NEWCREATION
preschool

PARENT HANDBOOK

Updated: August 2026

NEW CREATION PRESCHOOL

POLICIES AND PROCEDURES

Mission

New Creation's mission is to provide each child with an environment to grow spiritually, physically, intellectually, socially, and emotionally. Our program provides professional care, supervision, recreation, and enrichment activities in a loving and nurturing atmosphere in which your child will develop knowledge and character for their future years. We believe that each child is created in the image of God, (Gen. 1:26-28) and our program will incorporate and exemplify Christian perspectives.

Purpose

This program aims to provide a quality early childhood program that will benefit the child, the parent, the church, and the community. New Creation Preschool blends solid, Biblical teaching with hands-on learning experiences that fosters the total development of the child. Each child is seen as a unique and special child of God, with potential for growth and development in all areas.

Curriculum

New Creation Preschool's curriculum provides a range of activities designed to meet the developmental needs of your child. Our curriculum is based on Biblical themes in conjunction with creative learning activities. We will emphasize language, reading, writing, and math readiness skills appropriate to your child's developmental stage.

Program Summary

Class time will include free play in learning centers, music and movement, indoor/outdoor play, art, circle time, science, math, handwriting, and chapel twice a week. New Creation believes that children learn through play. We work to provide a loving and caring environment where children will develop independence and school-readiness skills. Our mission and philosophy are to nourish the gifts that are within each child and provide many opportunities for enhancing their life skills.

School Faculty

Bill Ramsey- Met Church Senior Pastor and Governing Body
Amber Saal-Executive Director of New Creation Preschool - asaal@metchurch.com
Tiffany Grant-Assistant Director - tgrant@metchurch.com
Kellie Hicks- Administrative Assistant- khicks@metchurch.com

The teaching faculty at New Creation is licensed by the state of Texas. Throughout the year, teachers and directors participate in professional development programs. These can be held both on and off-site and are aimed at expanding and improving their teaching skills and enhancing the mission of New Creation Preschool. Our teaching staff is required to receive a minimum of 24 hours of training each year.
We are dedicated to providing a program based on quality and consistency. Faculty and directors are asked to embrace a heartfelt and peaceful approach to children and uphold the school's philosophies.

Enrollment

New Creation leadership shall review all applications for enrollment. There will be no discrimination due to race or religion. Enrollment is open to any child, provided the preschool can meet the needs of that child.

The following forms must be completed and returned **before** the child can be admitted to class. **Each form must be updated yearly.** Incomplete paperwork will not be accepted. For new enrollment paperwork questions, email Kellie Hicks at khicks@metchurch.com.

The Enrollment Packet includes:

- Enrollment form
- Child Information sheet
- Signed copy of New Creation Preschool's Policies and Procedures
- Current immunization record (**must be updated yearly**)
  ** It is the parent's responsibility to ensure that their child's immunizations are up to date.
- Health form with physician's signature stating the child can participate in school or preschool program
- Vision and Hearing Screening for children 4 years and older
- Discipline and Guidance Policy
- Rate Agreement

The Application/Supply Fee are due at the time of registration and are **non-refundable.** As part of our enrollment process, we invite parents to come and tour our church and program. Tours are given by appointment only. We encourage parents to bring their children and spend some time observing the classroom from the hallway.

Hours

New Creation Preschool operates on Monday, Tuesday, Wednesday, and Thursday, from 9:00 am to 2:00 pm.
Our calendar will take into consideration the operation days of both KISD and NWISD. Please refer to the last page of the handbook for the school year calendar. Our school calendar can also be located on our website at www.metchurch.com. The preschool will be closed on certain holidays, teacher in-service, and inclement weather days observed by Keller ISD and Northwest ISD. In the event that KISD or NWISD dismisses early, New Creation may dismiss at 11 am.

