



"Children are a message we send
to a time we may never see."

Parent Handbook
McKinney ISD
2006-2007

OUR MISSION AND PURPOSE

Mission Statement of Little Messages

Little Messages exists to create a positive, learning environment for preschool age children by providing structured, educational programs and activities that are fun, engaging and age-appropriate.

Core Beliefs of Little Messages

We Believe...

...parents have an expectation for quality childcare and are willing to financially support our services.

...it takes the whole community to educate a child.

...children should have the opportunity to interact and create relationships with positive role models.

...children should have a variety of relevant learning opportunities that are differentiated for their ages, stages and needs.

... an atmosphere of love and gentleness is the most conducive approach to the development of a healthy, happy child.

Vision Statement of Little Messages

Our vision for Little Messages is to...

...create a positive, nurturing environment in which children have a sense of belonging.

...implement educationally appropriate activities and lessons, as well as provide children with successes to increase self-confidence.

...assure that each child is involved and has the opportunity to learn through play, along with direct instruction.

...provide a sound program with staff who utilize proactive techniques in order to provide security and structure.

McKINNEY

INDEPENDENT SCHOOL DISTRICT

Dear Parent/ Guardian,

Thank you for choosing to enroll your child in McKinney ISD's preschool program, Little Messages. We are dedicated to providing your child with the best of care, along with quality educational programs that are tailored to meet individual needs.

Our goal is for you to have peace of mind, while working in MISD, knowing your child is in a loving environment. We are all on the same team and your "little message" should come home with nothing but positive experiences!

We are excited about being a part of McKinney ISD and providing this benefit to existing employees. Our handbook will provide you with information regarding staff, programming, payments, policies, and much more. Please take a moment to read through it carefully, as we know your child's experience in our program is important to you.

At any time, throughout the year, if you have any questions, please do not hesitate to call our main office at 972-569-6235 or e-mail at kperez@mckinneyisd.net.

Sincerely,

Kristina M. Perez
Director
Child Care Programs

Overview of Program

Little Messages is a fee-based program with two locations, MHS and MNHS. The program begins at 7:00 a.m. and operates until 6:00 p.m. Students remain on site, as no field trips are offered at this time.

The program operates from August through May, with the first day being August 4th. A calendar with exact dates of the program is attached.

Parents must walk their child into the program and sign him/her in on a daily roster. It is a daycare licensing regulation to have a sign-in form, so we do ask that parents make time to complete this task with their child each morning and not skip the procedure.

In addition, children are taught to “sign-in” each day with a name tag. We recommend children arrive no later than 7:50 a.m., as the daily lessons begin promptly at 8:00 a.m. In the event a child arrives at 8:00 or afterwards, he/she could miss out on the “introduction of the day”.

A schedule of the day:

Time	Activity
7:00 – 7:45	Circle Games/ Theme Play/ Table Activities
7:45 – 8:00	Morning Stretch
8:00 – 8:15	Daily Welcome (calendar, pledge, song) *
8:15 – 8:35	Rotation (reading, language arts, centers)
8:35 – 8:55	Rotation (reading, language arts, centers)
8:55 – 9:15	Rotation (reading, language arts, centers)
9:15 – 9:45	* ½ recess / ½ snack
9:45 – 10:15	* ½ recess / ½ snack
10:15 – 10:35	Rotation (art, centers, math)
10:35 – 10:55	Rotation (art, centers, math)
10:55 – 11:15	Rotation (art, centers, math)
11:15 – 11:45	* ½ lunch / ½ computers and/or board games
11:45 – 12:15	* ½ lunch / ½ computers and/or board games
12:15 – 1:15	Specials (Spanish and P.E. taught daily)
1:15 – 3:00	* Nap Time
3:00 – 3:30	* ½ recess / ½ snack
3:30 – 4:00	* ½ recess / ½ snack
4:00 – 4:30	Enrichment/ Social Studies or Science
4:30 – 5:00	Center Time
5:00 – 5:30	* Story Time
5:30 – 6:00	Videos

* indicates a time in which hand washing is required and/or bathroom is encouraged / pull-ups are checked.

