

**FIRST UNITED METHODIST CHURCH OF COPPELL
STRINGFELLOW SCHOOL:**

Family Handbook

Effective Date: August 2026

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ABOUT US

Mission Statement and Philosophy

To provide excellence in early childhood education in a Christian environment, enabling the child to love himself/herself and others, and to experience God's love.

Center Management and Teachers

FUMCC, Stringfellow School (the "Stringfellow") is here to answer questions, discuss concerns, and help you with your child's educational and developmental needs. Stringfellow is also supported by the FUMCC Staff Parish Relations Committee (SPRC) to help oversee the overall operations of Stringfellow. All employees must go through a rigorous hiring process to ensure that we have a team of people who are passionate and dedicated to serving children. Before an employee is hired, all references are verified and employees must receive full clearance from Child Care Licensing following the completion of a background check run through the FBI database. Employees also complete full orientation and state requirements for training hours of childcare teachers.

Policies and Procedures

We are a state licensed preschool. Therefore, we comply with all rules and regulations contained in the Minimum Standards and Guidelines Handbook (the "Minimum Standards"). A copy of this manual is available for your review in Stringfellow's front office.

Please read this Parent Handbook carefully. If you have any questions, please call the director at Stringfellow's front office, 972-393-0698 during regular business hours, Monday through Thursday.

Hours of Operation

Stringfellow's hours of operation are Monday through Thursday between 9:00am – 2:00pm. Students may be dropped off no earlier than 9:00am and picked up no later than 2:00pm unless previously registered for before and/or after-school care. Please refer to the section of this handbook relating to arrival and departure for more information.

Stringfellow follows Coppell Independent School District ("CISD") calendar for all closings. If CISD has a late start, Stringfellow will be closed for the day. You will be notified accordingly.

Registration and Enrollment

Enrollment is limited by the staff/child ratio which complies with state and FUMCC requirements. No student shall be denied admission because of race, sex, color, religion, or national origin. A case by case determination will be made on the feasibility of enrolling a child with special needs, depending on Stringfellow's ability to meet the unique and individual requirements of the child.

Current enrollees have first priority for registration as long as they are in good financial standing with Stringfellow, followed by FUMCC member siblings of current enrollees, then siblings of non-FUMCC member current enrollees, church members, and finally the community at large.

ATTENDANCE

Arrival

School begins at 9:00am, Monday-Thursday. The teachers will be busy preparing for the day's activities. It is important for students to be at school on time so that the transition for all students and teachers goes as smoothly as possible. Parents will need to sign their student in on the sign-in sheet in the classroom.

Pick-Up and Late Fees

Please pick up your students promptly at 2:00pm, regardless of the time your student was dropped off. Students are released one at a time. Please wait outside your student's classroom for your student to be brought to you. If you need to talk with your student's teacher, please wait until all other students are dismissed. Once your student is dismissed, please be sure to sign your student out on the sign-out sheet.

A late fee of \$15.00 per student for each 5 minute-increment will be applied. A late pick-up fee begins at 2:15. The fee is due on the day of the late pick-up. In the event that late pick-ups become excessive and/or fees are not paid in full and on time, your child may be removed from the program. If you know you will be late or an emergency arises, please notify the director immediately.

Release to Authorized Persons

Stringfellow will release your student **ONLY** to those persons authorized on your enrollment form. No child will be allowed to leave with any unauthorized person. A valid, government issued ID will be requested of any individual not known to the staff member releasing the student. Any exception to this rule must be in writing to the director. Once a student is signed out, they are no longer the responsibility of Stringfellow or staff even if on Stringfellow or FUMCC property.

Visiting Parents

Stringfellow keeps an open-door policy and encourages parents/guardians to participate in activities with their children, as appropriate. Please coordinate with your student's teacher before visiting the class to read to the children or help in the classroom. All visitors **MUST** sign in at the front desk and receive a visitor's badge while visiting the school.

Provided, however, due to the age of the students, distractions and disruptions sometimes have negative effects on your child and others in the classroom. Therefore, visits may be limited at the discretion of the director and/or appropriate teacher.

