



**GOOD CITY**®

**PRESCHOOL**

**Parent Handbook  
&  
Operational Policies**

**A Ministry of Church Project  
602 Pruitt Rd  
The Woodlands, TX 77380**

**Dear Parents,**

**Welcome to Good City Preschool! We truly believe that children are one of God's greatest gifts, and we are excited that you have chosen us to be part of your family.**

**One of our goals is to always provide a quality program. A program that provides a space where children can grow spiritually, academically, socially, and emotionally.**

**We want your experience to be a positive one. A vital key to that success is close communication between parents and staff. This handbook outlines the policies and procedures of our program. We know that sometimes questions may arise from time to time; so, please feel free to contact me with any.**

**Mary Ann Hampton  
Preschool Director  
[maryann@goodcity.org](mailto:maryann@goodcity.org)**

***“Children are a gift from the Lord; they are a reward from Him”  
Psalm 127:3***

## Mission Statement

At Good City Preschool a ministry of Church Project, our mission is to create a loving Christian environment that nurtures young children's spiritual, academic, social, and emotional development. Through this foundation, we aim to inspire children to grow in faith, cultivate their potential, and become compassionate leaders who contribute to a world of change.

## Admissions

**Age:** Children must be 18 months of age by September 1<sup>st</sup> to be eligible to register for our program. Students are placed based on their age as of September 1<sup>st</sup> of the current school year.

**Registration:** Registration for the following school year at Good City Preschool will begin in March. Reminders will be sent home, and you can register online.

- \$125 Registration Fee
- Fill out paperwork
- Parent Handbook Signature

**Waiting List:** A waiting list for each class will be maintained for those interested in enrolling when space becomes available.

\*\*\*Enrollment is open to children who can participate in a developmentally age-appropriate curriculum and structured group setting. \*\*\*

## Tuition and Fees

Tuition is due by the fifth of each month, unless previous arrangements have been made with the Preschool Director. If tuition has not been received by the 5<sup>th</sup> day of the month, a \$10 penalty will be charged.

### Registration Fee

A \$125.00 registration fee is due at the time of enrollment and is non-refundable.

### Supply Fee

A \$100 supply fee is collected twice yearly, August and January.

### Summer Supply Fee

A \$75 supply fee is collected after registration.

### Refunds

Good City Preschool is a non-profit program. Our school expenses are consistent, **which prevents** credits, refunds, or discount for missed school days including but not limited to illness, in-service days, natural disasters, inclement weather, pandemic, national/local emergencies or school holidays. We follow CISD as closely as possible.

### Hours

Monday-Friday 9:00a.m. – 2:00p.m. August through June

## Cancellation of Enrollment

If, based on the observation of the preschool staff, a child shows by his/her participation or development that he/she is not ready for this type of activity, the school reserves the right to request cancellation of the enrollment. In this event, any unused tuition would be refunded.

If for other reasons a child is withdrawn by the parents, the school requires 1 month written notice. If this written notice is not given, Good City Preschool reserves the right to charge for time the child would otherwise be present. **If a child is withdrawn during the school year for a short time and plans to return within the same school year, tuition for the missed time must be kept current or the child must re-register based upon space availability.**

## **School Closings**

### **Inclement Weather**

We follow the Conroe ISD inclement weather policies; therefore, if school is closed due to bad weather, Good City Preschool will also be closed. Parents will be contacted to pick up their child if unsafe conditions arise and children are already in school. There will be no tuition or schedule adjustment due to inclement weather.

### **Medication**

Please inform your child's teacher, if you give your child any medication before coming to school. Medicine often affects the way your child responds in class. The preschool **will not** administer any medication to a child during the school day. If parents find it necessary for their child to receive medication during the school day, they may come to the school to administer such medication. If a child has an epinephrine auto-injector it will be administered according to the Dr's instructions on the allergy plan. Staff will also be trained on epi pens.

### **Sunscreen & Insect Repellant**

Please apply sunscreen and insect repellant before your child is drop off at school. Children will go outside for 30 minutes every day that the weather permits. On warm days if the weather is 90 or lower the kids will have recess outdoors. On cold days if the weather is lower than 45 the kids will have recess indoor.