Students are encouraged not to bring personal games, cd players, toys, etc. to Little Messages, as staff will not be responsible for lost or stolen items. Students will

have designated space to keep belongings (i.e. bags, change of clothes and sleep toy/blanket), but they are not able to keep items locked.

Parents are allowed to visit the program at any time to observe their child, the operation and/or the activities, although they must sign in as a visitor and put on a badge. It is not recommended for parents to “hang out” in the program as it may hinder the independence and growth of the child.

In the event a parent works at the same school as the location of Little Messages, he/she is not allowed to use a school key to enter the room. They must knock/buzz in and be identified prior to entering.

If parents wish to have lunch with their child, they must inform the preschool staff by 9:00 a.m. and note – they will be asked to sit with their child at a separate table for security reasons.

Curriculum and “Kinder-readiness”

Little Messages staff members write their curriculum based upon the Minimum Standard Rules for Licensed Child-Care Centers and the Pre-Kindergarten Curriculum Guidelines from the Texas Education Agency. They have several curriculum sets to draw from when developing their activities. These include, but are not limited to, the Creative Curriculum, the Scholastic Early Childhood Program and Clifford’s Kit for Personal and Social Development.

It is our goal to have each child learning to his or her highest potential and have lessons individualized for learning. Parents will receive updates each semester on their child’s levels and skills.

Staffing

Little Messages maintains a ratio that complies with daycare licensing standards. Each site is staffed with a Preschool Supervisor (8 a.m. – 5 p.m.), two support staff (7 a.m. – 3 p.m.), one morning part-time staff (8 a.m. – 12 p.m.) and two part-time staff (3 p.m. – 6 p.m.).

The Preschool Supervisor is your main point of contact and oversees the program and staff on site. In the event a substitute is needed, specific employees from Club 360° (McKinney ISD’s before/after school care) will be utilized. These employees have been trained in child care standards and licensing guidelines. They will be kept in compliance with the licensing policies and will be asked to visit the programs in order to get to know the children/ schedule.

Until preschool staff members become familiar with each parent/ guardian, they may ask to check photo identification upon pick-up (i.e. driver’s license or MISD badge as indicated on enrollment form). Please be patient, as it is for your child’s safety that we maintain strict security policies at all times.

All staff receive a criminal background check and initial MISD orientation, along with Little Messages training upon being hired. This training includes, but is not limited to, policies/ procedures, communication with children, activity implementation, behavior management, overview of special needs, supervision of children, developmental stages of children, reporting child abuse/neglect, and confidentiality of records.

Little Messages staff members are employees of MISD and, as such, are school officials who have access to MISD child records. Little Messages is not a part of the MISD academic program and, as such, student records reviewed by Little Messages staff will be utilized for reference only.

Little Messages strives to hire a diverse staff and encourage parents to get to know the personnel working at your child's program. Customer service is important, as we know you have a choice in daycares. Little Messages does not plan on staff changes, although recognizes that changes may be made at any time to either accommodate the program, and/or adjust for staff resignations/ hirings.

Academic Specialists

As extra support for specials, Little Messages will employ Academic Specialists to conduct Spanish and PE activities on a daily basis. We will ask each staff member conducting these specials to create a handout, so parents may be informed of their teaching components.

Highschool Students

Little Messages serves as the "living lab" for the high school Early Childhood Professions classes. The students enrolled in this class are trained in all basic licensing standards and actually come into the classroom to work directly with the children. They are closely supervised and are not left alone with any children. In addition, the high school students are not allowed to assist with potty training or any bathroom situations. We are glad to have them be a part of our program. Please know that the children enjoy the "big kids" visits and look forward to their planned activities.

Behavior & Guidance

Little Messages Guidelines for Behavior include:

Always Try Your Best
Make Good Choices
Be Considerate and Respectful
Stay in Control
Have a Positive Purpose

Program staff members are trained in positive strategies for preventing and managing inappropriate behavior. Guidance and discipline is individualized and staff members are to emphasize consistency for each child. Behavior will be managed age-appropriately, with teaching the child acceptable behavior and self-control through the process.

