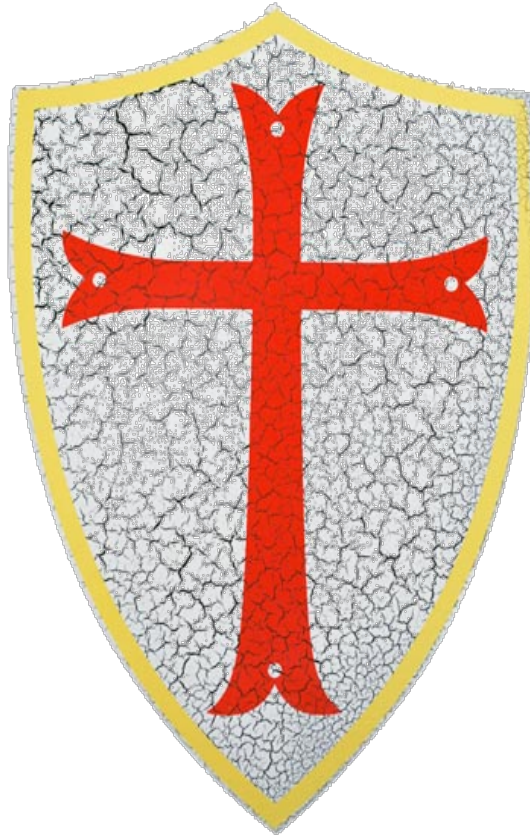


# *Parent - Student Handbook*



TRUEKNIGHT  
*Academy*

1730 WILLIAMS TRACE BLVD. SUITE H SUGAR LAND, TX 77478  
P.O. BOX 169 STAFFORD, TX 77497-0169  
281-978-6056 [HELLO@TRUEKNIGHT.ORG](mailto:HELLO@TRUEKNIGHT.ORG) [WWW.TRUEKNIGHT.ORG](http://WWW.TRUEKNIGHT.ORG)

## **Welcome to True Knight Academy.**

Our school was born out of a need to bring a higher standard and an increased expectation to our “special needs” children. Our intention is to bring an innovative and holistic approach in education, utilizing a strong curriculum and supporting it with brain training activities.

We believe in strong fundamentals – reading, writing, and arithmetic. We believe each child has a capacity to learn and it is our responsibility to find a way to tap into that child’s brain.

Our vision is to offer the best available educational opportunity to your children by staying up to date with the latest in brain research and teaching methods.

The input of our families has the utmost importance in understanding your child and how he/she thinks. Your research in education innovation will be considered for implementation. Together we can enrich the lives of our special children.

Standing with you in educating our children,

### **Executive Director,**

Charlene Gregus Turner

Cell: 813-763-0284

### **School Director:**

Laura Romano

Cell: 832-520-4635

**Hours:** Monday -- Friday 7:30 a.m. – 6:00 p.m.

Days of Service based on Fort Bend ISD School Calendar

## **True Knight Academy**

P.O. Box 169

Stafford, TX 77479-0169

Phone: 281-978-6056

Email: [hello@trueknight.org](mailto:hello@trueknight.org)

[www.trueknight.org](http://www.trueknight.org)

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## **Arrival & Dismissal Schedule**

### ***Day School:***

Arrival:

Early drop off: 7:30 a.m.

School day arrival: 7:45 a.m.

Class Day: 8:00 a.m. to 2:00 p.m.

Homework & Therapies:

2:00 p.m. to 3:00 p.m.

*Dismissal:*

Pick up begins: 2:30 p.m.

Pick up ends: 3:00 p.m.

Late pick up: 3:00 p.m. – 6:00 p.m.

### ***After School Program:***

Arrival: Immediately after school.

Dismissal: Pick up begins at 5:00 p.m.

Final Dismissal: 5:00 p.m. – 6:00 p.m.

\$1.00/minute charge after 6:00 pm

### ***School Vacation (Camp) Days:***

*Arrival:*

Early drop off: 7:30 a.m.

