

Courageous Christian Academy

2022 – 2023 Parent/Student Policies Handbook



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Courageous Christian Academy
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Be Strong and Courageous. Do not be afraid or discouraged, for the Lord Your God will be with you wherever you go. –Joshua 1:9

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Courageous Christian Academy Holiday Break Calendar for 2022 - 2023



Monday, August 9, 2022	First Day of School 😊
Monday, September 6, 2022	Labor Day Holiday (School Closed, No Ext. Care)
Friday, October 7, 2022	Student Holiday (Extended Care Only)
October 10 – October 14, 2022	Fall Holiday Break (Extended Care Only)
Friday, November 18, 2022	Student Holiday (Extended Care Only)
November 21 – 23, 2022	Thanksgiving Break (Extended Care Only) Program CLOSED on November 24 th /25 th , 2022
Friday, December 16, 2022	Student Holiday (Extended Care Only)
December 19 – December 30, 2022	Christmas Holiday Break (Extended Care Only) CLOSED on December 22 th /23 rd , 2022 CLOSED on December 29 th /30 th , 2022
Monday, January 2, 2023	Inclement Weather Day (Possible Extended Care)
Tuesday, January 3, 2023	Spring Semester Begins
Monday, January 16, 2023	Student Holiday (Extended Care Only)
Friday, February 17, 2023	Student Holiday (Extended Care Only)
February 20 – February 24, 2023	Mid-Winter Break (Extended Care Only)
Friday, March 11, 2023	Inclement Weather Day (Possible Extended Care)
Friday, April 7, 2023	CLOSED for Good Friday Holiday
April 10 – 14, 2023	Spring Break (Extended Care Only)
Thursday, May 26, 2022	Last Day of School

*Dates and activities are subject to change

Early Care and Education

Courageous Christian Academy's goal is to be South Texas' leading childcare program. Our program gives children ages 3 years and older enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences. We believe a balance of play, working together, and cooperative games/activities enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving faith-based environment with caregivers who are dedicated to enriching children's lives.

NON-DISCRIMINATION POLICY:

Courageous Christian Academy do not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies

Courageous Christian Academy is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

1. PURPOSE and MISSION

Our Mission

Courageous Christian Academy's Mission is for students, staff, and families to grow in wisdom, faith, truth, and character while innovatively building competent, energetic, and loving Christ-centered leaders.

Our Purpose

Courageous Christian Academy's Purpose is to provide a loving, research-based, unique educational alternative for families while representing the hands and feet of Jesus.

2. PROGRAM INFORMATION

Days and Hours of Operation

Courageous Christian Academy will follow the New Caney ISD School Calendar from August to May for the following hours:

- 6:00am – 7:30am, Monday-Friday, August to May, for Extended Care for Joshua 1:9 Learning Center Private School students only.
- 3:30pm – 6:00pm, Monday-Friday, August to May for Extended Care for Joshua 1:9 Learning Center Private School Students and Afterschool Program for students from New Caney ISD Elementary Schools.

During the months of May to August, Courageous Christian Academy will be open from 6:00am-6:00pm, Monday-Friday, for Summer Camp.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Courageous Christian Academy may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in August.

Daily Schedule

Courageous Christian Academy follows a daily schedule designed specifically to meet each child's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a sample of your child's time at our daycare:

Morning Extended Care for Joshua 1:9 Learning Center Private School Students:

6:00am – 7:00am	Inside Playground
7:00am – 7:15am	Movie and/or Center Play
7:15am – 7:25am	Restroom/Wash Hands
7:30am	Dismiss to classrooms for Breakfast

Afternoon Extended Care and Afterschool Program:

3:10pm – 3:30pm	Arrival/K-2 nd and 3 rd -5 th Homework, Art, or Reading Time
3:30pm – 3:50pm	Outdoor Play for 3 rd -5 th Grades (In Gym if Rainy or Too Cold) K-2 nd Grade at Centers/Indoor Playground Snack – Preschool
3:50pm – 4:20pm	Wash Hands and then Snack – K-2 nd and 3-5 Outdoor Play for Preschool
4:20pm – 5:30pm	3 rd -5 th Grade on Basketball Court side (In Gym for Games if Rainy or Too Cold) K-2 nd Grade Outdoor Playground (In Gym for Games if Rainy or Too Cold) Preschool at Centers/Indoor Playground (Movie Time if Rainy or Too Cold)
5:30pm – 6:00pm	All Outdoors on Playground (Indoor Playground if Rainy or Too Cold)+

Arrival and Dismissal

During morning arrival from 6:00am – 7:30am, we kindly ask that you walk your child to our front door where a Courageous Christian Academy staff member will greet them and help them to their designated area.