PROGRAMS

Daily Curriculum

A theme is emphasized weekly and reinforced through a wide range of “hands on” learning experiences which promotes each child’s development. Parents are provided with a newsletter highlighting the themes presented and any special activities during the month.

- **Circle Time:** The theme is introduced and concepts are taught through literature, singing, finger plays, flannel board stories, questioning strategies, and games.
- **Arts and Crafts:** Projects are theme-related, which encourage creativity including large and small motor skills.
- **Music Time:** Different songs are emphasized monthly. Singing is intertwined with movement, incorporating instruments and rhythm.
- **Center Time:** Children choose from a variety of centers in their classroom. The centers are designed to stimulate each child’s curiosity for learning.
- **Snack and Lunch:** A time for fellowship and development of social skills.
- **Rest/Quiet Time:** A time to relax and wind down. This time may include special stories, videos, and/or soothing music.
- **Free Play:** Children choose to play from a variety of toys offered. This encourages cooperation, role playing, sharing, creativity, and social skills.
- **Outdoor Learning Areas:** This provides an opportunity for children to use large muscle equipment, experience gardening, nature crafts, sand play, and woodworking.
- **Movement (Ages 2 and up):** This offers large muscle activities in the gym and outside involving sports, games, and dancing.
- **Chapel Time:** This is a time for spiritual growth and awareness. Chapel is conducted weekly incorporating stories and songs.
- **Science Discovery (Ages 3 and up):** This is a time to explore the wonders of science with our hands on experiments and demonstrations.

Field Trips

Stringfellow may offer field trip opportunities from time to time. We must have a signed permission slip from the parent on file before a student may attend the field trip. The field trip notice will be posted at least 48 hours in advance of a field trip.

Each student must have one parent/guardian with them on the field trip. Please try to keep siblings from attending field trips when possible. This is a time for you to help the teacher and monitor the students in the class. This is also an opportunity for you to spend time with your student. If you are unable to accompany your student on the field trip you must have 3 signatures on the permission slip:

- Your signature allowing attendance.
- The signature of the individual to whom you have given responsibility to.

- Your student's teacher confirming she is aware of your arrangements.

The driver of your student must provide a copy of their driver's license and proof of insurance to the Stringfellow front office before the field trip.

CHILDCARE AND HEALTH

Food and Nutrition

Mid-morning snacks are furnished by Stringfellow.

Students must bring their own lunches and drinks. Lunches must be brought in a lunchbox that is clearly marked with their name and use ice packs to prevent spoiling. Please do not send your student with food that requires heating. Students are encouraged to bring a nutritious lunch to school. Good nutrition is a part of our learning experience at Stringfellow and we expect the students to eat healthy foods before treats. **Please do not send candy, gum, or carbonated beverages.**

Please note, at the end of lunch time, ALL opened food will be thrown away. Only prepackaged food that is NOT opened will be sent home.

Breastfeeding

You have the right to breastfeed or provide breast milk for your child while in care. We will provide a comfortable place for you to breastfeed your child at Stringfellow until your child is 18 months of age.

Celebrations and Birthdays

In order to keep the excitement and disruption to a minimum, we ask that you do not send in ice cream, hats, horns, etc. Mini-cupcakes, donut holes or cookies are a great treat to bring for birthday celebrations. Please be mindful of allergies. Please coordinate with your student's teacher in advance if you plan to celebrate your student's birthday at school.

Clothing and Shoes

Please send your child to school in "play type" clothing that is washable and free of complicated fasteners. Students need to feel free to utilize the restroom without fear of soiling their clothing. Each child is required to have a change of clothes in their backpack each day in case of accidents or spills. Please put the extra set in a clear, sealable bag and clearly label each item as well as the bag with their name. Also, please be sure that all jackets and personal items are clearly labeled.

Shoes should be rubber-soled and closed-toe with a closed heel or heel strap. Flip-flops and sandals are not appropriate in our environment.