Academic drop off: 7:45 – 8:30

“Fun Skills” drop off: 11:30 – 12:00

*Dismissal:*

Academic ½ day pick up: 11:30

“Fun Skills” pick up: 4:00

Late pick up: 4:00 – 6:00

\$1.00/minute charge after 6:00

(For special arrangements outside the above schedule, see the director.)



## **Calendar**

Our school and camp calendar is based on the Fort Bend ISD School Calendar. An additional calendar of activities and special days will be posted on our website. A copy will be emailed to each family and posted at the front desk on a monthly basis. Any changes, due to unforeseen circumstances, will be updated immediately and a notice will be emailed and posted.

## **Transportation Options:**

True Knight Academy provides limited transportation to the academy from schools in Fort Bend ISD.

ISD transportation may be available with an ARD at Fort Bend ISD

Fort Bend County Public Transportation

<http://www.fortbendcountytexas.gov/index.aspx?page=313>

Car Pooling – A list will be maintained by True Knight Academy

## Academics

True Knight Academy's **Day School** curriculum includes: language arts, mathematics, science, health, social studies, Bible, art, music and physical education. An important aspect of True Knight Academy is the integration of biblical truths in all subject areas. The academic emphasis is on a well-rounded program, which stresses the important skills in reading and math.

The faculty combines creativity and differentiation, teaching with loving concern for each child. This is accomplished in a well-disciplined class as a means to facilitate maximum student learning. We believe in repetition, metronome-based drilling, and differentiated instruction. We will do our utmost to tap into the students' learning modality and adapt our teaching process to those strengths.

The total program is evaluated regularly by faculty and administration to ensure that the highest quality is maintained.

**ABEKA** is the foundational curriculum used by True Knight Academy. Books can be viewed at:  
<http://www.abeka.com/>

**High school credits** will be internet based and provide by ABEKA Academy. Credits are transferable. A TK Teacher will oversee each individual course.

<https://www.abeka.com/AbekaAcademy/PlanofStudy.aspx>

A variety of other supportive materials are being used for our academic purposes. Our reading program is phonographic—based and our math program is metronome—based.

Additional materials will be added as needed to enhance the students' ability to learn.

During our **after-school program** and our **morning summer school program**, fundamental skills in reading, math and physical writing skills are our priority. These are facilitated through metronome—based activities.

Our camps have a morning academic component and the afternoon field trip activities are life-skill and social skill based.

### Academic Schedule:

#### ***Day school:***

Student-teacher ratio 6:1 (A smaller ratio is available on a case by case basis and is subject to increased tuition.)

Mornings: First 10 minutes – Prayer and pledges. Four 35-minute periods (1-4) of academic fundamentals, language arts and mathematics -- with a 5-15 minute break between sessions.

Lunch and recess: 11:00 a.m. – 11:45 a.m.

Afternoons: Three 45 minute periods (5-7), including science and social studies. Period 6 will be an academic-based activity.

Classes dismissed at 2:00 pm, followed by "free time", homework help and therapies. Final pick up – 3:00 p.m.

## **Academic Schedule Continued:**

### ***After School: Monday – Thursday – Academic, Fridays – Fun Life Skills Activity***

Teacher-Student is ratio 1:3 or 1:1 *(based on student's individual needs)*

First 15 minutes – Snack and Drink. Students work in a rotation, including, two 45-minute sessions of academic fundamentals and 15 minutes of the Listening program. Academics include reading, reading comprehension, writing, and mathematics, with additional metronome based activities. Each student will be pulled out during an academic session for 20 minutes of 1:1 time for sensory training.

### ***Summer Camp: Morning – Academic, Afternoon – Life Skills Field Trip***

Teacher-Student is ratio 1:6, 1:3 or 1:1 *(based on student's individual needs)*

First 30 minutes – Prayer and pledge, sensory training, brain warm-ups and/or The Listening Program. It is followed by two 40-45-minute sessions of academic fundamentals -- with a 5-15 minute break between sessions. Lunch is at 11:15.