During afterschool dismissal from 3:30pm – 6:00pm, students will be brought to their parent/guardian's vehicle by a Courageous Christian Academy staff member. Any individual picking up a student that is not the parent or primary guardian must be on the emergency pick up list and provide valid ID in order to pick up.

Please see pages 14 - 15 for COVID-19 Protocols in regard to Arrival and Dismissal. Should these regulations change, we will notify all families of the changes.

Late Pickup Policies

Courageous Christian Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child, a \$1 PER MINUTE late penalty will be charged to your account. Late penalties must be paid to Courageous Christian Academy before the child can return to care.

Attendance

Tuition will be billed based upon the weeks your child attends. However, we will not “turn off” or “turn on” billing without a two week notice in writing. For Joshua 1:9 Learning Center Private School students, Extended Care tuition (\$20.00 per week, per child) through Courageous Christian Academy will **not** be charged during holiday break weeks (such as Fall Break, Thanksgiving Break, 2 weeks at Christmas, Mid-Winter Break, Spring Break). **Please see Tuition and Fees section on page 23 for more information.**

Early Dismissal

Courageous Christian Academy will only have an early dismissal in case of a serious emergency such as earthquakes, fire, storms, or loss of power/water. Parents will be notified, if possible, and students will be cared for until parents or emergency contacts arrive.

Cancellation due to Weather

Courageous Christian Academy will follow New Caney ISD’s decisions to cancel classes due to inclement weather. In the event of a possible school cancellation, please check local TV and radio stations for announcement of New Caney ISD closure. Full tuition is due during inclement weather times.

3. ENROLLMENT PROCEDURES

Please note: A child MUST be 30 months to three (3) years old and we recommend completely potty trained (we do not have diapering facilities here at our program) on or before September 1st for the Older 2’s Program; three (3) years old and completely potty trained on or before September 1st for the 3’s Program, four (4) years old on or before September 1st for the 4’s Program, five (5) years old on or before September 1st for Kindergarten, and six (6) years old on or before September 1st for First Grade.

Upon selecting Courageous Christian Academy to meet your child’s educational needs, **all enrollment paperwork is required before the child can start our program.** Incomplete or unfinished paperwork will not be accepted. Paperwork required for enrollment includes:

- ✓ Enrollment Forms
- ✓ Authorization for Emergency Medical Attention
- ✓ For Preschool/Pre-Kindergarten Students:

- Current Immunization Records signed AND stamped by a physician (or Affidavit), Physician's Health Statement signed AND stamped by a physician, Proof of current Hearing and Vision Testing (4 years and older) on file with Joshua 1:9 Learning Center
- ✓ For Kindergarten – 5th Grade Students:
 - Current Immunization Records on file with Joshua 1:9 Learning Center or NCISD School
- ✓ Courageous Christian Academy Tuition Agreements
- ✓ Child Assessment Form
- ✓ Discipline and Guidance Policy
- ✓ Tuition Credit Card Form

4. SAFETY/SECURITY/EMERGENCY PLANS

Release of Student

Per Texas state laws, parents have a right to access their children at any time. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

Locked Exterior Doors

All exterior doors will be locked at all times. Authorized adults who are picking up a child must ring the doorbell and a Staff Member will let meet them at the front door.

Visitors/School Safety Policy

Parents need to personally escort their child(ren) inside the front area of our building when their children enter and leave the facility. Please see page 14 - 15 for COVID-19 Regulations and Protocols regarding visitors to our building.

Emergencies

Procedures for Handling Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical emergency or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. 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 phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center at 1.800.222.1222.

Emergency Preparedness Plan

Below is the Emergency Preparedness Plan designed for Courageous Christian Academy. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Courageous Christian Academy staff will ask parents to participate accordingly.

During any emergency, the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and sign-out log in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Get your sign-in/out sheet and stuff it in your clothing. Grab your flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Principal or Head of School will monitor local weather stations and the weather alert radio for updates.

COMMUNICABLE DISEASE OUTBREAK

- All Staff Members will vigilantly follow policies and procedures regarding toileting, hand-washing, food preparation and general commonsense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Principal or Head of School will notify the Health Department and, if necessary, Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Principal or Head of School will inform all staff members of instructions and guidelines and require them to follow the same.
- The Principal or Head of School will also notify all parents about the situation in writing within 48-hours.
- All Staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

LOCK DOWN

(INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESSPASSING, DISTURBANCE)

- The Principal, Head of School, or person in charge, will announce "Lock Down" or other discreet code and will call 911. The Head of School, or designated person, will supervise the office at all times during the incident, if possible.

- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discreet phrase, such as “Rabbits in the Hole”; the children will know what to do because you practice this every month.
- Get your sign-in/out sheet in your hands and stuff it into your clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, notify them of the secret code for “Lock Down”.
- Whisper and remind the children that “we are to be very quiet.”
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Principal, Head of School, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Principal, Head of School, or person in charge, or emergency personnel.

ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in low, quiet voice.
- Apply first aid as needed.
- Call the Principal or Head of School if you need further assistance, or person in charge, to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child’s shirt and use that).
- If injury is to the head or face, report it to the Principal or Head of School immediately – even if it is minor.
- Complete an Accident/Incident Report, have the Principal or Head of School sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Principal or Head of School before you leave on the same day.
- Keep the Accident/Incident Report confidential while in your presence.
- In the event of serious illness or injury involving an adult, contact the Principal, Head of School. The Principal or Head of School will call 911 and/or the person’s emergency contact.

ILLNESS

- Ask the child, “What doesn’t feel good?”
- Contact the Nurse and have the child’s temperature taken. If the fever is over 100 degrees, the Principal, Head of School, or Nurse will contact the parent.
- If no fever, make the child comfortable and keep an eye on him/her.
- If the child complains of pain, ask him/her to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and notify the Nurse or Head of School.
- Light vomiting or mild diarrhea: If no pain, call the Nurse or Head of School after the third episode.

EXPLOSION, CHEMICAL SPILL OR GAS LEAK

That occurs INSIDE the facility

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- Close all doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Principal or Head of School, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

BOMB THREAT OR OTHER THREAT

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will “go off” or “happen”.
- Write that down, too.
- Notify Principal, Head of School, or person in charge, to call 911 immediately.

OFF-SITE EVACUATION AND RELOCATION

- Your primary responsibility is to keep the children safe.
- Keep your sign-in/out sheet in your hands or stuff them into your clothing.
- If time allows, gather children’s backpacks, lunch kits, and coats.
- Children will be evacuated oldest to youngest so that older children can assist with keeping children seated at the evacuation site.
- The Principal or Head of School is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Principal or Head of School is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone to the evacuation site.
- The evacuation and relocation site for Joshua 1:9 Learning Center and Courageous Christian Academy is Embassy Christian Academy. Their address is: 24865 Highway 59, Porter, Texas 77365
- After all children and Staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Principal or Head of School will designate Staff to contact parents and notify them of the situation.
- Staff Members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Principal or Head of School will be the contact person for emergency personnel and parents.

- The center’s usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child’s enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

FIRE

- When aware of fire or when alarm sounds, quietly say, “Fire drill boys and girls; line up at the door, please.” This should be familiar to them since you say it every month when you practice monthly fire drills. *Your responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Get your sign-in/out sheet and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Principal, Head of School, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass, and other hazards.
- Watch the kids, not the situation.
- The fire department, Principal, Head of School, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

MANAGEMENT RESPONSIBILITIES

- When aware of fire or when alarm sounds, the Principal or Head of School sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- She takes possession of the emergency binder and then proceeds to each classroom to ensure that everyone is out of the building.

5. Medical/Health

Illness and Exclusion Policy

Children who are ill should not attend our Program. Courageous Christian Academy observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, *including outdoor play.*
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children.
3. Oral temperature of 100.4 or armpit temperature of 100 or above.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.
5. Communicable diseases such as flu, strep throat, suspected pink eye, ringworm, or Chickenpox.

- Any student sent home with suspicion of any of the above will NOT be allowed into the childcare center without a medical evaluation and a statement from a doctor containing the diagnosis and that the student is under treatment and no longer contagious.
- The parent of the ill child must notify the school as soon as it is known that the student has been exposed to or contracted a communicable disease. The Principal or Head of School may request that the parents exclude the student from childcare while the student is contagious.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Courageous Christian Academy 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 free for 48-hours. Families will be notified if this protocol changes.

Medications

Please inform your physician that your child is in full-day school and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medication. Limiting medications dispensed away from home prevents medication errors. Please remember, Courageous Christian Academy is designed for **well** children.

If medications need to be administered during time at our center, the following conditions must be met:

- ✓ **Prescription medication will be accepted only if it is in the original container and has not 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.
- ✓ Before any prescription or nonprescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions on the Daily Medication Log Book. Please bring a copy of the information given to you by the pharmacy.
- ✓ Medication needs to go home after the last date that the medication is administered.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.

