have questions about the schools pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator. (Hill Country Pest Control 512-259-8922)

### **Program Structure**

First Foundations Preschool is a nonprofit organization governed by a Board of Directors consisting of four Executive Board Members and four Advisory Board Members. The Board meets monthly to pray, evaluate the program and review finances.

Taught curriculum varies according to class and age group. Each teacher will adjust the curriculum based on student ability and performance. The *A Beka* preschool curriculum is used as the academic curriculum for all classes. Various Bible curriculums are also included in each class according to age group and content. *Handwriting Without Tears*, *Positive Action* and *Standard Publishing* are also included. Each week, the children attend a Spanish class and a Music Appreciation class. Chapel is alternated weekly to accommodate our programs.

### **Registration Policy**

A lottery system is used to register new incoming students. Check with the school office for specific times, details and dates for registration. When a student registers for either the 2-day or 3-day program, they are guaranteed a spot in the same program for the following year. If a parent chooses to change their child's program days, they will be placed on a waiting list according to availability.

### **Regulatory Services**

First Foundations adheres to the policies set forth by the Child-Care Licensing Division of the Texas Department of Family and Protective Services. We receive an authorized permit to operate upon successful completion of an annual inspection. First Foundations Preschool does not discriminate on the basis of sex, age, race or national origin in our educational programs and activities or in the recruitment of students.

### **Siblings**

For safety purposes, non-enrolled siblings/children must be carefully supervised by parents at all times while on school grounds. This includes classrooms, the playground and the parking lot.

### **Tote Bags**

Your child will receive a tote bag at Open House. The tote bag will be the appropriate size to carry the child's folders, lunchbox, water bottles and craft projects and to fit in the child's assigned cubby. The tote bag will improve efficiency, helping us to cut down on the number of lost items and to ensure the safe storage of your child's belongings. You are welcome to personalize your tote with scarves or clip-tags. We ask that all other bags and backpacks be left at home.

### **Toys**

Our school has many developmentally appropriate toys for your child to use during the day. We welcome children to bring their toys on "Show and Tell" day only. On all other days, we ask that children leave personal toys at home to prevent toys from being lost or broken. The school will not be held responsible for lost or damaged personal items. Toy guns or weapons are not allowed at the school at any time.



## Tuition Payment Options

### **One Time**

**Payment Option:** At parent's discretion annual tuition can be paid in full.

**10 Month Option:** For your convenience, the payments have been broken in to 10 equal installments due monthly. (The amount is not based on the number of school days during the month, but 1/10 of the annual tuition.)

**Monthly:** This fee applies to children who register during the school year.

### **Tuition Payment Details**

- Monthly tuition needs to be paid in full by the 1st of each month, regardless of the number of days the school is in session. (For example, school may begin late August, but the payment will still be due August 1st towards the 10 monthly installments).
- A late fee of \$25 will be charged if payment is not received by the 7<sup>th</sup> of each month.
- The first installment is due May 1<sup>st</sup> and is non-refundable. (Payment or a postdated check is due for the May 1st payment at the time of registration).
- The following installments will be due August 1<sup>st</sup> through April 1<sup>st</sup>. (Payment or a postdated check is due for the August 1st payment at the time of registration).
- If a monthly installment has not been received and the school has not been contacted by the 15<sup>th</sup> of that month, your child's spot will be forfeited.

### **Viewing Minimum Standard Rules & Recent Licensing Report**

A copy of the current CCL Minimum Standards Rules is available at the facility along with the most recent licensing inspection report. You are welcome to view this important information at any time.

### **Water Activities**

Parents will receive notification and relevant information prior to any water activity or event.

### **Water Bottles**

Children are required to bring a filled water bottle to school each day for snack time and general use throughout the day.

### **Withdrawal Procedure**

A 30-day written notice is required in order to withdraw a child before the end of the school year. When notice is given, you are responsible for one final tuition installment. Any advanced payment would not apply to the final fee. By signing the enrollment contract, you are acknowledging that the Application & Health Fee, Book/Supply/Auditorium Rental & May 1<sup>st</sup> installment are non-refundable/non-transferable.