Children who are not toilet trained should bring ample supply of disposable diapers. Please write your student's name on each diaper.

Personal Belongings

Students will be provided with stimulating, educational toys every day. Please do not allow students to bring toys to school. No guns, knives, or unsuitable toys may be brought at any time. *Stringfellow cannot be responsible for toys that get lost or broken.*

Physical Activity

Students go outside for a minimum of 30 minutes a day, weather permitting. Students participate in physical brain breaks throughout the day. If the weather won't allow outside time, we have adequate indoor space students can use to get their physical activity.

Diaper Changing

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. Tables are sturdy and are adult height. The changing area is never located in food preparation areas and is never used for temporary placement of food. Handwashing sinks with liquid soap dispensers are located in the same room as each changing table. A plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull ups, wipes, and liners. These will be disposed of in a sealed bag into the trash receptacle.

Diaper Changing Procedures

Parents must provide sufficient supply of daily diapers labeled with the student's name. If the parent supplies diaper cream labeled with the student's name, that written consent covers regular use without the need for a new note. Teachers check diapers and pull ups regularly and change soiled or wet diapers. Changing tables are sanitized after each student use. Staff wear disposable exam gloves when changing diapers and gloves are changed between each child.

Minimal contact is made with the child's soiled clothes and diaper. While safety straps on changing tables are not used (to avoid contamination), staff members always have one hand on the child during diaper changes. The staff is trained in and follow proper procedures for cleaning a child's genital area.

Used diapers and wipes are disposed of in a plastic bag. If necessary, soiled clothes are placed in a plastic bag to be sent home to parents. A clean diaper is placed on the child.

During diaper change, caregivers talk with and relate warmly to children. The child is carefully removed from the changing table. Child's hands are washed at a sink with soap and running water. The changing paper liner is disposed of, and the changing table is disinfected after each use. The staff member washes his or her hands after each diaper change with soap and water for 20 seconds and uses a paper towel to turn off the faucet.

Toilet Training

We recognize that every child develops at their own pace, and we are committed to partnering with families throughout the potty-training process.

Children enrolled in our Three-Year-Old Program are not required to be fully potty trained, however, we encourage families to begin the process when their child shows signs of readiness and to maintain consistency between home and school.

Children entering our Four-Year-Old Program must be fully potty trained. For the purposes of this policy, fully potty trained means the child:

- Consistently uses the toilet with minimal assistance.
- Remains dry throughout the school day, with only occasional accidents.
- Can independently recognize the need to use the restroom.
- Can verbally communicate to a teacher that they need to use the restroom rather than relying solely on scheduled bathroom reminders or prompts.

Children who are actively potty training must wear training pants or pull-ups. Underwear should be introduced once the child is demonstrating consistent success and can independently communicate restroom needs. Children who continue to have frequent accidents may be required to return to training pants until they are developmentally ready.

Families are asked to provide multiple changes of clothing and to work closely with teachers to ensure consistency and success. While occasional accidents are expected, repeated accidents that indicate a child is not yet potty trained may require a conference with parents to determine the most appropriate plan for the child.

Our goal is to support each child in achieving this important milestone while maintaining a safe, sanitary, and positive classroom environment for all students.

Rest Time / Nap Time

In accordance with the Minimum Standards, Stringfellow provides a rest period of 30-90 minutes following the noon meal. Students should bring security and naptime items, such as a blanket and pacifier, to help their transition into rest time go more smoothly. Students need to bring a small blanket or roll up rest mat for rest time. Stringfellow provides plastic rest mats. All items should be labeled with the student's first name and last initial.

Screen Time

Teachers must get permission from the Director to use the TV or other screen devices with students. What the students watch must be appropriate and coincide with their lesson plan/curriculum and not exceed one hour (30 minutes in the morning and 30 minutes in the afternoon).