Arrival and Check-In

Pick-up and drop-off will take place in our main lobby and/or adjoining area. School begins at 9:00, with the doors to the lobby opening at 8:45. Upon arrival, each parent will need to check their child in at the kiosk. You will be given a printed name tag, which you will need to place on your child's back. The entrance doors leading into the kids' area will open at 8:50, allowing you to walk your child to their classroom.
We strongly encourage parents to drop off their children by 9:00 am each day so that the child can take part in our full educational program. **Please be mindful of late arrivals, as this causes disruption to classroom activities and teaching.**

According to the Texas Minimum Standards, upon arrival each day, you **must sign your child in**. Sign-in sheets will be located in each classroom. Parents who fail to sign children in or out may be charged a $5 penalty for each occurrence. Please put a phone number where you can be reached on that day. We cannot take responsibility for any child whom a parent/guardian has not accompanied to his or her classroom. After 9:10, the front doors automatically lock. For late drop-off, you will need to enter through the side doors located to the right of the playground. Please ring the doorbell, and we will check your child in from there.

Parking

During drop-off/pick-up time you may park in the parking lot located in the front of the church. **Please refrain from parking under the awning drop-off area. This space must be made available for emergency vehicles and deliveries.**

Pick Up

Upon pick up from our center, the child again must be signed out on their individual Class Sign-In/Out sheet. The pick-up time is 2:00. New Creation Preschool is only licensed by the Texas Department of Family and Protective Services to care for children from the hours of 9 am to 2 pm. Any child left after 2:05 will be brought to the office. Any parent picking up later than 2:05 may be required to pay an overtime charge of $1 per minute, per child. Late penalties must be paid before the child can return to our care.

*Once a parent/guardian signs a child out, New Creation staff assume that responsibility for the child has been taken over by that guardian. We will take every precaution to keep your child safe, but cannot be held responsible for their safety. Please be mindful of your child's actions and whereabouts when leaving the school.

Authorized and Unauthorized Pick-Up

Teachers must only release children in the following manners:

(1) For the first 2 weeks (or longer if management deems it necessary), children will be assigned a name tag and parents will receive a "pick up" tag. Parents (s) will be required to show their pick-up tag upon picking up their child from the classroom at the end of the day.

(2) Parents are required to list other authorized adults to pick up their child on the Release Authorization and Child Emergency forms located in the child's file. Therefore, if a person other than the parent comes to pick up a child, the teacher will send the adult to the office where the director or designated person will authorize child's release upon verification of the adult's identity through their Driver's License or other photo ID checked against the Authorization Form. Upon verification, the director or designated person releasing the child will accompany the adult to the child's room and give the caregiver authorization to release the child.

(3) If an unauthorized person comes to pick up the child, the parent is required to have notified the school in writing or via phone (see additional requirements for phone authorizations), prior to the end of the school day. When the adult comes to pick up the child, the teacher will send the adult to the office where the director or designated person will authorize the child's release upon verification of the adult's identity through their Driver's License or other photo ID checked against the parent's note or phone call. Upon verification, the director or designated person releasing the child will record the adult's information on the Child Release Form and then will accompany the adult to the child's room and the caregiver authorization to release the child.

Additional phone authorization requirements: Phone authorization is subject to verification by the director or designated person phoning the parent to ensure permission has in fact been granted. If New Creation cannot verify the parent has indeed given permission for a person to pick up your child, we will not release your child until the parent or authorized person is able to pick up the child.
We cannot deny either parent the right to pick up their child without legal documentation in the child's file.

Absence

If your child is going to be absent for any reason, the parent or guardian is advised to call 817-379-4638 and leave a message.

Parent Communication

Policy/ Enrollment Changes

- New Creation will notify parents in writing of any changes to our operational policies and enrollment agreement within 30 days of any policy change.
- You may be required to sign, date, and return the acknowledgment form of these changes.
- Each year, a new enrollment form must be completed, signed, and returned to New Creation to help maintain current information on all children and is required by the state of Texas.
- To ensure our files remain current, parents agree to immediately notify the school in writing, of any changes in telephone numbers, addresses, and /or persons authorized to pick up the child.

Parent's Right to Immediate Access

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in the care of New Creation Preschool, as provided by law. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. Conferences can be scheduled with your child's teacher if you feel one is necessary.