Medication may be given to children with a signed medical information sheet only. We will not give medications such as Tylenol, Motrin, etc. without a signed medical information form on file.

Accident/Injuries

The utmost precautions are taken to prevent accidents. First aid is administered to all injuries. Parents will be called when necessary, therefore it is crucial that the school is kept current on phone numbers, both cell and work. In case of an emergency, Courageous Christian Academy has the right to call 911 or transport your child to the nearest doctor or hospital.

Immunization/ Tuberculin (TB) Testing Requirements

Immunization records must be current for all children enrolled in Courageous Christian Academy. A current copy must be in the child's file with Courageous Christian Academy or on file at their public school. Preschool and Pre-Kindergarten students must also have a signed and stamped Health Statement from their Physician on file with Courageous Christian Academy. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time, Courageous Christian Academy may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Based upon local health requirements, proof of TB testing is NOT required in order to be enrolled in our program.

Hearing and Vision Screening

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old or older. Preschool and Pre-Kindergarten parents with children 4 years and older must bring in screening proof from their local pediatrician to be kept in the child's file.

Head Lice

If Headlice is found, you will be notified immediately to pick your child up. Treatment is required. We have a no nit policy and he/she will have to be checked by a Staff Member before reentering the Program.

6. COVID-19 PROTOCOLS and REGULATIONS

Back in March 2020, we began following COVID-19 protocols issued by the CDC, Texas DFPS, and Texas HHS. At our front door when children arrive at our Program, your child's temperature must be taken by a staff member before they can enter past the front area of our childcare center. If your child's temperature is above 100.4 when checked, then your child may not stay for care.

If your child arrives to our Program and has a fever above 99.0, we will re-take their temperature 30 minutes later. If the temperature is over 100.4, we will contact you and the child must be picked up within 30 minutes. If your child is showing symptoms of illness or has been around someone who has been diagnosed with COVID-19, **please do not bring them.** We are doing our best to keep our students and Staff as healthy as possible with thorough hand-washing and deeper cleaning and disinfecting of our entire building, but we need your cooperation as well.

Additionally, with these new protocols, parents are not allowed past the front area of our center to promote safe health practices. We will have an escort to help the children place their items (nap mat, backpack, lunchbox, etc.) in the correct cubby. Also, we cannot have any visitors to our center at any time. We will notify all families if this protocol changes.

7. Discipline & Guidance Policy/Disciplinary Actions (Please See Appendix A)

Courageous Christian Academy staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Courageous Christian Academy staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in the 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.

The following disciplinary structure for Courageous Christian Academy will be enforced based upon the Disciplinary Actions (listed in Appendix A) at the end of this Handbook.

For one to three half page write-ups – a phone call home or notification to parents (after 3 half page write-ups, any additional discipline instances per Appendix A will constitute a full page write-up)

In addition to the above disciplinary actions, Courageous Christian Academy reserves the right to terminate care for a child for discipline problems at any time.

Unacceptable Actions that will NOT be Tolerated:

1. Fighting..... physical or verbal abuse.
2. Throwing items with intent to hurt others.
3. Using abusive, foul, or insulting language such as cursing, racial or sexual slurs, or any other inappropriate language.
4. Persistent refusal of compliance after multiple requests are made by Staff members.

Biting

Biting is a common issue in early childhood development, however, it is a very serious infraction. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Courageous Christian Academy will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible. Please understand that if your child bites at while at our Program, they may be removed from the program should the biting continue to occur.

9. Policies for Parents

Parent Involvement

A close working relationship with parents is necessary for a child to reach optimal growth and development. We will use our Remind app, our Facebook page for Courageous Christian Academy, or email to inform you of changes or events in our Program.

Parent Code of Conduct

Please understand, your children are present in our building. Some adult language is not appropriate for young children. Courageous Christian Academy prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Courageous Christian Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Courageous Christian Academy must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Parent Responsibilities

Children must be dropped off and picked up by either the custodial parent or an adult person approved by the parent(s). Please understand that due to liability issues, staff of Courageous Christian Academy are not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Courageous Christian Academy staff cannot be responsible for lost or broken personal toys. The only exception to this is a stuffed animal for use during naptime for Preschool and Pre-Kindergarten children.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Read the notices and information sent through the Remind app, Facebook page, or in e-mail.
- Please be aware of the scheduled breakfast time at 7:30am, and make sure your child arrives in time to be included in the meal, if necessary. It is very difficult to try and feed a child later than the scheduled breakfast time, and causes a disruption in the daily schedule, which affects all of the children in your child's age group.
- Please do not allow your child to bring gum or candy to our Program.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.