Vision and Hearing Screenings

Texas law requires all four-year-old children (as of September 1 of the current school year) to have a vision and hearing screening, the results of which must be recorded in the childcare files by December 1. You may use your private pediatrician or the health department. Once your doctor has completed a screening, a copy must be submitted to our office. You may access information at www.dshs.state.tx.us/vhs

ILLNESS AND ABSENCES

Acutely Ill Children

Our students' health is a matter of major importance to us all. **A student will be sent home if he or she appears to have signs or symptoms of illness. In such cases, the parent or guardian is contacted immediately. Under no circumstances can we care for a student who is ill** or unable to participate in classroom activities. At any time, the director, assistant director, or admin staff have the discretion to send a student home due to illness or an incident.

Causes for Dismissal

A student will be dismissed if the illness prevents the student from participating comfortably in the classroom activities or the illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of other students.

If a student is displaying any of the above or any symptoms of a minor illness such as lethargy, headache, or stomachache, the student will be brought to the office area and the symptoms will be assessed. The student may return to class provided there is no fever or cause for dismissal. Parents/guardians will be notified and requested to pick up the student if assessment warrants dismissal.

Health Standards

Children must be kept home from school if any of the following symptoms are present:

- A fever of 100.4 or greater.
- A thick, discolored nasal discharge (if this is caused by allergies, a note must be provided by the doctor);
- Skin rashes, bumps, or hives that appeared suddenly, open wounds, lesions, encrusted areas, or red eyes with discharge;
- A diagnosed communicable disease until released by a doctor to return to school with a note;
- Symptoms and signs of possible severe illness such as lethargy, irregular breathing or wheezing, diarrhea, vomiting, behavior change, or other unusual signs, until medical evaluation indicates that the student can be included in school activities.

The student must remain home until medical evaluation indicates that the student can be included in school activities. A student must be free from vomiting, diarrhea, and fever (without the use of fever-reducing medications) for 24 hours before returning to school. Admin staff will assess the student prior to dismissing for vomiting or diarrhea or stomachache symptoms. Parents/guardians will be called at first symptoms.

Head Lice

Stringfellow has a no-nit policy concerning head lice. Should an episode of lice occur, the following guidelines apply:

- The student(s) found with the lice will be kept in the office and the parents/guardians will be contacted immediately to pick up the student. All parents of the class will be notified of the outbreak.
- A student with lice must be treated with lice-killing shampoo, and Stringfellow must be notified of the treatment. In addition, it is important to remove all white, oval-shaped eggs (nits) after treating the hair; eggs that aren't removed are likely to hatch and start the infestation over again.

Once the student is treated and all nits are removed, the student can return to school; this may take up to 3 days.

Illness and Vacation

Please inform Stringfellow if your student will not be attending due to illness or vacation. No tuition reduction is provided in case of illness and there are no tuition discounts for planned or unplanned absences.

Emergency Medical Procedures and Incident Reports

In case of the onset of critical illness or injury, Stringfellow will make an immediate attempt to contact the parent or guardian. Parents/guardians must keep all phone numbers in their student's file current. The student will be taken to the emergency room (as authorized in the enrollment packet) by emergency vehicle. The director or assistant director will follow the emergency vehicle to the facility and remain with the student until the parent arrives.

In the case of a minor injury, such as a bump or scratch, the injury will be treated according to prescribed methods of first aid and an Incident Report describing the incident will be given to the parent. A copy of the incident report will be kept in the student's file. If the injury is minor enough, the teachers will communicate the incident to the parents/guardians verbally or via phone. **All Incident Report forms must be signed by the parent or guardian of the student.**

IMMUNIZATIONS AND MEDICATION

Medication

No medication will be administered by any Stringfellow personnel unless communicated on the student's FARE form for allergic reactions. No monitoring any medical condition, whether acute or chronic, will be performed by any Stringfellow personnel.