New Creation will not allow unauthorized visitors to visit your child in their classroom. In the event Early Childhood Intervention (ECI) comes to observe your child, you must first notify New Creation management. Visitors are asked to schedule appointments with the New Creation office and are allowed in the facility only at the discretion of management. An employee will accompany any visitor at all times and throughout the center.

Cell Phones

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms.

Conferences

Conferences may be held throughout the year on an as-needed basis. We will discuss your child's progress and achievements, along with any concerns that might be had.

Parent Information

New Creation has many avenues of communicating information to our parents. We want to verbally share with you as much as possible, however, it is not always practical. In consideration of this fact, we will offer parent information in your children's take-home folder/weekly newsletters, and through emails from your child's teachers or the office. Information in these areas might include class schedules, calendars, notes from the classroom, and special event information.

If you have any questions or concerns about our program, we encourage you to have open communication with your child's teacher and the preschool management. Through open communication, we can ensure that all parties are well-informed and work as partners in your child's education.

New Creation Preschool is licensed and regulated by the Texas Department of Family Protective Services, and we follow the Texas Minimum Standards for Child Care Centers. A copy of the minimum standards for licensed child-care centers and the center's most recent licensing report is available for any parent's review at the preschool desk. You can contact the local licensing office at 817-321-8604 or on the web at www.dfps.state.tx.us

Child Abuse Reporting Law Requirements

New Creation staff is required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage them to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html
The statewide Abuse & Neglect phone number is 1-800-252-5400 if you would like to report any suspected abuse or neglect.

Withdrawals

If you should choose to withdraw your child, please inform the director in writing. Teacher notification is not an acceptable procedure for withdrawal. We request a two-week notification.

School's Right to Refuse Admission
New Creation Preschool reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

- The need to maintain compliance with Licensing Regulations.
- The director deems the child too ill to attend.
- Domestic situations that present a safety risk to the child, employees, or other children enrolled at New Creation Preschool if the child were to be present at the center.
- Parent's failure to maintain accurate, up-to-date records.
- Parent's failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed for tuition for days when their child is refused admission to the program.

Grievances

At New Creation, your child is our top priority. If at any time you feel there is a problem or concern, please bring it to the director's attention. If there is a need to review and discuss any questions or concerns regarding the policies and procedures of New Creation Preschool, you may contact Amber Saal at asaal@metchurch.com or 817-379-4638.

Suspension and Dismissal of a child from the program

New Creation Preschool is proud of our history of working with the individual needs of the children in our care and will do our best to work with parents of children who may need additional support. New Creation will make reasonable accommodations to our policies, practices, and procedures as appropriate in accordance with applicable federal

and state laws. New Creation is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays, and/or disabilities defined by the Americans with Disabilities Act. New Creation will allow outside resources/therapists (such as ECI), on campus and in the classroom to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearance to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with the New Creation staff to meet the needs of the child.
New Creation will make reasonable accommodations in the classroom schedule or activities in an effort to help each child succeed.
Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or dismissal from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided.

New Creation reserves the right to suspend or expel a child from the program for any reason deemed appropriate by staff. Such a decision would be based on what is in the best interest of that child as well as his/her classmates. Every effort will be made to correct a problematic situation before a final decision is made. Some procedures that must be taken before exclusionary practices can be considered are:

- Observation from a professional (this may be the Director or other trained staff);
- Documenting incidents;
- A focus on teaching social-emotional skills;
- Implementing environmental modifications;
- Engaging in discussions with parents; and
- Seeking support services from specialists

Termination of enrollment may be a result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs
- Non-payment of tuition

Illness and Exclusion Policy

To provide a safe, healthy environment for all our children, children who are ill must be kept at home. A child is considered ill if:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care

- Armpit or tympanic (ear) temperature of 100 degrees
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, one or more vomiting episodes in 24 hours, a rash with fever, mouth sores with drooling, behavioral changes, or other signs that the child may be severely ill.

