



Dear Prospective Parent,

We are thrilled that you are considering our preschool and primary 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 to provide 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. (Physical for 1st grade and above.) 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 by class and age group, and each teacher will adjust it based on students' abilities and performance. For our core academic curriculum, we have selected a variety of phonics-based programs that emphasize both academic excellence and Christian character development. We also incorporate ABeka curriculum, Handwriting Without Tears, and other sources to help foster learning.

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,

A handwritten signature in black ink, reading "Steffani Wilkins". The signature is written in a cursive style with a large, decorative initial 'S'.

Steffani Wilkins
(Director)

First Foundations Primary

Building the Next Generation

Mission Statement:

First Foundations Primary combines an established Biblical curriculum with practical, hands-on learning centers in a nurturing, loving environment to promote Godly character development in children from 2 to 2.5 through elementary.

Faith Statement:

Our Belief

At First Foundations Primary, we believe that every child is created by God with purpose, dignity, and immeasurable worth. Our school exists to nurture young hearts and minds in an environment shaped by the love and truth of Jesus Christ.

God

We believe in one God—Father, Son, and Holy Spirit—who created all things and sustains all life. God is loving, holy, and faithful, and invites us into a relationship with Him.

Jesus Christ

We believe that Jesus Christ is the Son of God, fully God and fully human. Through His life, death, and resurrection, He offers forgiveness, hope, and new life to all who trust in Him. Jesus is our example, our teacher, and our Savior.

The Holy Spirit

We believe the Holy Spirit is present and active in the world today, guiding, comforting, and empowering believers to live out their faith with courage and compassion.

The Bible

We believe the Bible is the inspired Word of God and the foundation for truth, wisdom, and moral guidance. Scripture shapes our teaching, our values, and the way we care for one another.

The Child

We believe every child is uniquely gifted by God. We are committed to helping each student grow academically, spiritually, socially, and emotionally. We encourage children to discover their gifts, develop strong character, and learn to serve others with kindness and humility.

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:

Affirm every child

Build character

Create a love for learning

Goals:

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

Build character by developing social, emotional, and spiritual traits in line with the principles established in the Bible.

Create a love for learning by fostering an enthusiasm for education.

Philosophy of Education

At First Foundations, we believe that education is a sacred partnership between school and family, grounded in a Christ-centered foundation. We are committed to providing a loving and nurturing environment where each child is valued as a unique creation of God and encouraged to grow spiritually, academically, socially, emotionally, and physically during these crucial early years.

We believe young children learn best through active engagement and meaningful experiences. Our program fosters creativity and discovery through hands-on activities, group learning, learning centers, and enrichment opportunities, including music and Spanish. Through these experiences, we intentionally support the development of cognitive skills, language, and fine and gross motor skills, recognizing that early childhood is foundational to lifelong learning.

Our curriculum is thoughtfully designed to meet children where they are developmentally. Teachers adapt instruction according to each child's age, ability, and progress, ensuring both appropriate challenge and encouragement. We use phonics-based academic programs that build strong foundational skills while emphasizing Christian character development. In addition, we incorporate Handwriting Without Tears to provide confident, developmentally appropriate handwriting instruction. In our primary grades, we broaden students' studies in science and history, helping them develop a deeper understanding of both God's creation and human experience, and equipping them with knowledge, perspective, and a lifelong love of learning.

Above all, we believe education should nurture both the heart and the mind. Our goal is not only academic excellence, but also the cultivation of faith, character, and a love of learning. We are honored to partner with families and to prayerfully seek God's guidance as we work together to lay a strong, lasting foundation for every child entrusted to our care.

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After School Care

First Foundations offers an after-school program to fill the gap between preschool and elementary school pick-up. The program begins at the end of the school day (1:10 pm or 1:35 pm) and extends until 2:25 pm. 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. Registration forms are provided at the front desk or online. Please refer to your email updates and newsletters for the exact start date.

Age Requirements

The school is uniquely designed for children aged 2.5 through elementary.

Our two-and-a-half-hour year-old class is a two-day program. Children are assessed to make sure they are good candidates and will thrive in the classroom.

Our three-year-olds must be three by September 1st 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.

We also offer Bridge, Kindergarten, 1st, and 2nd grade. Our vision is to add 3rd grade next year (2026) and continue adding a grade each year until we reach 5th grade. (2028)

Animals

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

Birthdays

We love celebrating your child's birthday with their classmates; however, with the ever-increasing number of food allergies, we would never want to jeopardize another child's safety. Due to this concern, we do not allow food to be brought in for birthdays.

* Birthday invitations may be passed out at school if everyone in the class will be receiving one.

* Another way to honor your child's birthday is to donate a book to your child's class. A special recognition of the child will be inserted at the front of the book.

Child Release Procedures

Children will be released only to individuals listed on the enrollment form. Please make sure this information is up to date. If someone unexpected must pick up your child, we require a phone call followed by an email from you identifying the individual who will pick 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.

Child Safety and Harassment Policies and Procedures

First Foundations Preschool maintains comprehensive child safety and anti-harassment policies in full compliance with the requirements of the Texas Health and Human Services (HHSC) Child Care Regulation division, the Texas Department of Family and Protective Services (DFPS), and all applicable local and federal laws.