The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

Custody Situations

Courageous Christian Academy prefers NOT to get involved with custody disputes. Courageous Christian Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Principal's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Courageous Christian Academy have the right to terminate care.

10. Field Trips

Field Trips

Due to COVID-19 Regulations, some Field Trips may be rescheduled or modified based upon Field Trip requirements at location we will be visiting. If information changes about our planned Field Trip, we will notify all families as soon as possible.

If we decide to do an off-school grounds Field Trip during a holiday break week or Summer Camp, then we will either provide transportation or have each parent drive their own child. Advance notices will be posted at the school, on Facebook, and through email concerning all activities.

Each child will be required to wear a field trip shirt that will be ordered before Summer Camp begins. Order forms will be available on the Courageous Christian Academy website and Facebook page.

No child will be allowed to go on a field trip without a signed permission slip from the parent or guardian. Parents or Guardians are welcome to go on the field trips as long as they pay any admission fees.

11. Guidelines for Meals and Snacks

Lunch Rules

We do not provide lunches for students. During holiday break weeks, student holidays, and Summer Camp, parents will need to provide a cold lunch daily for their child(ren). We will NOT be able to heat any food so please prepare your child's lunch for them before arriving at our Program. NO GLASS containers! Please NO SODAS!

Breakfast is served at 7:30am, please have your child at our Program no later than 7:45am to be served breakfast. Menus are posted on the information board. Please review the weekly menus and if your child has an allergy to that breakfast or snack we will be happy to accommodate the child with another one.

Some of you are familiar with the \$5.00 lunches that are offered through certain Private School classrooms with Joshua 1:9 Learning Center. **Courageous Christian Academy does NOT offer the \$5.00 lunches.** Please send a lunch each day with your child for holiday breaks/student holidays and Summer Camp.

Birthdays

Most children enjoy celebrating special events with their classmates (birthdays, new babies, and holidays). Parents may send a “store bought” treat to share with the class during snack time. Please do not send cupcakes/donuts/etc. with blue, red, or purple icing due to limitations on dye consumption for some students. Please send light colored icings, if at all possible. If your child’s birthday falls during a holiday break/student holiday or Summer Camp, please make arrangements with a Courageous Christian Academy staff member several days in advance.

Snacks

Courageous Christian Academy will provide one snack in the afternoon for our Extended Care and Afterschool Program students. During holiday breaks and Summer Camp, all students will be given a morning and afternoon snack.

Water Bottle

Please send a water bottle with a closable lid that is labeled with your child’s name on it every day! This is for ALL age groups. We allow water bottles filled with water only inside and outside of our building if they are able to be tightly closed. It is extremely important for every child to bring their water bottle every day since we do a lot of outside play time!

Food Service & Preparation

Courageous Christian Academy is a participant of the USDA’s Special Nutrition Program.

12. Student Property

Clothing

Children should be dressed in comfortable, washable clothing and tennis shoes/sneakers. Flip Flops, Sandals, Crocs, Open Toe shoes, Cowboy Boots, and Backless shoes are not acceptable. We don’t want any hurt toes or muddy feet.

We will play outside most days when weather allows. Dresses are acceptable as long as shorts or bloomers are worn under them. Play is encouraged; when dressing your child, consider the fact that we will get dirty ☺ **LABEL all items of clothing with your child’s name such as: sweaters, coats, jackets, raincoats, etc.**

Preschool, Pre-Kindergarten, and Kindergarten children must have a complete change of clothing, **clearly marked with child’s name**, left at Courageous Christian Academy. Accidents can happen, even for the older students, when they wait too long before going to the bathroom, or if they get wet on the playground.

All students need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for any outdoor playtime.

Appropriate Dress

Appropriate dress is very important for all students, faculty, and staff. These guidelines below help all of us to dress appropriately each day.

- Students, faculty, parents, and guests are expected to be dressed modestly at all times.
- For girls, dresses are acceptable as long as shorts or bloomers are worn under them. Dresses, skirts, and shorts should be no higher than 2 inches above the knee.
- Hair may not be dyed unnatural colors. Prior approval from Principal or Head of School is required.
- Body piercing is not allowed except for pierced ears.
- Low-cut blouses and halter tops are not allowed.
- Underwear must not be showing.
- For girls, any swimsuits worn for Summer Camp must be a one-piece suit.
- Please wear tennis shoes to our Program because we play outside almost every day.