In addition, staff members are trained to communicate with parents/ guardians regarding behavior through Choice Reports, Incident Reports, and Verbal Feedback.

Choice Reports are short forms that may be used to communicate positive or negative choices made by a child during Little Messages. Incident Reports are longer

forms utilized to document a more severe incident related to a specific child (i.e. biting, fighting, injuries involving blood, etc.). Staff members are also encouraged to talk with parents on a regular basis, as we recognize that parents know their children best.

Should a concern arise regarding a child's behavior/needs, parents will be contacted to discuss/review the situation. Staff will utilize a variety of appropriate interventions to address the inappropriate behavior.

If inappropriate behavior should continue, or if a child's behavior becomes unsafe for him/her self or others, he/she may be suspended temporarily or permanently from membership. Continual fighting or biting of any type will result in suspension.

In the event a parent is contacted to come and pick up his/her child due to behavioral concerns, the parent must make arrangements to come to the program as soon as possible, as we do not have "in-school suspension" areas or enough staff to provide a one-on-one ratio.

Temporary suspension may be from a partial day to 3 days of the regular program. When a child is suspended, parents will be contacted to pick the child up from the program. A child who is suspended from Little Messages may not come to the program on the days he/she is suspended and parents must make other arrangements for care. Little Messages does not have any type of "in-school suspension" available.

A meeting with the Preschool Supervisor and/or Coordinator/Director of Child Care Programs will be held to determine permanent suspension. In addition, if a child's needs are greater than can be met in a staff to child ratio of daycare licensing standards, Little Messages may not be a suitable option for care.

Any situations regarding behavior during Little Messages is separate from the school campus and is handled with Little Messages procedures/ policies and with Little Messages staff members. Little Messages utilizes school resource officers and local police in the event a law is broken during program time.

Little Messages staff members are not permitted to discuss children, other than your own, with you in regards to behavior or any other aspect of the Little Messages program – just as staff members are not permitted to discuss your child with other parents/ guardians of children in Little Messages. Please note that policies and procedures are consistent for all children enrolled in Little Messages.

Personal Belongings/ Clothing

Children will be provided with a school bag to bring a change of clothes, all bathroom items (i.e. pull-ups/diapers and wipes), and a sleep toy/blanket each day to the program. The sleep toy must not be larger than a loaf of bread and must be a soft item. Items with a lot of plastic or moving parts can be disruptive to the environment.

Pacifiers will be allowed during nap time only and must be clearly labeled for your child.

Due to health reasons, children are not permitted to bring sippy cups to the programs or store used sippy cups in their cubbies. Please keep these types of items at home.

Each child will have a designated cubby/ locker to keep personal items. Although Little Messages staff members attempt to help children stay organized, the program cannot be responsible for lost personal property. Children are discouraged from bringing

personal toys, money, or other items not necessary for program activities. In the event a child brings a personal item and it becomes a distraction, the item will be taken up by the staff member on duty and returned to the parent at a later date.

During certain times of the year, parents may want to send spray on sunscreen or insect repellent. The item must be clearly labeled for your child and accompany a note giving staff members permission to use the item.

Parents are asked to send children in comfortable clothing – as our activities will have a lot of movement and fun. Please make sure children are not sent in their best attire, as at times, art supplies may include paint. Staff will do their best to ensure clothing is protected from program supplies. Children must wear tennis shoes in order to fully participate in all of the center's activities. If children arrive in sandals, flip-flops, boots or other non-tennis shoes, they will sit out of gym/ dance/ and playground activities for safety reasons.

As we prepare children for entering into grade school, Little Messages staff members will keep the MISD Dress Code in mind. While children in preschools are not required to follow the same guidelines, we will monitor dress for appropriateness. We do ask that shorts be worn with any skirts or dresses.