Child Protection and Abuse Prevention

- **Background Checks:** All employees, substitutes, and applicable volunteers undergo required criminal background checks through DFPS in accordance with Texas Child Care Licensing Minimum Standards.
- **Mandatory Reporting:** All staff are trained annually to recognize and report suspected child abuse or neglect. As mandated reporters under Texas law, employees must report suspected abuse or neglect to the appropriate authorities within 48 hours.
- **Reporting Procedures:** Suspected abuse or neglect is reported to the DFPS Abuse Hotline or through the Texas Abuse Hotline Online Reporting System, as required by law.
- **Supervision Standards:** Children are supervised at all times in accordance with Texas Minimum Standards for Child-Care Centers, ensuring appropriate staff-to-child ratios and sight-and-sound supervision.
- **Prevention Training:** Staff receive training on child abuse prevention and appropriate adult–child interactions.

Anti-Harassment and Non-Discrimination

First Foundations Preschool maintains a zero-tolerance policy for harassment, bullying, discrimination, or inappropriate conduct involving children, staff, or families.

- Harassment includes verbal, physical, emotional, or sexual misconduct.
- Allegations are documented and promptly investigated in accordance with established procedures.
- Appropriate corrective and/or disciplinary action is taken when warranted, up to and including termination of employment and notification of licensing authorities, when required.
- Retaliation against any individual who reports concerns in good faith is strictly prohibited.

Safe Environment and Professional Conduct

- Clear professional boundaries are established for all staff interactions with children.
- Staff are prohibited from engaging in inappropriate communication, favoritism, isolation of a child, or any behavior that could compromise child safety.
- Ongoing training ensures continued compliance with Texas Child Care Licensing Minimum Standards.
- Policies are reviewed regularly and updated as necessary to reflect changes in Texas law or local regulations.

First Foundations Preschool is committed to maintaining a safe, respectful, and legally compliant environment that protects the dignity, safety, and well-being of every child in our care. At the same time, we are dedicated to fostering a nurturing, loving atmosphere where each child feels valued, supported, and accepted.

Closings Due to Weather

In inclement weather, First Foundations will typically follow other schools' closures. **Please check your email or social media for up-to-date information on weather-related closures and late starts.**

Clothing

Children should be dressed in washable, comfortable, and appropriate play clothes 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-toe shoes for the playground to help prevent accidents. An “emergency” set of clothing should be kept in the child’s school backpack each day. Remember to update the backup apparel set to reflect seasonal 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 clips. Children may earn or lose clips based on their behavior throughout 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.

Preschool:

Children who have at least 3 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 recognizes and affirms the child’s efforts, provides encouragement, and offers an incentive to work toward improvement in their problem areas.

Primary:

Our older students participate in a structured classroom economy that helps them develop a practical understanding of money and currency. This system not only builds financial literacy skills but also reinforces important character traits such as respect, honesty, responsibility, and kindness.

Discipline & Guidance

Texas State regulations require a signature acknowledging the discipline and guidance information, which is available on our website and in our registration portal. Click the following link to read the policy. [Discipline & Guidance Policy](#)

Dismissal Policy

First Foundations Primary reserves the right to dismiss any student who proves to be incapable of adjustment or who becomes 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 our school cannot provide. The student will be required to withdraw from school upon the Director's recommendation.

Drop-Off, Pick-Up, & Parking Lot

First Foundations Primary places a high priority on the establishment of a safe and efficient system to allow your child to enter and leave the classroom.

Drop-off:

At Open House, you will be informed of your child's start time. We have various drop-off and pick-up times. We will have three exterior checkpoints for you to wait with your child in the mornings. These checkpoints will be assigned based on your child's class. Parents and students will wait until one of our staff members greets you at the door at your allotted time and walks your child to their class. You will also receive an Access Card at the Open House with your child's name, teacher, and checkpoint, to bring with you **each day**. Your prompt arrival each morning prevents your child from missing any lessons and activities. If you miss your drop-off time, please park and walk your child to the classroom through the main entrance.

Pick-Up:

You will be issued two access cards at the beginning of the year to enter the building. It is mandated that you enter the building with your access card at dismissal and any other time when coming into the building. (You will be charged a \$5 FEE to replace this card.) This is yet another layer of security to protect our students and school.

Please enter the school using Door A (front office), at your designated pick-up time. Please go to your child's classroom and wait in the hallway until the teacher opens the door and releases your child. Please also **sign out** your child using the form by the classroom door. Once you have your child, please exit Door B at the end of the hallway. This will help keep the hallways less congested. We ask that you be mindful of classes that are still in session, especially those with a late release time.

Please remember that a \$1-per-minute late fee will be applied for children picked up after the allowed 10-minute grace period.

Parking Lot:

We have implemented a policy prohibiting children and parents from lingering on school property (including flower beds, parking spaces, and rock areas) before or after school. It is not only for your child's safety; it also opens up those coveted parking spaces so others do not have to park so far away. Thank you for adhering to this policy and for encouraging one another to do the same to ensure safety.