Teachers will conduct a visual health check/assessment of each child to identify potential health concerns, including signs or symptoms of illness or injury, in response to changes in the child's behavior since the last day of attendance.

We will not admit children who exhibit the following symptoms:

- Fever within the previous 24 hours
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptoms of childhood communicable diseases.
- Runny nose with any colored discharge
- Sore throat
- Unexplained rash
- Skin infection
- Pink eye and/or discharge from eyes
- Breathing difficulties

If your child develops a contagious disease, please notify the director. Parents will be notified within 48 hours by note or email and by posting in the classroom if a communicable disease has developed among children in the classroom.
If your child becomes ill while in our care, we will contact the parent immediately. We will care for the child separately from the other children, with proper supervision, and give extra attention to handwashing and sanitation practices.
Parents or another authorized person need to pick up their child within 30 minutes of the notification. In the event of a *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, we may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom and fever-free for 24 hours without medication, or we have a healthcare professional's statement that the child no longer has an excludable disease or condition.

Medication

Please inform your physician that your child is in part-time preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer-acting medications. Limiting medications dispensed away from home prevents medication errors.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied by a copy of the information given to you by the pharmacy.
- The parent will be required to fill out the medication forms and enter instructions into the Daily Medication Log Book, located in the office.

MEDICATION SHOULD NOT BE LEFT IN YOUR CHILD'S BACKPACK OR BAG.

New Creation will not apply sunscreen or insect repellent to your child. If you feel this is a necessary application, we encourage you to please apply before school.

Medical Requirements

- All children must have a health statement on file **before the start of school.**
- All children must have an updated immunization record on file by their date of admission to the center. Attached to the end of this handbook is the reference guide to immunization requirements.
- If you choose not to have your child immunized, you must provide New Creation with the original affidavit from the state of Texas.
- All children four years and older must have a record of vision and hearing screening on file at the center or a statement from their doctor stating the refusal to perform one.
- Immunizations-any time your child receives an immunization from the doctor, you must provide New Creation with updated shot records. This is required by the state.

Injuries

The staff will do everything possible to protect your child. However, accidents can and will happen. In case of a minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented on an "Ouch Report" and reported to parents when the child is picked up at the end of the day.

If a medical emergency occurs at school, 911 will be called immediately. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately.

If parents are unavailable, those individuals designated as emergency contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.** Staff will accompany the child to the nearest hospital for treatment and remain with the child until the parent and/or guardian arrive. Parents will be expected to assume responsibility for any resultant medical expenses.

Severe Food Allergies

If your child has a severe food allergy, please request a Food Allergy Emergency Plan form. This form will need to be completed by both the parent and the doctor. These forms will be posted in the classroom as well as in their student file. Please be mindful of the risks involved with any exposure to these students. If your child has any allergies, be certain to let your teacher know and notify the office. Parents will be notified if a student in their class has an allergy that must be made aware of.
Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Fire and Severe Weather Drills

Monthly fire drills are held at New Creation and other emergency drills are practiced several times a year. All children are expected to participate in these drills.

Off-Site Evacuation and Relocation

In the event of an emergency evacuation, New Creation will contact local authorities, parents, and licensing.
New Creation and Met Church staff will evacuate students from the building to:

- All Storage (located on the south side of the Met), has been selected as our 1st option for an alternate shelter and parent information center.
- The 2nd alternative evacuation and relocation site for New Creation Preschool is Cook Children's Urgent Care 10601 N Riverside Dr., Fort Worth TX 76244. Our pickup area is in the rear parking lot off Prestige Rd. 817-347-2600.

After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and New Creation's office management team will designate staff to contact parents and notify them of the situation.

*Parents may review our complete Emergency Preparedness Plan in our school binder on the Coordination Desk counter.

Emergency Closings and Inclement Weather Information

In the event that significant events accompany severe weather, such as loss of power or water, the school will close.
In the event of an emergency closing and/or inclement weather, parents will be notified by postings on New Creation Preschool's Facebook page, by text, and by email.