### **Accidents/Injuries**

Parents will be notified of minor scrapes, bumps, and bites on an incident form that will be sent home with the child. In case of a serious accident, a parent or other designated person will be notified. If medical assistance is necessary, we will follow the directives on the child's emergency information form on file. If it's a major incident, we will call 911 and follow operator's directions and notify parent.

### **Immunizations/Exclusions**

Children attending Good City Preschool must be vaccinated in accordance with the state requirements. Immunization record submitted must have a physician signature. Medical and religious exemptions are also accepted. A signed and notarized affidavit must be turned in and renewed every two

years. Children 4 years and older are required to have a vision and hearing test on file.

## **Emergency Preparedness Plan**

### **Outdoor Play Policy**

At Good City Preschool we believe that outdoor play is essential for children's physical health, emotional well-being, and overall development. Our daily schedule includes outdoor recess, weather permitting, to provide children with opportunities for fresh air, movement, and exploration.

#### Summer Guidelines:

- When the **temperature reaches 90°F or higher** and **humidity is 45% or above**, we will opt for indoor recess to ensure children's comfort and safety.
- During these conditions, we may still take a brief, supervised walk/run outdoors to allow children to experience fresh air, provided it is safe.

#### Winter Guidelines:

- If the **temperature drops to 40°F or below**, we will hold recess indoors to keep children warm and cozy.
- Similar to summer, a short outdoor walk/run may be taken if conditions permit.

#### Accessing the Outdoor Play Area:

To reach our outdoor play area, children will cross a small walkway from the sidewalk attached to the building to the field. Staff members are always present to supervise and ensure a safe and orderly transition. For added safety, orange cones are placed along the path during each crossing to clearly mark and maintain a secure environment.

#### Weather Monitoring:

We regularly monitor weather conditions, including temperature, humidity, and wind chill, to make informed decisions about outdoor activities. Our policies align with guidelines provided by childcare and health authorities to ensure the safety and well-being of all children

#### **Fire**

During a fire emergency (signified by alarm) teachers will escort students to

the playground field. Director will conduct a quick but efficient sweep of all classrooms. Students will be accounted for by checking the class roster, then informing the director that all students are accounted for. Director or staff member will inform parents via communication app or phone call. Staff and students will be permitted back into the school after the director has been given notice that it is safe to return, or parents will be called to pick up at designated location.

### **Severe Weather**

Any severe weather emergencies will be notified verbally. Staff must gather students under tables in their classrooms until emergency warnings have been cleared.

### **Lockdown**

In case we must enforce a lockdown, all doors accessing the classrooms will already be locked. A staff member will immediately call 911 and teachers will install a door stopper to their classroom doors and huddle away to the furthest corner with the children.

### **Evacuation Location**

In case we must evacuate the premises, we will go outside building to parking lot or field towards the front of premises.

## **Security**

If your child is to be released to a person other than the parent or persons on file, a handwritten note from the parent must come to the office in the morning. This "pickup" person will be required to present their driver's license at the school office to verify their identity.

If a parent has an emergency and must call to authorize the emergency release of the child to a person unknown to the staff, the school will ask for the parent's driver's license number at the time the request is made. The parent should give this number to the person picking up the child as it will be requested by the staff along with the "pick-up" person's driver's license to verify their authority to pick up the student. **Please notify the office, not the teacher, of any changes in pick-up. The message will be given to the teacher.**

## **Open Door Policy**

"Open door" policy for parents, we allow you to visit during anytime, but may require visitors to sign in, provide identification, and be accompanied by a staff member while on the premises. If parent wishes to volunteer we

require for background checks to be done through our licensing portal.

If ever needed we have a comfortable place for a mother to breastfeed her child. In a calm relaxing environment.