Immunization Records

The Texas Department of Family and Protective Services requires that we have a health statement signed by the physician and a copy of your student's up-to-date immunization record signed by the physician before

admission. **Records will not be accepted if they are printed from My Chart or a similar portal without a signature.**

Exclusion from immunizations for reasons of conscience, including a religious belief, must be submitted on an original, notarized “Exemption from Immunization for Reason of Conscience” document issued by the Texas Department of State Health Services. **This form is required before the first day of attendance.**

Information on required immunizations for childcare facilities as well as the exemption from immunizations can be accessed at www.dshs.state.tx.us/immunize

Tuberculin Testing Requirements

At this time, the Texas Department of State health Services does not currently require TB testing for students attending or employees working in a licensed childcare center. Stringfellow will not require TB testing at this time, leaving the decision to the parent/guardian and the student’s health care provider. In the event of a change in this policy, all parents and guardians will be notified.

Employee Immunizations

Stringfellow’s staff complies with immunizations and health practices as stated in licensing Minimum Standards for the State of Texas.

Sunscreen and Insect Repellent

Please apply bug spray/sunscreen prior to sending to school if necessary. Teachers will not apply bug spray/sunscreen on a student.

PREVENTING AND RESPONDING TO THE ABUSE AND NEGLECT OF CHILDREN

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. If you suspect a child is being abused or neglected, you can call the Child Abuse Hotline at 1-800-252-5400 to make confidential reports. If parents/guardians feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help by calling the National Parent hotline at 1-800-427-2736.

Staff are required to have 24 hours annually of continuing education. At least one of these hours of annual training must be focused on prevention, recognition, and reporting of child abuse and neglect. The staff are also required to be CPR/First Aid certified.

DISCIPLINE

Discipline and Guidance

Discipline will always be positive guidance that is based on an understanding of individual needs and developmental level of the student. Discipline will not be regarded as punishment, but will be directed toward teaching the student acceptable behavior.

We have three rules for acceptable behavior: (1) Each student will ensure the safety of themselves and others; (2) each student will respect others' work and property; and (3) each student will learn not to interfere with another student's learning.

The staff will seek to redirect problem behavior to a constructive activity, encouraging negotiation of differences, and fostering self-control. The students are taught to respect authority and the rights of others.

Students will not receive physical punishment. Students who have conflicts or problems with others while at school will be encouraged to verbalize their anger and concerns. The role of the adult at Stringfellow is to be a mediator through positive problem solving. Our staff members will guide students rather than punish them.

Students whose behavior endangers others will be supervised away from other children. The child will have the opportunity to process the problem with a staff mediator and other concerned parties. We use communication and redirection whenever possible, however if the student still needs time to cool do, then we may use "Time-out" no longer than 1 minute for each year of the student's age. This procedure is only needed in cases of emotional distress in which the child requires private time to regain composure. Verbal problem solving is our mandated guidance technique.

Guidance (i.e., discipline) will always be positive, productive, and immediate when behavior is inappropriate. Our staff is continually trained in positive guidance, redirection techniques, and problem-solving solutions to assist children in these situations. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or any other person while on the premises or during Stringfellow transportation.

Biting and Aggressive Behavior

Our goal is to provide a safe, nurturing environment where children can learn appropriate social skills, emotional regulation, and positive interactions with others. While occasional conflicts are a normal part of childhood development, aggressive behavior that causes harm to others must be addressed promptly and consistently.

We are committed to helping children develop the social and emotional skills necessary for success. However, the safety and well-being of all children and staff remain our highest priority. The school reserves the right to determine when a child's behavior poses an ongoing safety concern and to take appropriate action, including suspension or termination of enrollment when necessary.

REASONS FOR DISMISSAL

While it is always unfortunate to dismiss a student from Stringfellow, there are times when such action is appropriate and necessary. Stringfellow reserves the right to dismiss a student. Some situations requiring expulsion include, but are not limited to, the following:

- Non-payment of tuition (unless some other arrangement has been made)
- Continual tardiness on the part of the parent to pick up the student at the prescribed time
- Inappropriate behavior of the student and/or parent/guardian that violates the rights of others and that shows no improvement after steps are taken to change such behavior
- Inability of a student to participate in classroom routines and activities after steps are taken to familiarize the student
- Continuous aggressive behavior incidents have occurred and steps have been unsuccessful in improving the situation.