Discipline

New Creation uses a positive approach to help children behave constructively with guidance methods such as redirection, positive reinforcement, encouragement of appropriate behavior, and consistent rules that are explained to the children. Research has shown that positive guidance teaches children skills that help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. New Creation Preschool reserves the right to terminate care for the child for discipline problems at any time.

We have adopted the Discipline and Guidance policy on the following page. You will be required to sign and date the respective space in the Enrollment Packet that you have read and understand this policy.

Discipline and Guidance Policy for _New Creation Preschool_____

Name of Operation

- Discipline must be:
  (1) Individualized and consistent for each child;
  (2) Appropriate to the child's level of understanding; and
  (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  (3) Redirecting behavior using positive statements; and
  (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  (1) Corporal punishment or threats of corporal punishment;
  (2) Punishment associated with food, naps, or toilet training;
  (3) Pinching, shaking, or biting a child;
  (4) Hitting a child with a hand or instrument;
  (5) Putting anything in or on a child's mouth;
  (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  (7) Subjecting a child to harsh, abusive, or profane language;
  (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

_____ _____
Signature Date

Check one please:

☐ parent ☐ employee/caregiver ☐ household member of child-care home

After Hours Babysitting

New Creation Preschool does not accept responsibility or liability for teachers babysitting children outside of the supervised setting of our program. All childcare, outside of our teacher's contract hours, is a private arrangement between the sitter and the parent.

Daily Routines

Lunch
Meals are served in a family style where children sit together with their teachers to visit with one another and eat.
Parents are to provide their child's lunch. New Creation Preschool is not responsible for the nutritional value of the lunch or for meeting the child's daily food needs. We suggest you send finger foods that are easy to serve and easy for the child to eat. Examples include sandwiches, meat and cheese, yogurt, granola bars, fruits, and milk. Do not send colored juices or soda. Please provide adequate cooling elements as desired in your child's lunchbox, as we do not provide refrigeration. Due to safety precautions, we do not heat food.
**Per the Texas State Minimum Standards, children are not allowed to walk around with a bottle or have one placed in the crib. Due to this, we recommend that only sippy cups be brought to school.

Snack
Snack time is provided by each parent for their child daily. New Creation Preschool does not provide a daily snack, so we ask that all children bring a snack from home. We have provided a suggested food list to all parents. Parents will inform teachers of any food allergies.

Dress
We ask that all children wear clothes that are comfortable and washable. While we attempt to protect their clothing during arts and crafts and play periods, children sometimes have accidents. An extra change of clothes and underwear should be sent to school with your child each day. Please make sure to label all belongings with your child's first and last initials. We go outside every day, weather permitting, so please send a coat when needed. No flip-flops, please, as we have wood chips on the playground.

Outdoor Play
Outdoor play is a regular part of the daily routine, weather permitting. Children should be prepared to play outside during some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services,

children too sick to go outside should not be at school. Children may not wear flip-flops due to the danger these shoes may cause on the playground.
*Please see Indoor/Outdoor Physical Activity Policy

Rest Period
Per State Licensing Standards, all children will be offered a daily nap/rest time. Although our PreK classes won't nap, they will be required to have a short "rest" period at the end of the day, per state licensing regulations. Their rest time may include a video related to the theme that week or the bible story. Children who are 12 months-17 months of age will nap in a crib.* Children 18 months-3 years old will use a nap mat, provided by the parents. If you don't have a nap mat, please let us know, and we will provide a cushioned nap mat and blanket for your child.
*Please reference our Infant Safe Sleep Policies for more detailed information regarding crib rules and regulations.

Toys
In order not to confuse school toys with a child's personal property, we ask that children do not bring toys from home. Comfort toys such as bears, blankets, and so forth may be brought if needed and used at naptime. We cannot be responsible for personal items, such as toys, jewelry, bows, etc.

Birthdays
Birthdays are very special occasions in the life of a preschooler. Student birthdays may be celebrated during snack times or at a designated time set by his/her teacher. If you would like to provide a store-bought snack or treat to celebrate in class, please contact your child's teacher.