### **Arrival/Departure Time**

Our school is not an all-year-round school we follow the Conroe ISD calendar year. Our school day is 9:00 a.m. - 2:00 p.m. The doors will be locked until 8:55 a.m. The staff uses this time to prepare their classrooms for the start of their day. If a child arrives before 9:00 a.m., the parent must be prepared to supervise the child. Children arriving at school must be dropped off by an adult and signed in and out. Children must not be sent into the building alone. **Please try to arrive on time so your child can benefit by being able to participate in all of the activities we have planned for the day.**

### **Afternoon Dismissal / Late Pick-Up Fee**

School is dismissed at 2:00 p.m. Please be sure to sign your child out. A late pick-up penalty is charged at the rate of \$5 per minute per child for children remaining after 2:10 p.m. Parents may pick up their child in the Director's office and pay the penalty. Habitual lateness may result in additional fees. If your student needs to be picked up prior to 1:30 p.m., we ask that you **let us know** and one of our staff will go to the classroom. This minimizes the disruption to the classroom.

### **Birthday Parties**

Since birthdays are special, we celebrate them during snack time. Please coordinate with your child's teacher to provide special birthday treats. We ask that you keep birthday treats simple. We find that cookies, brownies, and doughnut holes are well-received by the children. Birthday party invitations may be distributed in the classroom if there is one for each child. A class list will be available. Also, check with your child's teacher to see how she prefers to celebrate summer birthdays.

### **Water Play**

Kids will have opportunities to have water play days. On these specific

days parents will be notified with ample time (a week before). Kids will have water tables, small water inflatables, and sprinkler. There will not be any body of water that is deeper than 15 inches. On these days make sure to put sunscreen on your child before school and bring the child dressed with water shoes ready for fun. Also bring a bag with clothes to change in and an extra pair of shoes.

### **Potty Training**

The teachers in the two-year-old classes work with children to assist efforts at home toward toilet training success. Please send a bag of diapers and wipes and label with your child's name. Families have to be the ones to initial potty training; it has to be a joined effort from home to school for a successful transition. **Children enrolled in our three-year-old program must be potty trained.**

### **What to Bring**

Each child is required to bring an extra set of clothes, their water bottle, morning snack, lunch, nap mat, and backpack (big enough to be able to send folder/crafts home). If your child is in diapers, please make sure to provide diapers/pull ups that have the velcro sides. That will help us not having to remove shoes and pants for changing. You will also provide a pack of wipes. Please make sure your child wears close toe shoes to protect their toes. Also make sure to put shorts under skirts or dresses.

### **Extra Clothing**

Please send an extra set of clothing. Accidents happen and children may spill or get dirty. Children are more comfortable in their own clothing.

### **Toys**

**Please do not allow your child to bring toys from home.** They are easily lost, sometimes broken, and not easily shared! We will not be responsible for lost or broken personal toys. An exception is the nap toy which should be kept in the backpack until naptime.

### **Lunch/Snacks**

Children are required to bring a morning snack and lunch along with a water cup from home each day. Please send food that your child can eat by himself/herself and that does not need to be heated. Children are encouraged to be as self-sufficient at lunch time as possible.

### **Rest Time**

All children rest after lunch. No one is required to sleep, but children are expected to lay quietly on their mats with a soft toy or a book, we do not turn out the lights but do play soft music or read quiet stories to induce rest. An adult supervises all children during the rest period. Please provide your child a rest mat, blanket, and whatever comfort item to make rest time more pleasant.

### **Curriculum**

Good City Preschool is a bible-based program that encourages hands-on participation in activities that promote growth in all developmental areas—social, emotional, cognitive, gross motor, fine motor, spiritual, creative, language and communication, and self-help. Classrooms are set up to provide the children with learning center experiences. This allows the children to make choices, interact with other children, interact with the teacher, be self-directed, and follow their own interests. This also provides for each child to work and grow at his/her own pace. Children also have an outdoor recess time when weather permits or indoor recess. Children go to recess that provides them with unstructured physical activity time.

In addition to the classroom activities, a separate chapel class, gym, and music class are offered on a regular basis. Weekly chapel time aids in spiritual development and allows for additional time to learn of God's love. Class schedules are set to balance active and quiet time.

### **Holidays and Closures**

Good City Preschool observes the holiday schedule of Conroe Independent School District. On days when the district has early release, we are closed for the full day. There is one week in November that the facility gets used and there will not be any class. This was considered when calculating the tuition amount that is divided into the months.