Personal Belongings

We use washable crayons, markers and paint during art time, but the student's clothing may get stained from just being kids! Please dress your children in play clothes since being ACTIVE is what we do!! Please leave all valuables at home since Courageous Christian Academy cannot be responsible for broken or lost items. **In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home.**

13. Communications

Parent/Teacher Communications

Open communication with parents is very important to each child's success. Courageous Christian Academy has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Courageous Christian Academy may communicate with parents:

- Notifications through Remind App
- Through email notifications
- Notes sent home on backpacks
- Social media sites such as our Courageous Christian Academy Facebook page
- Verbal communication with your child's teachers and Principal or Head of School

While we do our best to maintain open communication with our families, we do ask that you be respectful of our Teachers and Staff's personal time on evenings, weekends, and holidays. Please understand that messages/texts/emails sent to Teachers or Staff may not be answered until the next school day. Any policy changes for Courageous Christian Academy will be communicated through letter emailed to email address on file and sent home to each family.

Open Door Policy

We welcome parents to the front area of our building. Should you need to have a meeting with the Principal or Head of School, please contact us to schedule an appointment time. Courageous Christian

Academy are a privately owned and operated facility. We have the right to refuse service at anytime to anyone.

Change of Contact Information

IMPORTANT: Please inform the Office immediately if you change home address, home phone number, cell phone number, work number, emergency contacts, or any other contact information.

Website

Courageous Christian Academy maintains a website accessed at www.courageouschristianacademy.org. This site contains information on events, updates on weather related closures/changes in hours, and photos from our activities/field trips, and other important Program information.

Social Media/Facebook

Parents and students are welcomed to follow Courageous Christian Academy on:

Facebook – Courageous Christian Academy

Social networking is very exciting these days. However, please understand that employees of Courageous Christian Academy are prohibited from participating in social networking with parents and students. This includes, but is not limited to, Facebook, Twitter, and Instagram.

Photography and Social Media Release

Courageous Christian Academy believes in the benefit of using real life pictures in our childcare program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. If you wish for your child not to be photographed, you may want to remove them from these events.

Courageous Christian Academy are sensitive to parents' feelings concerning posting of your child's photo. A photo release and social media agreement are part of our student enrollment forms.

14. Texas Department of Family and Protective Services Information for Courageous Christian Academy

Minimum Standards for Child Care Centers

Courageous Christian Academy is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may view a copy of these standards in our office or view the standards online at: www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Compliance History

Courageous Christian Academy encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is available from the director or you may view this at: www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

Be Strong and Courageous. Do not be afraid or discouraged, for the Lord Your God will be with you wherever you go. -Joshua 1:9

Parents may also contact our local childcare licensing office at 936.756.1551.

Child to Staff Ratios

Courageous Christian Academy exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses regulated to organized criminal activity are subject to a harsher penalty. Courageous Christian Academy is a GANG-FREE ZONE.

Child Abuse Reporting

Courageous Christian Academy staff are **REQUIRED** by Texas State law and licensing to report immediately to the police or Child Protective Services (CPS) any instance when there is a reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Courageous Christian Academy has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and monthly newsletters. Courageous Christian Academy will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

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 you 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.

Well Checks

Courageous Christian Academy staff will do a visual check of the children upon arrival each morning and afternoon. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

Nap Time

Supervised rest periods are provided for all children under five years of age who remain at Courageous Christian Academy for six or more hours a day during holiday breaks and Summer Camp, and for all other children who show a need for a rest time. Your child will be provided a mat to rest on for naptime.

Please provide a clean blanket and crib sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby.

Water Activities

During Summer Camp at Courageous Christian Academy from the months of May-August, children have the option to participate in water activities on Wet Wednesdays. The activities can include sprinklers, water balloons, and inflatable moonwalk waterslides. None of these activities require children to know how to swim and are completely optional.

If your child chooses to participate, please be prepared to bring your child to camp wearing their swimsuit, sunscreen already applied, and with a towel and/or water shoes. Please send a complete change of clothes including shoes with your child so they can change clothes after the water events are over.

Vaccination Policies for Employees/Staff

In order to help prevent the spread of preventable diseases, Courageous Christian Academy recommends that our Employees and Staff members to have an optional Influenza immunization once a year. Courageous Christian Academy Employees and Staff will not be required to obtain this optional immunization. All Employees and Staff will take the required precautions per Texas DHHS policies when dealing with potential contaminated substances.