Holidays/Parties
We will celebrate Thanksgiving, Christmas, Valentine's Day, and Easter with class parties. Parents will be asked by the teacher to help furnish store-bought cookies, favors, etc. We will enjoy harvest/pumpkin activities and a Trunk or Treat in the fall.

Special Guest/Animals
Occasionally, we will be bringing in live animals for special events, such as a horse on Western Day, live bunnies around the Easter holiday, and a petting zoo in the Spring.

Volunteers
Parent volunteers are needed and welcomed periodically throughout the year for special activities. You can sign up to help through your child's teacher. We appreciate your help!

Transportation
Transportation is not something that staff provides other than in an emergency evacuation.

Field Trips
We aim to provide several engaging activities throughout the year on campus only. Off-campus field trips will not take place.

Water activities
In the event we have a "Splash Day", activities will include several small water games to be held on the grassy area of the playground. This may include a small wading pool (less than one foot of water) and sprinkler play. Extra supervision will be in place for safety precautions.

Indoor/Outdoor Physical Activity
New Creation Preschool strongly believes in and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction.
All children will participate in a minimum of 30 minutes of moderate to vigorous active play each day. This may occur in both the classroom through planned music/movement and other activities, as well as outside recess play. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. When weather conditions prohibit outdoor play, teacher-planned indoor play will take place. Temperature consideration for outdoor play will be made when the temperature and/or wind chill is less than 40 degrees and if the heat index is more than 90 degrees.

Diaper

Please send at least 5 disposable diapers labeled with your child's first and last name, each day. If your child is being potty trained please send Pull-Ups. Pull-Ups are easier for children to manage with the teacher's assistance.
Be sure to send extra changes of clothes in case of accidents.

Potty Training

Potty training can be accomplished when the child is ready, but it takes patience, commitment, and cooperation between the parent and the caregiver. Problems arise when adults do not pay attention to the child's lack of readiness. As a guide, we have implemented the following stages of potty training at New Creation and indicators to know which stage a child may be at.

Stage 1 – The child tells you through words or gestures that he/she has a wet diaper; recognizes when they are wet. During the first stages of potty training please make sure you bring diapers or Pull-Ups.
Stage 2 – The child tells you that he/she is wetting and can recognize the sensation of being wet. When your child begins to express the need to use the restroom but still has accidents, please continue to send them in Pull-Ups.
Stage 3 – The child tells you he/she will wet, can control themselves and use the toilet. When continual success with limited accidents is evident, then Pull-Ups will no longer be needed. (No underwear until they have completed this stage)

*Every child is different, and potty training happens at different times. Our teachers are willing to help with the process and we ask parents to partner with us as well. The number one priority is a safe and healthy environment for all.

Parents or guardians of these children must bring ample changes of clothing labeled with the name of the child.
Because of the risk of splashing, and gross contamination of hands, sinks, and bathroom surfaces, rinsing clothes soiled with fecal material increases the risk of exposure to germs that cause infection to other children and caregivers. For this reason, New Creation will send home in a sealed and labeled bag, your child's soiled clothing.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S FIRST AND LAST INITIALS.

Infant Safe Sleep Policy

Per Texas State Minimum Standards, an infant is a child from birth through 17 months. Below are the safe sleep recommendations of the American Academy of Pediatrics and the Consumer Product. These policies will be followed by all New Creation Staff:

Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector.
- Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices
- Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- Place only one infant in a crib to sleep.
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional.

Daily Reports- Our 12-17-month-old classroom parents will be receiving reports regarding your child's day at school. This report contains information about their eating, napping, and diapering or potty training, along with notes about their day.

Biting- Biting is very common in early childhood. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouths. As they begin to understand cause and effect, they also might bite a person to see if they can get a reaction. If a child bites another child and leaves visible marks, the child will be removed* from the activity and supervised very closely. The teacher and a written notice will inform the parent of the child that bit that day. The child who was bitten will be consoled and treated if necessary. The parent of the child that was bit will be advised by an incident report. If the same child continually bites, a conference between the director and the parent will be held to discuss the child's behavior and the best way to proceed.