### **Illness**

As a child enters their class a teacher will do a health check making sure child's wellness. If a child becomes ill at school, parents will be notified and are requested to make arrangements to pick up the child. The preschool does not have a nurse on staff or a sick room and cannot keep an ill child.

An ill child is not admitted to school if one or more of the following exist:

- vomiting, diarrhea, an undiagnosed rash, cold and/or heavy sinus discharge or fever of 100 degrees within 24 hours.

- the illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- the illness prevents the child from participating comfortably in the preschool's activities.

**Children should be free of fever at least 24 hours, without the aid of medication before returning to school.** In cases of a communicable disease being suspected in the classroom (chicken pox, etc.) parents will be notified in writing.

Parents may obtain a physician's statement certifying that the child is well before the child returns to school following absence due to contagious illness. But the preschool director can still require the student to stay home for the safety of staff and other students

### **Parent Communication Policy**

To maintain a safe and respectful environment, parents are asked not to approach or confront other children or parents regarding concerns.

All concerns should be directed to your child's teacher first. If needed, the Director will be involved to further address the situation.

We appreciate your cooperation in helping us handle all matters with care, respect, and confidentiality.

### **Discipline and Guidance**

Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. Teachers work toward promoting positive self-esteem, self-discipline, and acceptable behavior. Children are redirected to other activities, encouraged to use words, and given choices. Teachers try to use natural and logical consequences and help children learn problem-solving skills.

No child shall ever receive corporal punishment. If very difficult behavior occurs where the child does not respond to the normal ways of gaining

cooperation, a brief supervised separation from the group may be used either in the classroom or in the Director's office. The brief separation shall not last longer than 1 minute per year of child. Should further guidance be necessary, parents may be asked to pick up their child from school. If a child does not handle the normal routine, structure and rules of the classroom well with the normal discipline, the Director reserves the right to counsel with parents and suspend the child from school either temporarily or dis-enroll the child permanently.

### **Zero Tolerance**

We have a "zero tolerance for violent behavior" that means that any act of physical aggression, regardless of severity, will be met with immediate and consistent disciplinary action. It will align with our discipline and guidance policy above. Aiming to completely prevent violent behavior within the preschool environment.

### **American with Disabilities Act**

Child day care operations are public accommodations under the American with Disabilities Act (ADA). Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301(voice) or (800) 514-0383(TTY)

### **Gang Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Inclusive Environment**

Good City Preschool uses development appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications to meet the needs of children while maintaining the safety of all. We will work together with therapist, special educators, and other professionals that are offering services to children.

### **Communication**

Please remember to check your child's backpack daily for important notes and daily communications. All changes to policies will be made in writing

and sent home. The administration of Good City Preschool is here to serve you and your children. We welcome your phone calls and written messages with any questions or concerns. Please feel free to contact us via email, phone call, or in person at our office. During the day our teachers are busy interacting with your children, so please do not try to contact them by phone during school hours. If something urgent arises, call the school. If any concerns arise a meeting with the director can be scheduled by emailing [maryann@goodcity.org](mailto:maryann@goodcity.org).

### **Parents Rights**

A parent or guardian of a child at a childcare facility has the right to:

- (1) enter and examine the childcare facility during the facility's hours of operation without advanced notice;
- (2) review the childcare facility's publicly accessible records;
- (3) receive inspection reports for the childcare facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the childcare 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/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/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 childcare facility comply with a court order preventing another parent or guardian from visiting or removing the parent's/guardian's child;
- (9) be provided the contact information for the childcare facility's local Child Care Regulation office;
- (10) file a complaint against the childcare facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the childcare facility for exercising any of the parent's or guardian's rights.

## **State Licensed**

Good City Preschool is a state licensed facility and as such, you are entitled to review a copy of the minimum standards and our most recent Licensing Inspection Report. You may also access information online at the Child Care Regulation (CCR) website

<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation> you can call 800 862 5252 or visit your local licensing office 608 N Loop 336 E, Conroe TX 77301