"Free time" activity could be a puzzle, coloring, reading circle, playing a board game, or a play – yard game like *statues*, *red light* or *Simon says*. For some students, depending on their age, it may just be a social conversation time. Snack time can be done during this period.

## **Snacks & Lunches**

***No meals or snacks are provided by True Knight Academy. Bottled water is always available. Food may not be shared between students. Special school events that include food will require a permission slip.***

### ***Day School & Camp Days:***

2 snacks & lunch to be provided by the family

"Chick-Fil-A" day and "special" snack or lunch days will be announced.

A water cooler is available for water bottle refills.

### ***After School Program:***

Parents may provide an additional healthy snack.

## **Field Trips**

Teacher-Student is ratio 1:6, 1:3 or 1:1 *(based on student's individual needs)*

All field trips ***require*** a permission slip signed by a parent or guardian.

**Day school** will have regular field trips to the library and museums. Other trips will include but are not limited to swimming, gymnastics, and bowling. An activity calendar is published monthly.

**Summer camp and school vacation weeks** have their own activity calendar. Parents can choose their schedule based on the camp activity schedule. Full days, half days and partial weeks are acceptable as long as True Knight Academy has notice and there is space. Your permission slip for camp field trips is good for 1 week.

**Day School** and **After School** have monthly field trip form.

All students will be transported by DFPS Transportation Qualified teachers.

## Sensory Therapy

Based on brain science research, we believe that integrating sensory training into our curriculum builds synaptic connections between the brain lobes thus extending the student's ability to perform academically and socially.

Included in the True Knight Day School and After School Curriculum is our TK Sensory Program, The Listening Program (TLP), Balametrics and INPP. We also use "Model Me Kids," a video modeling program for social integration.

Interactive Metronome therapy is also available to our students for an additional per session fee.

Add-on therapy sessions with a one-on-one "trainer" will be available after normal school hours. Included is a more intensified version of what is offered in the Day School Program.

Training for at home use of INPP and TLP is available.

See the director for all program availability and related fees.

## Therapy Resource Websites:

INPP - <http://www.inpp.org.uk/about-us/>

TLP - The Listening Program - <http://tlp.advancedbrain.com/tlp/>

Balametrics - <http://www.balametrics.com/>

Interactive Metronome - <https://www.interactivemetronome.com/>

Model Me Kids - <http://www.modelmekids.com/>

## Dress Code

### **Day School:**

Uniforms are required. Navy, Black or Khaki uniform style shorts, slacks, skirts and jumpers are acceptable. No cargo style clothing. All shorts, skirts and jumpers should be no shorter than 3" above the knee. Collared shirts with the True Knight logo are required in RED, WHITE, PURPLE or GOLD. True Knight logo embroidering is available on personal collared shirts or they can be purchased through the school.

Multiple piercings and tattoos are not acceptable and should not be seen during the school day or school activities.

Hair should be properly groomed and out of eyes. No unnatural colors or radical hair styles. (Example: Mohawks, blue hair, etc.)

Shoes are to be closed toed and worn with socks. Sandals and flip flops are not permitted.

**FRIDAY** is **spirit dress**. Spirit dress includes Jeans and any True Knight Academy T-shirt. Jeans may not have holes or "worn" spots. No skin can be showing above the pant beltline.

**Violation** of these policies may result in disciplinary action. Parents will be called to bring the correct item or pick up their child.

### **After School Program & Summer Camp:**

Adhere to your school **dress code**. Uniforms are not required. Personal discretion is expected. Notice will be sent home for clothing deemed indiscrete by Academy Director. School shirt is required for field trips.

**Life “FUN” Skill Field Trips** afternoons may require close-toed shoes and socks. A school t-shirt is provided with your registration fee.

### **Personal Technology Policy**

Except for assistive technology, True Knight Academy is a technology free zone for our students. Students may not use personal cell phones, mp3 players, laptops or pads during the school day. True Knight does have computers designated for high school credit classes, keyboarding and curriculum enhancement. Our primary focus is fundamental academics and computers are reserved as a work tool.