There are many nearby parks designed for children to play and for parents to visit in a safe environment. Be sure to take advantage of this opportunity and continue building relationships within our FFP family and community.

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

Preschool: 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. Instead of field trips, we will host special events aligned with classroom themes.

Elementary: We will take field trips to nursing homes, perform community service, and enhance students' learning.

Grievance Procedures

If you have a grievance, please first approach the person with whom you have the issue. If you have an issue or concern regarding your child's teacher or classroom, please contact the teacher directly to discuss it. If you are unable to resolve it through direct communication with the person involved, the next step is to seek guidance from the Director, followed by the Board of Directors.

Illness Policy

If a child is sick, we ask that the child stay home. Reasons for keeping a child at home include vomiting, unexplained diarrhea, inability to participate in school activities, eye discharge or crusting, greenish nasal discharge, unexplained rashes, or excessive coughing. Children must be free of fever, diarrhea, and vomiting 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 at school, they 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

Lost and Found

Please **LABEL** all jackets, sweaters, raincoats, lunch boxes, 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. Some suggested nutritional choices might include whole grains, fresh fruit/vegetables, and limiting intake of processed sugar. First Foundations Primary is not responsible for students' daily nutritional needs. Please send lunches requiring minimal teacher assistance. If sending pre-packaged lunches, please select those that do not contain several individual packets or require heating. An ice pack or insulated

lunch box is suggested to keep lunches fresh. Please write the child's name on all non-disposable items.

Medical Records

Texas law requires that all children have **current immunization** records and a written **statement of health** from their healthcare provider to remain in school. Each of these documents must **include a doctor's signature and/or a health clinic stamp**. Children aged four and older will be tested at FFP for vision and hearing, with the results passed on to you.

Medication

Parents must provide a signed permission slip before medicine can be administered to their child at school. All medication must be in the original container, not expired, and include 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

Hours of operation for First Foundations Primary are as follows:

- Elementary (8:30-2:30) Kindergarten (9:05-1:35)
- Bridge (9:05-1:05)
- Preschool Programs (9:10-1:10)

At the Open House, you will find out which class your child is in. Classes begin in mid-August and end in May. The school is closed during June and July. **Please note: A 10-minute grace period is given at the end of the day; after this time, a \$1 per minute late fee will be applied to children picked up after their allotted time.**

School-wide Parent/Teacher Communication

Up-to-date information regarding school events and classroom learning will be communicated primarily via email newsletters or "Class Dojo". Monthly school-wide newsletters will be emailed on the first of each month. Please take a minute to read ALL of the information included in the newsletter 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 in the newsletters to have discussions at home that 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 Primary has an Open Door Policy. You can visit the school at any time during its operating hours. We believe that the home and the school, working together, can provide a solid foundation for each child as they prepare to meet life's challenges. We encourage parents to participate in this process by supporting school activities. Parent involvement demonstrates to the child the importance placed on his/her education. Volunteer opportunities may include assisting with class parties, supporting special art projects, helping keep our facilities tidy and safe, and other activities

Peanut Policy

First Foundations Preschool makes every effort to provide a safe environment for children with peanut allergies. If you have any questions or concerns, please request our full policy.

Potty Training Policy

Children attending our program must be potty-trained. Click on the following link to see the full policy. ["Potty Trained" Requirements](#)

Program Structure

First Foundations Primary 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.

The curriculum varies by class and age group. Each teacher will adjust the curriculum based on student ability and performance. The *A Beka* preschool curriculum, along with the Science of Reading, 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* is used in all classes to help develop fine motor skills and letter formation. In the elementary grades, we begin D'Nealian and cursive handwriting. Based on the child's age, the child attends a 20-minute Spanish class and a 20-minute Music Appreciation class each week. The elementary grades will also have Physical Education. Chapel is alternated weekly to accommodate our programs.

Registration Policy

A lottery system is used to register new incoming students. You can find these dates on our website. If you have any questions, please call the school office. 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 authorization to operate upon successful completion of an annual inspection. First Foundations Primary admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs or activities.

Siblings

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

Tote Bags (Preschool & Kindergarten)

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 by reducing lost items and ensuring 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 a variety of developmentally appropriate toys for your child to use during the day. We welcome children to bring their toys only on "Show and Tell" day. On all other days, we ask that children leave personal toys at home to prevent them 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 the parent's discretion, annual tuition can be paid in a single installment.

10 Month Plan: For your convenience, payments are split into 10 equal monthly installments. (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.

We accept checks, cash, and credit cards. Credits will be a convenience fee as follows:

- Credit cards (Visa, MasterCard, American Express, and Discover)
- Convenience fee of \$3 (for balance under \$100) or 3% (for balance over \$100)

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 vital information at any time.

Water Activities

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

Water Bottles

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

Withdrawal Policy

Preschool Policy: If a child is withdrawn before the end of the contract period, a 30-day written notice is required. Upon notice, 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 1st installment are non-refundable/non-transferable.

Bridge & Elementary Policy: If a child is withdrawn from these classes, you are responsible for the payment of any remaining balance of the annual tuition.