If attempts to correct the situations named above are unsuccessful, dismissal notification will be made by the director directly to the parent/guardian. **Failure to comply with policies and procedures as stated in the Parent Handbook will be cause for immediate dismissal.**

Additionally, if a student is absent for more than one (1) week without notification to Stringfellow, the student's spot may be forfeited, and the tuition balance must be paid. A student cannot be withdrawn and then put back in the same program. If a student is withdrawn and seeks to return to the program, he/she will be placed on the appropriate wait list.

PHYSICAL FACILITIES

Exterior Door Security Policy

In the collective interest of safety, FUMCC has safety procedures that apply to the church and Stringfellow. Every door that enters the church and school buildings will be locked at all times. Stringfellow will be responsible for unlocking the main entrance door at drop-off and pick-up times. **The main door under the blue awning and the breezeway entrance will only be unlocked Monday-Thursday between 8:55am-9:15am and 1:55pm-2:10pm.** If you are visiting Stringfellow at other times during the school day, you will be required to ring the doorbell and enter through the front door under the blue awning. In the event of a special occasion at Stringfellow, our main school doors will be unlocked for the event only.

Accidents and Emergency Preparedness Plan

An Emergency Preparedness plan is available in the Stringfellow front office for any interested parent/guardian to read. A "Standard Release Protocol Plan" (lockdown/lockout following CISD protocol) is posted in all classrooms and the Stringfellow front office.

In the event the school must be evacuated due to an emergency (whether environmental or otherwise), the staff will do one of the following depending on the location and type of the problem:

- Evacuation to FUMCC parking lot across Hartz Road
- If a neighborhood evacuation is ordered by the fire or police department, Stringfellow reserves the right to follow the evacuation orders and emergency location determined by the authorities.

Gang-Free Zone/Drug-Free Zone

Under 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 a harsher penalty.

Smoking and Tobacco Use

Smoking and any other use of tobacco, vapor producing, and/or non-prescription nicotine replacement devices are prohibited inside FUMCC's facilities. The use of smoking products is permitted only in designated outside spaces. We ask that you respect this policy and observe all signs related to smoking and tobacco use.

OPERATIONAL PROCEDURES

Admission Requirements

Your student's admission into Stringfellow is contingent on the completion of the following State mandated forms:

- Enrollment Information Form
 - Personal Information
 - Pick Up Authorization information
 - Authorization for emergency medical attention
 - Allergies and special needs
 - Parent Handbook Acknowledgement
- Admission Information
 - Copy of immunization records
 - Health Care Professional Statement
 - Vision & Hearing Screening for 4 year olds
- Parent Handbook Agreement

Tuition and Fees

Tuition is due on the first day of each month. The tuition for the entire program year at Stringfellow has been arranged is the same per month regardless of the number of days your student(s) is in school each month. For ease of payment, tuition is based on one annual fee that is divided into nine (9) equal monthly payments. Upon signature of the Stringfellow Registration Form and payment of registration and supply fees, you are contractually bound to pay in full by the end of the applicable school year. As stated, there will be no deductions made for any days missed due to vacations, holidays, illness, etc.

If your student is to be withdrawn, a two week notice is required for termination of enrollment. Tuition will be charged regardless of whether your student is in attendance their final two weeks.

Stringfellow does not offer any kind of tuition reimbursement, even if you choose to leave before a month is ended.

Class	Annual Tuition	Monthly Payment	Supply Fee
Young Toddlers	\$2,025	\$225	\$250
Toddler – two days	\$3,375	\$375	\$300
Two's- two days	\$3,420	\$380	\$300
Two's- three days	\$3,960	\$440	\$375
Two's- four days	\$4,455	\$495	\$450
Three's – three days	\$4,095	\$455	\$400
Three's- four days	\$4,725	\$525	\$475
Four's- three days	\$4,185	\$465	\$400
Four's- four days	\$4,725	\$525	\$475
Fives	\$4,725	\$525	\$475

Additional Payment Information

The following fees are required:

1. A non-refundable registration fee of \$100 is due at the time of enrollment.
2. A non-refundable supply fee, as shown in the table above, is due at the time of enrollment.
3. There is a \$30.00 charge for each returned checks.