Lunch/ Snacks

Little Messages serves a morning and afternoon snack/ drink provided through food services. In the event your child has specific nutritional needs or allergies, please indicate them on the enrollment form. We will do our best to accommodate your child's special diet, although, will need a doctor's statement on file. In the event a child's special diet requires an item that is not normally served at school cafeterias, the parents will be asked to provide the item.

Lunches are also provided through food services and a menu will be posted in advance. Your child does have the option to bring a lunch daily, as long as it does not require refrigeration or heating.

There are no charges for the provided snack/drink or lunch. Snacks served and daily lunches do meet the Minimum Standard Rules for Licensed Child-Care Centers.

Children are required to wash their hands prior to any snack or meal.

Attendance

If your child will not be attending Little Messages because of a scheduled appointment, vacation or other planned absence, please notify Little Messages staff in advance.

Should a parent request that a child be checked out of Little Messages by a minor/sibling, he/she will be asked to complete a special permission slip. Although it is not recommended by Little Messages for a child to be picked up by a sibling who is a minor, we recognize this may be the only option for parents.

Child Health

Little Messages recognizes that a child's health/ immunization information is kept current along with the enrollment forms. Parents are also asked to include allergies, special diets, and/or emergency health information.

Parents may be called in the event a child becomes sick and is not able to participate in our regularly scheduled activities. A child who becomes ill will be separated and the parent will be contacted immediately to come for him/her. For the protection of all children in our program, your child may not return to Little Messages until he/she is symptom free for 24 hours. The following is a list of symptoms that prohibits a child from being at the center:

- An illness that prevents the child from participating comfortably in the center
- An illness that results in greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care
- The child has one or more of the following symptoms, unless medical evaluation by a health-care professional indicates that you can include the child in the center's activities:
 - Intestinal disturbance accompanied by diarrhea or vomiting
 - Oral Temperature of 100.4 or greater; armpit temperature of 99.4 or greater
 - Any undiagnosed rash
 - Discharge from the eyes/ears or profuse nasal discharge
 - Symptoms of possible communicable disease (such as sniffles, red eyes, sore throat, headache and abdominal pain with fever)
 - Symptoms that prevent a child from participating comfortably in child-care center activities including outdoor play
- A healthcare diagnosis of a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious

In addition, we will not admit a child into our care that displays the above mentioned symptoms.

In the event a child is sent home under our guidelines, he/she must have a parent or doctor's note upon returning to the center. If the note comes from a parent, it must state that the child has been symptom free for 24 hours and is able to participate in all activities.

Due to budgetary, staffing and programmatic restrictions, Little Messages does not maintain a school nurse or other health professional on staff. Little Messages staff members are trained in administering medication, First Aid/CPR and defibrillator use. All staff are trained in procedures for handling incidents and monthly drills are conducted in fire, tornado and lock downs. Parents with students who have medications must complete an "Authorization for Dispensing Medication Form" prior to the child attending the program.

Little Messages has a no tolerance policy regarding possession of medication of any kind at any time (prescription or non-prescription). All medications administered at Little Messages must be brought in the original container with a medication administration form completed to the Preschool Supervisor. Forms for medication administration may be obtained from the site.

With safety as a major priority, we recognize that at times children will get minor scrapes, bruises, etc. during our program. To address this issue, each site is equipped with first aid supplies. Staff utilize Ouch Reports, which are short forms used to communicate information regarding minor injuries to parents, how it was handled and the care your child received.

In the event that a child receives an injury to the head, eyes, or ears parents will be contacted immediately to notify them of the situation. Should the child experience any changes in behavior, signs of dizziness, headaches, nausea, staggering, bleeding from the ears, difficulty breathing, or similar, 911 will be called.

All Little Messages staff members are trained in recognizing and reporting child abuse and neglect. This reporting is required by law should the staff member have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse, neglect, or is a victim of indecency with a child by any person. The call is typically made immediately, but must be made no later than 48 hours after the hour the staff member first suspects that the child has been or may be abused or neglected, or is a victim of indecency with a child. Little Messages staff may not delegate to or rely on another person to make the report. The report is made to the Child Protective Services Hotline.