* *Biters will be removed from the situation without dramatic movements, attention, or emotional response that could provide negative reinforcement to the biter. Teachers can tell the biter that "biting is not OK", and "I can't let you hurt your friends." Toddlers, in particular, may not understand time-out, but the teachers need to make sure that the biter is not near other children until he or she has calmed down and can be redirected to other play.*

*All children's records are kept in New Creation's office.

Health and Vaccinations:
*The following immunizations are recommended by the CDC for adults: https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf
New Creation will not mandate that staff obtain immunizations.

*Parents have the right to breastfeed or provide breast milk for their children. Our seating area in the main lobby is a comfortable place that's made available for mothers to breastfeed their children.

*Under Penal Code, any area within 1000 feet of New Creation and the Met Church is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

*Our childcare program and property are smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers).

INFORMATION ON REPORTING CHILD ABUSE

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.**[*]
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400.**
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
    - Name, age, and address of the child
    - Brief description of the child
    - Current injuries, medical problems, or behavioral problems
    - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential*.

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report.* If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

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[*] Failure to report is a Class B criminal offense, punishable by a $2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

CHILD ABUSE HOTLINE 1-800-252-5400

Form 7261 / 3-2004

New Creation Preschool

Schedule of Fees & Tuition

September 8, 2025-May 20, 2026
9 am-2 pm

REGISTRATION/SUPPLY FEE (non-refundable) due at the time of enrollment.

2-day program (Mon/Wed or Tues/Thurs)	$280.00 per year
3-day program (Mon/Tues/Wed)	$380.00 per year
4-day program (Mon/Tues/Wed/Thurs)	$480.00 per year

MONTHLY TUITION

2-day program	$315.00
3-day program	$415.00
4-day program	$515.00

Tuition is due on the first of each month. A daily, $20 late fee will accumulate for every day after the 5th of the month. Please make a note of this to avoid the additional charge. Failure to pay after the 5th may result in the withdrawal of your child(ren) at the discretion of New Creation until the balance is paid in full.
***One-half (50%) of the tuition for May 2027 is due by February 28, 2027.**

Parents are responsible for payments of all tuition until the school has been notified in writing two weeks in advance that the child is being withdrawn. You may pay online, with cash, or via a check. Checks should be made out to The Met and turned in to the New Creation office.

*** Yearly tuition is equally divided into 9 months of payments, with the first payment to be made by September 1.**
No month will be prorated because of holidays or bad weather days. The full month's tuition will still be due on the 1st and considered late after the 5th. No month may be "skipped". Payment is required to hold your child's spot.

***NSF fee for any returned checks is $50, plus a possible late fee.**

DISCOUNTS

If more than one child is enrolled in the program for the same number of days, a $20.00 per month discount for each subsequent child will apply.

Emergency Closure Tuition Policy
Should the school be required to close for unexpected reasons for less than 4 days, full tuition will be due. If the closure is longer than 4 days, your monthly tuition will be prorated.

Suggested Lunch and Snack List

Sandwiches
Meat (lunchmeat, cubed ham, hot dog slices, pepperonis)
Cheese
Granola Bars
Crackers
Veggies
Fruit
Yogurt
Pretzels
Dried Fruit + Raisins
Rice Cakes
Graham Crackers
Goldfish
Cheerios
Squeezable Applesauce

2026/2027 School Year

September 3 – Meet the Teacher
September 8 – First Day of School
October 12 – No School
November 3 – No School
November 23-26 – Thanksgiving Break
December 17-January 5 – Christmas Break
January 18 – No School
February 15 – No School
March 11-18 – Spring Break
May 20 – Last Day of School

YEARLY SCHOOL CALENDAR
WITH HOLIDAYS AND CLOSINGS
are listed on our website at
www.metchurch.com

New Creation Preschool
Met Church
11301 N Riverside Dr.
Fort Worth, TX 76244
817-379-4638
newcreation@metchurch.com