Holidays

Stringfellow follows the Coppel ISD Calendar for all closings and holidays.

Snow Days and Late Openings

Stringfellow will follow the policy of CISD regarding school closings for inclement weather. In the event that the school system announces a late opening, Stringfellow will be closed and you will be notified by the school.

Policy Change and Parent Notifications

Parents/Guardians will be notified of policy changes and upcoming events through individual notes via email and notes sent home. The director may contact you under special circumstances. If parents/guardians have questions or concerns about the policies and procedures of Stringfellow, questions may be directed to the director.

Parent/Guardian Participation

Stringfellow encourages family participation with all the events we have planned throughout the year. Every family receives a yearly calendar at the beginning of the new school year. The calendar has all events/activities for the school year.

must do a Criminal background check prior to your volunteering at events where a teacher will not also be present. This is a requirement of State Licensing. Once your background check comes back as “CLEAR,” then you will be invited to volunteer your time.

Parent Code of Conduct

- Stringfellow encourages you to limit phone activity while on FUMCC property
- The speed limit in the parking lot is 5 mph. Please also be on the lookout for children while you are driving and backing out of parking spots.
- There should NEVER be any foul language, loud, abusive, or argumentative tones toward your student, someone else’s student, Stringfellow staff, or other parents while on FUMCC property
- We reserved the right to call the police if we feel that a parent is under the influence of alcohol or another substance
- The moment you pick up your student, he/she is your responsibility. Please do not leave them unattended or let them run in the halls, which could cause them to run into another student or hurt themselves by falling.
- We reserve the right to dismiss any family member or student at any time from FUMCC property

Procedures for Resolving Concerns or Problems.

As we strive to provide you and your student with excellent care and educational opportunities, we are in constant search for ways to improve our service. If you have thoughts, concerns, or are in any way not satisfied with the operations of Stringfellow, please advise the director. We have the following procedures to assist you with your concerns:

- First express your thoughts to the staff member with whom your concerns lie
- Present your concerns to the Director
- Write a letter to the FUMCC Staff Parish Relations Committee (SPRC)
- If your concerns are still apparent, contact the SPRC chairperson.
- Notify the Texas Department of Protective and Regulatory Services if you feel further action should be taken to ensure the well-being of a student.

Parents may contact the local licensing office at 214-951-7902 or the website at dfps.state.tx.us. The child abuse hotline is (800) 252-5400.

STRINGFELLOW SCHOOL FAMILY HANDBOOK AGREEMENT

Initial next to each line that you understand and agree to the policies listed below.

_____ Medical and personal information must be kept current with Stringfellow

_____ Hours of operation are **9:00am to 2:00pm**, Monday through Thursday; Stringfellow pick-up time is 2:00pm. **A late fee of \$15.00 per student for each 5 minute-increment will be applied for any pick-up after 2:10pm.**

_____ You understand the tuition and fees as set forth in this Handbook and agree to be responsible for payments as stated

_____ There is a \$30.00 charge for each returned check

_____ All personal articles brought into Stringfellow must be labeled with the student's first name and last initial

_____ Students must bring their own lunch each day

_____ Full tuition is charged for absences, regardless of illness, vacation, holidays, or weather closings. No refunds, tuition allowances, or substitution of days, will be made for vacation, sick days, or school holidays (including emergency closings)

_____ If your student is withdrawn, a two-week notice is required. Tuition will be charged regardless of whether your student was in attendance their final two weeks

_____ You have been informed of the Gang/Drug Free Zone

By signing this agreement and attending Stringfellow, you are agreeing that First United Methodist Church of Coppel and its Stringfellow School are not liable for any illness to your child or family and you are also agreeing that you will adhere to all of our policies and regulations.

I, the parent/guardian for _____ have received and read the Stringfellow School Family Handbook. I acknowledge, understand, and agree to follow all policies contained therein.

_____	_____	_____
Parent/Guardian Signature	Printed Name	Date