Bathroom

During the early years, there are many transitions regarding bathroom use and personal needs. Little Messages staff members are trained to be sensitive to these needs and utilize consistent methods. If your child is not yet potty trained, the staff members will continue to emphasize these skills at school. Although, we ask that you send any needed personal supplies daily (wipes, pull-ups, etc.). Parents will receive a daily summary informing them of their child's bathroom habits until they are fully potty trained.

The younger 2's will have built in time throughout the day to go to the bathroom and will be encouraged/supported as needed. The 3's and up will be reminded/ asked throughout the day, but are allowed to go as needed.

In the event a child is turning 3 and is not yet potty trained, the main teacher may ask to meet with the parent to put a specific plan into place for the child to obtain this life skill.

Naptime

State licensing guidelines requires a supervised rest or sleep period to be held after the noon meal. During this time, each child is provided with a cot, a cot-sheet and is allowed a soft sleep toy and/ or blanket. The soft item must not be larger than a loaf of bread. The sheets are going to be washed daily and are not child specific. The sleep toys and/or blankets may be kept in the child's cubby, although we ask that you take them home on Fridays for washing.

Please label all items sent with your child, as we want to ensure they are kept separate.

In the event a child is not sleepy or is “growing” out of a nap, we are required to have them rest for at least one hour. After this initial hour, if the child is not sleeping, he/she will be given an alternative quiet activity (i.e. books, computer games w/headphones, puzzles, etc.).

Birthdays/ Holidays

Birthdays are special times for our children and we want to help you make them memorable. We are happy to replace one of our snack times with birthday items (i.e. cupcakes) and have a “mini-event”. Please inform the teacher in advance if you would like to send a treat, if you are planning on being present and any other thoughts you may have.

In order to be appropriate to all involved, we ask that if you send favors to send one for each child in the class or in the same line of thought, if you send party invitations, that you send one for each child. For confidentiality reasons, we are not allowed to let parents go into a child’s cubby/backpack and place invitations personally. Staff members will make sure to distribute them for you.

Throughout the year, we will have many celebrations (i.e. Pumpkin Day, Friendship Feast, Snowman Party, 100th Day, Sweetheart Party, etc.). Teachers may place a sign-up list by the door, in order to have parents send items specifically for the event.

Photographs

Throughout the year, Little Messages staff members will take photographs of the children participating in activities and/or events. These photographs will be kept on site and utilized for end of the year events/items. The photographs will be property of MISD Little Messages and will be stored at the end of the year, with all other records.

In the event a parent does not wish for his/her child to be photographed, they may indicate on the enrollment form.

Water Activities

At times the lesson plans may include water-table play or outside water play (sprinklers or splashing/wading pools). You will be notified before these activities occur and asked to send the children in appropriate attire.

The enrollment form includes a place for special permission for your child to participate in these type of activities.

Enrollment/ Child Pick-Up

Little Messages does not discriminate against applicants on the basis of race, color, national origin, sex, age, religion, or disability status. Due to staffing, budgetary, and programmatic restrictions, and because Little Messages is not a part of the MISD academic program, certain restrictions apply for enrollment and each child's application will be reviewed individually for acceptance.

Little Messages maintains a waiting list and in the event a parent is offered a placement, he/she must wait for confirmation after review and acceptance of the enrollment form.

Enrollment forms are collected at the main office of Child Care Programs. Forms will not be received on site and/or at the actual campus. Although, copies will be kept at the main office, originals will be transferred to each site according to the enrollment. Little Messages staff will ask parents throughout the year to check forms for current information. Although, it is the responsibility of the enrolling parent to update the form should any changes occur in phone/work/or other information.

The parent who enrolls the child in Little Messages, and signs the enrollment form, has the right to list who can and cannot pick up the child from the program. In the case of shared custody or visitation rights, we must have a copy of the court document stating parent rights in regards to school forms. Corrections or additions to the form must be made in writing by the person who originally completed the form.