Transportation - *Transportation will depend on future COVID-19 Regulations and Protocols.*

Courageous Christian Academy will provide transportation from local public schools in the afternoons to our Program. Courageous Christian Academy does not provide transportation to local schools before the school day begins. For the 2021-2022 School year, Courageous Christian Academy will provide afterschool transportation only from the following New Caney ISD schools:

- Brookwood Forest Elementary
- Crippen Elementary
- Kings Manor Elementary
- Tavola Elementary
- Porter Elementary
- Sorters Mill Elementary
- Valley Ranch Elementary

- Bens Branch Elementary students will be transported by New Caney ISD School bus to our School.

Courageous Christian Academy will also provide transportation to Field Trips during Summer Camp. Courageous Christian Academy Staff members who are certified in the Transportation Safety training required by the Texas DHHS Child Care Licensing, will be the only Staff members allowed to transport children. Children being transported to our Center by Courageous Christian Academy must be properly secured in vehicles per Child Restraint and Safety Law. Children must be in cars seats, boosters, or seat belted according to the legal requirements. Other than Field Trips, Summer Camp, and Afterschool care, Staff is not allowed to transport children, nor are they allowed to bring and/or take a child to/from the Center.

15. Financial Matters

Tuition and Fees

A Registration Fee for Extended Care, Afterschool Program, and Summer Camp is currently waived. The Registration Fee is normally \$125.00.

For Afterschool students from New Caney ISD public schools, Afterschool Program tuition is \$100.00 per week, per child.

For Joshua 1:9 Learning Center Private School students, Extended Care tuition is \$20.00 per week, per child. Extended Care tuition is paid to Courageous Christian Academy. You will **not** be charged during holiday break weeks (such as Fall Break, Thanksgiving Break, 2 weeks at Christmas, Mid-Winter Break, Spring Break), even if your child attends all-day Extended Care during those weeks.

For the above holiday break weeks, IF your child attends, all-day care for Afterschool students with Courageous Christian Academy is \$165.00 per holiday week, per child. If your Afterschool student attends all-day care for Student holidays (such as President's Day), the cost is \$30.00 per day, per child.

Extended Care, Afterschool Program, or Summer Camp Tuition is due every Friday before the following week. If tuition is not paid in full by Monday, the student may not return to care until it is paid.

Payment Options/Methods

Tuition is paid by Debit or Credit Card. **All accounts are required to be set up on automatic withdrawal.** Christian Academy will not turn drafts "on and off." Personal checks and cash will only be accepted on a case-by-case basis with approval from the Principal or Head of School.

Extended Care and Afterschool Program for Courageous Christian Academy can be paid weekly, monthly, or yearly. Extended Care Tuition for Joshua 1:9 Learning Center Students through Courageous Christian Academy will be charged separately.

Summer Camp Tuition will be billed on a weekly basis on the Friday before each week that your child attends. If a change happens in your child's attendance plans for Summer Camp, you must notify us in WRITING two weeks before the change. Changes in attendance can be emailed to courageouschristianacademy@gmail.com. Otherwise, we will assume your child will attend Summer Camp. We will not issue refunds/credits for changes in attendance plans that Courageous Christian Academy was not notified in writing about.

Please see the Courageous Christian Academy Tuition Agreement for further policies regarding Tuition and applicable Fees.

Returned Payments/Insufficient Funds/Chargebacks

Courageous Christian Academy receive a returned payment for Chargeback or Insufficient Funds, a \$10.00 fee will be charged to the account. This fee must be paid before the student can return to our Program. After three Chargebacks in one school year, money order or cash will be required for payment.

Absent/Vacation Credit

If a change happens in your child's attendance plans for Summer Camp, Extended Care, or Afterschool Program, you must notify us in WRITING two weeks before the change. Changes in attendance can be emailed to courageouschristianacademy@gmail.com.

For Summer Camp, we plan our Staffing based upon number of students attending. If we are not notified two weeks before in writing, we will assume your child will attend Summer Camp. We will not issue refunds/credits for changes in attendance plans that Courageous Christian Academy was not notified in writing about at least two weeks before.

For Courageous Christian Academy Afterschool student, tuition will be charged for the following holiday weeks: Fall Break, Thanksgiving Break, 2 weeks for Christmas Break, Mid-Winter Break, and Spring Break if your child attends. Please notify us two weeks ahead in writing if your child will attend during these holiday break weeks. The cost for these weeks is \$165.00 per week, per child.

Withdrawal Policy

Two week (14 days) written notice must be given for withdrawing a student from Courageous Christian Academy. If a family fails to give two week notice, Courageous Christian Academy has a right to draft the remaining weeks balance from the family's credit card on file. Christian Academy has a right to refuse service to any family for any reason.

Any unpaid financial balance upon leaving Courageous Christian Academy that is unable to be collected will be collected per the Policies on the Courageous Christian Academy Tuition Agreement.