Immunization Requirements

3 year olds and 4 year olds (PRE K) ✓*HIB and PCV **not** routinely administered to children ≥ 5 years of age.*

4 doses of DTP, DTaP, DT
3 doses of Polio
1 dose of MMR[1] on/after 1st birthday
3 doses of HIB with the 3rd dose given on/after 1st birthday and at least 2 months since dose #2 **OR** 1 dose on/after 15 months of age
4 doses of PCV[2] with one given after 1st birthday **OR** 1 dose on/or after 24 months of age
3 doses of Hepatitis B[1]
1 dose of Varicella[1] on/after 1st birthday (if the child has **NOT** had chickenpox)
2 doses of Hepatitis A[1] on/after 1st birthday (must allow **18 months** between doses)

Kindergarten – Fifth Grade ✓*Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4th birthday.*

5 doses of DTP, DTaP, DT with one on/after 4th birthday **OR** 4 doses if one dose is on/after the 4th birthday
4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
2 doses of MMR[1] on/after 1st birthday
3 doses of Hepatitis B[1]
2 doses of Varicella[1] on/after 1st birthday (if the child has **NOT** had chickenpox)
2 doses of Hepatitis A[1] on/after 1st birthday (must allow **18 months** between doses)

Sixth Grade ✓*Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4th birthday.*

5 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday **OR** 4 doses if one dose is on/after the 4th birthday
4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
2 doses of Measles[1], 1 dose of Mumps[1] and 1 dose of Rubella[1] on/after 1st birthday
3 doses of Hepatitis B[1]
1 dose of Varicella[1] on/after 1st birthday (if the child has **NOT** had chickenpox)

Seventh Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, **AND** 1 dose of Tdap within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
2 doses of Measles[1], 1 dose of Mumps[1] and 1 dose of Rubella[1] on/after 1st birthday
3 doses of Hepatitis B[1,3]
2 doses of Varicella[1,4] on/after 1st birthday (if the child has **NOT** had chickenpox)
1 dose of Meningococcal

Eighth – Twelfth Grade

3 doses of DTP, DTaP, DT, Td, Tdap[5] with one on/after 4th birthday, **AND** 1 dose of Tdap is required within the last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.
4 doses of Polio[5,6] with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday
2 doses of Measles[1], 1 dose of Mumps[1] and 1 dose of Rubella[1] on/after the 1st birthday
3 doses of Hepatitis B[1,3]
2 doses of Varicella[1,4] on/after 1st birthday (if the child has **NOT** had chickenpox)
1 dose of Meningococcal

This chart summarizes the vaccine requirements in Title 25 Health Services, **§§** 97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative code, which has other provisions and details.
http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=B&rl=Y
*****All vaccine doses administered up to and including 4 days before the minimum interval of age will satisfy school entry immunization requirements**
[1] Serologic confirmation of immunity to Measles, Mumps, Rubella, Hepatitis B, Hepatitis A, or Varicella or serologic evidence of infection is acceptable in place of vaccine.
[2] Other schedules may apply.
[3] 2 doses of adult formulation Hepatitis B (Recombivax) administered to a child 11-15 years old are acceptable if manufacturer and mL are clearly documented.
[4] Two doses of Varicella are required if student received the first dose on or after 13 years of age. Previous Chickenpox illness may be documented with a written statement from a **physician, school nurse, or the child's parent or guardian** containing wording such as: ***"This is to verify that (name of student) had Varicella disease (chickenpox) on or about (date) and does not need Varicella vaccine."*** This written statement will be acceptable in place of any and all Varicella vaccine doses required.
[5] Doses of DTaP/Polio administered the month of or prior to the 4th birthday are acceptable for students in 11th-12th grade **(students enrolled in school prior to 8/1/04).**
[6] Polio vaccine is not required for students 18 years or older.

DSHS Region 7
S:\IMM\AUDITNEW\SchoolRequirements
Revised 03/04/2014

NOTE: This Reference Guide is subject to change depending on immunization requirement changes made by DSHS