All persons allowed to pick up the child must be listed on the enrollment form, along with identification numbers (i.e. Driver's license) – this includes parents. Staff will not allow a child to leave with a person who is not listed on the form. In the event a person not listed arrives to pick up a child, we will call the parent listed.

Authorized persons may pick up children at any time once the program starts, using the main doors of the program. All doors are secure and authorized persons will need to knock/ "buzz" in and must present picture identification (driver's license or similar) in order to pick up their child. Authorized persons must sign the child out before leaving.

If a parent or other authorized person arrives at Little Messages smelling of alcohol or exhibiting erratic behavior, staff will not release the child to that person. Staff are instructed to contact the local police department.

Immunizations/ TB Tests/ Vision and Hearing Screening

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education.

Requirements for tuberculosis screening and testing vary across the state. If our regional TDH (Texas Department of Health) requires TB testing, then we must have documentation to indicate each child in care is free of active tuberculosis.

First time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment. A licensed or certified screener or a health care professional must conduct the screening.

Tuition/ Fees/ Payments/ Receipts

The program will cost \$115 per week. The program will consist of 189 days, beginning on August 4th (closing on holidays and remaining open on all work days/ in-service days). The last day of the program is May 30th. An MISD calendar is available on-line.

Parents are required to pay by payroll deduction, in order to maximize efficiency of the office. A form is included in the enrollment packet to sign up for payroll deduction.

In the event a parent uses a personal check to pay for a late-pick up fee or other miscellaneous payment, it should be made out to MISD – Little Messages.

Little Messages utilizes Check Smart, a check collection company that processes all returned checks. In the unlikely event that your check is returned unpaid by your bank, Check Smart may redeposit your check electronically and may collect a fee of \$30 plus applicable sales tax. All questions regarding this service will need to be directed to Check Smart at 1-888-851-6634.

Upon receiving a returned check for a miscellaneous payment, Little Messages will send a letter notifying the account holder that checks will no longer be accepted as a form of payment for any fees regarding Little Messages. From that point, money orders, will be the only form of payment allowed.

In the event an authorized person is late picking up a child (after 6:05 p.m.), based upon the school clock, parents will be charged \$1 per minute/per child. Parents are not required to pay the late pick-up fee at the time of late pick-up, as the charge will be added to the account. If the parent pays by automatic draft, he/she will need to send in the payment (check or money order) to the main Child Care Programs Office. Staff members will provide the parent/ guardian with a notice regarding the fee by the next program day.

Summer Program

Little Messages does not have a summer program at this time. More information will be collected throughout the year as to whether this would be a beneficial service for the staff of MISD and to whether the budget will allow this type of service.

Notice of Dropping

Little Messages requires a **two-week advance, written notice** in the event your child is dropping the program. The notice must be given to the Office of Child Care Programs.

If notice is given after a child has dropped, full tuition will be charged for the month. If written notice is received after the monthly tuition has been received, a prorated refund will be sent to the address on record.

Inclement Weather/ Emergencies

In the case of inclement weather and McKinney ISD closes, Little Messages will also be closed. If the weather begins to worsen throughout the day and road conditions

are poor, we ask that you try to pick up your child up as soon as possible. This will allow our staff to also get home safely, before the conditions are not suitable for driving.

When outside temperatures exceed 90° Fahrenheit, outdoor activities may be limited to 10 minutes or less. In addition, children will not be allowed outside during high humidity days or when Heat Alerts/Advisories, Ozone/Smog Alerts are in affect for the city of McKinney.

When outside temperatures and or wind-chill factors are at or below freezing (32° Fahrenheit), children will not be allowed outside. Please remember to dress children accordingly for cold weather days. In the event a child is not dressed appropriately and temperatures permit recess, the child will remain indoors with activities.

Staff are trained in basic emergency procedures and follow the MISD reference tool for handling crisis. Monthly fire, tornado and lock down drills are conducted at each site. Should the electricity go out during Little Messages, staff are trained to move children into a lighted area and continue programming. Parents will only be called to pick up their child(ren) early, should the facilities be deemed unsafe.