Please see Appendix B for the Withdrawal Form.

16. Questions or Concerns

If parents have questions or concerns about our program, we encourage you to have open communication with the Principal or Head of School. Through open communication, we can ensure that all parties are well informed and working as partners in the child's well-being. From time to time, the Principal or Head of School may complete a Parent Concern Form. Parents will receive a copy of this from with the appropriate outcome.

17. Confidentiality

When you child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Courageous Christian Academy must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

Thank you for allowing us the blessing of taking care of your child. We love each of our families and their children. We thank you from the bottom of our hearts and could not do this without you. God Bless!



Appendix A – Possible Disciplinary Actions for Courageous Christian Academy

Misconduct Disciplinary Steps	Disciplinary Steps
Failure to follow program rules Discourteous behavior to others Not following program policies	1. Correction by teacher within the Program. A half-page write up may be written depending on severity of offense. 2. Half-page write up will be written for second offense. 3. Parent will be notified if behavior continues. A second half-page write up will be written. 4. If behavior continues, a third half-page will be written and student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be suspended or expelled from the Program.
Disrespectful behavior towards authority Disrespectful behavior towards others Lying Stealing Cheating	1. Teacher will deal with this on a corrective basis appropriate to the behavior. A half-page Write Up may be written based upon severity of offense. 2. Parent will be notified if behavior continues. A second half-page write up will be written for second offense. 3. If the behavior continues, a third half-page write up will be written, and student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be suspended or expelled from the Program.
Use of profanity and/or blasphemy Use of obscene gestures and any sexually suggestive behavior	1. Teacher will address behavior on an appropriate corrective basis. A half-page write up may be written based upon severity of offense. 2. Parent will be notified if behavior continues. A second half-page write up will be written for second offense. 3. If the behavior continues, a third half-page write up will be written. The student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be suspended or expelled from the Program.
Punching or slapping another student with the intent to inflict injury Striking another student with an object/weapon with the intent to inflict injury Fighting	1. Immediate referral to the principal. A half-page write up will be written for the offense. 2. If a second offense occurs, a second half-page write up will be written. Parents will be notified to come to the Program for a conference. 3. If a third offense occurs, a third write up will be written. The student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be suspended or expelled from the Program.
Open defiance or absolute refusal to obey a rule or direct command	1. Student will be referred to the principal. A half-page write up may be written based on severity of offense. 2. If a second offense occurs, a half-page write up will be written along with referral to the principal. 3. If a third offense occurs, a half-page write up will be written. The student will be referred to the principal; at the discretion of the principal, a student who exhibits repeated or chronic behavior of this type may be suspended or expelled from the Program.
Throwing a tantrum - a violent demonstration of rage or frustration, characterized by crying, screaming, defiance, and may include violent body motions, including throwing things, falling to the floor, banging one's head, hands, and feet against the floor or wall, and in some cases, hitting and kicking.	1. Student will be immediately removed from the area and taken to the principal's office. 2. If attempts to pacify or deescalate the tantrum are unsuccessful, parents will be notified to come to the school immediately. The student may be sent home for the remainder of the day. 3. Repeated tantrums will lead a half-page write up and a conference with parents at which a behavioral intervention plan will be made. 4. If the behavioral intervention plan is unsuccessful and the tantrums continue, a half-page write up will be written and the student may be expelled from the Program.

Appendix B – Voluntary Withdrawal Notification Form

Voluntary Withdrawal Notification Form
Joshua 1:9 Learning Center
Courageous Christian Academy
21519 W. Wallis Drive, Porter, Texas 77365

Parent Name: _____ School Year: _____

Student Name(s) and Ages: _____

Notification Date: _____ Last Day of School: _____

Reason for Withdrawal: _____

Outstanding Payments: (To be filled out by School Office)

Remaining Tuition Due: \$ _____ Fees Due: \$ _____

Tuition Paid: \$ _____ Total Reimbursement: \$ _____

Parent or Guardian's signature below indicates official notification of withdrawal, effective on date signed. No other forms of withdrawal shall be accepted as official. Regardless of withdrawal notification, the Parent or Guardian remains responsible for full payment of all tuition and fees owed per contract and applicable policy.

Signature of Principal or Head of School below indicates receipt of official withdrawal. Late Fees shall be incurred subsequent to official receipt of withdrawal if balance remains unpaid per policies on Tuition Agreement. Additionally, charges already incurred but not yet billed, may be billed subsequent to withdrawal and Parent or Guardian remains responsible for all fees owed as stated above.

Parent and/or Guardian's Signature

Date

Principal or Head of School

Date