Parent Volunteers

We hope you choose to help out in the center as appropriate for parties and events. We know the children love to have their parents visit at special times. In order to utilize parents as a support to the program, teachers may ask parents to sign up and donate items for the events (i.e. plates, decorations, cups, etc.).

Parents can sign up to share their talents at the time of enrollment. Other ways parents may be asked to get involved include: participating in party activities, sending treats made with a child, participating in open house/art events, presenting as a special guest, and much more.

Volunteers for the program are required to sign up through the MISD website in order to have a background check conducted, even if they are already a regular MISD employee. This policy is similar to any other MISD campus.

Student Creed

Little Messages staff members are dedicated to modeling the MISD student creed, as well as begin introducing the concepts to the children we serve.

McKinney students have positive attitudes as demonstrated by:

1. Dependable Characteristics:

- Practices truthfulness
- Cooperates with others
- Expresses positive attitude

2. Responsible Work Habits:

- Is on time and prepared
- Completes assigned tasks
- Has necessary supplies

- Works neatly and carefully

3. Responsible Student Behaviors:

- Follows established rules
 - Respects rights, feelings, and property of self and others
 - Strives for perfect attendance

4. Responsible Decisions Through Internal Management:

- Is polite in speech and actions
- Controls behavior
- Makes healthy/responsible choices

Mission Statement of McKinney ISD

Little Messages is a part of McKinney ISD and serves as a benefit to employees. We do acknowledge the MISD Mission Statement and believe we are an important part of the preparation of children for their future.

McKinney ISD Mission Statement:

McKinney I.S.D. exists to help each individual reach his or her highest potential by developing academic and life skills, self-discipline and positive attitudes.

Communication

Communication with parents/ guardians is important to the development of a child. Twice a year, teachers will schedule parent conferences to review the progress of each child.

In addition, we welcome your feedback and input. All questions and concerns regarding Little Messages should be addressed with the Preschool Supervisor at each program, or the Coordinator/Director at the main office for Child Care Programs (972-569-6235). Please do not contact the campus staff or principal, as the program is managed separately from the school.

Little Messages is a licensed day-care and is governed by the Minimum Standard Rules for Licensed Child-Care Centers by the Texas Department of Protective and Regulatory Services. Little Messages is associated with MISD and is operated by MISD employees; therefore, Little Messages is also governed by the regulations of the Texas Educational Agency.

Each Little Messages program has a direct line to speak with staff. Please note, the line may not be able to be answered immediately, as the program on site does not have a receptionist and teaching is our first priority. In the event of an emergency, you may also use the main Child Care Programs office number at 972-569-6235 or the cell phones: Director, Kristina Perez at 469-446-4919 Coordinator, Cody Bell 214-770-6757.

If you leave a message at the program, the staff members will return calls during their “office hours” (i.e. nap time). Student absences from Little Messages are not considered an emergency and may be reported by leaving a message on the program line.

Phone numbers to the Little Messages program at each school:

MNHS Preschool 469-742-4523

MHS Preschool 469-742-5804

Changes in Policy

In the event that a policy of Little Messages changes, parents will be notified in writing prior to the change.

Licensing Guidelines

The MISD Preschool is licensed by the Texas Department of Protective and Regulatory Services. Each site has a posted license and follows the requirements set forth in the Minimum Standards for Child-Care Centers. At any time, you may ask the program staff to review the most recent Licensing Inspection Report or a booklet of the Minimum Standards.

They may be reached in the following ways:

**TDPRS
Child Care Licensing
2205 Los Rios
Plano, TX 75074**

972-633-6600

FAX 972-516-5767

PRS CHILD ABUSE HOTLINE 1-800-254-5400

TDPRS WEBSITE <http://www.tdprs.state.tx.us/>

My signature acknowledges receipt of the Little Messages Parent Handbook. I recognize that it is my responsibility to read and review all sections of the handbook, as I will be held accountable for abiding by the policies and procedures outlined. I recognize that the Director will notify me of any changes that occur throughout the school year.

Signature of Parent or Guardian

Date

Child's name

Please circle:

MNHS

or

MHS