Personal devices may be used during transportation to and from school or field trips **and** at the end of the day during pick up time **with permission** of the “teacher of record” or caregiver.

Students with “assistive” technology will be able to use their tools for which they are designated.

Ultimately, the final say in the use of personal technology is at the discretion of the “teacher of record” or a director of True Knight Academy.

### **Grades and Progress Reports**

Progress report cards come out every 6 weeks, addressing the specific learning areas for your student. Actual grades through quizzes and testing are awarded once the student has the ability to test independently. It is our policy to keep parents informed as to how their students are performing through regular oral and written communication.

Your student will have a “take-home” folder go home at least once a week. It will have the work they have accomplished that particular week along with personal communication from their teacher. Any extra communication required will go home in the same folder. Please return the folder the next day the student is at True Knight Academy.

After school students have a “progress binder” that builds a report of the student’s accomplishments each week. The binders will be available to parents at any time, but will remain at True Knight Academy during the school year.

### **Parent / Teacher Conference**

Conferences are always available. A minimum of a 24-hour notice is appreciated for scheduling.

We will have a formal open house once per semester to speak with your student’s teacher about his/her progress. For any additional conferences with your teacher or True Knight Academy, please contact the director to make an appointment.

If you have any questions about or concerns about policies and procedures, the director is available by appointment. We have also posted in the lobby and classrooms how to contact the local licensing office, DFPS child abuse hotline and all necessary emergency contact phone numbers.

### **Academic Assessments**

All students, including after school students, will have an academic achievement skills achievement test at the beginning of each school year or upon entering True Knight Academy. We currently use the TAAS-R (Test of Academic Achievement Skills – Revised) to set their achievement baseline. This may change as other assessments are being reviewed.



Additional testing can be done to measure academic achievement each semester utilizing the entrance evaluation as a baseline. Additional testing can be requested by True Knight Academy or a parent on an individual basis. It will accompany an additional fee. All students are eligible for any special needs testing offered by their home school district.

### **Transfer or Academic Completion**

Upon completion or transfer to another school, True Knight Academy will conduct an interview with the students and guardians to aid in their future placement. All the students' records will be available for parents' personal records and can be sent to another school or institution upon request.

As we are not currently an "accredited" school, if your student is completing high school courses, he/she will become part of ABEKA Academy. Your student will have a True Knight teacher facilitating each course. Eligibility will be determined by academic standing and ability.

"Life Skill" students have different options based on the type of diploma that is being sought. The options and requirements can be discussed with the directors prior to the exit interview to insure the best placement for their student.

### **Discipline Policy**

*When a student misbehaves and re-direction or positive reinforcement does not work:*

1. Repeat the instructions and expect the student to comply.

*If the student does not comply:*

2. Repeat the instruction with the consequence and expect the student to comply.

*If the student still does not comply:*

3. Administer consequence.

**If behavior is still disruptive after #1 – 3:**

1. Bring student to sit with the Academy Director / designee.
2. The parent will be called for further instructions or to pick up their child.

***Consequences:***

1. Time-out (Sit on a chair separated from the activity of the students in the classroom.)
2. During a "fun" activity or field trip time, the student will watch and not participate for a designated period of time: 5 – 15 minutes based on age (or social age).
3. Any additional consequences may be added to your student's behavior plan after a discussion with the student's teacher or the school director.

When necessary, a teacher (caregiver) will sit with the student.

### **Suspension and Dismissal Policy**

*Suspension and Dismissal policies are usually associated with behavior and following school rules.*

Students accepted at True Knight oftentimes come with behavior challenges. It is True Knight Academy's purpose is to teach those students to self-regulate and involve themselves in the education process. Parental or guardian involvement is expected in all student suspension or dismissals

Suspension will preclude dismissal. A student may, at the discretion of True Knight be suspended from any activity at which the student has previously displayed unacceptable and uncontrollable behavior. That suspension can happen immediately whereby a parent is requested to pick up their student directly. That

student may be suspended from future activities for an indefinite period of time. It will be the goal of True Knight, with the assistance of the parent or guardian, to set in action a behavior plan that help the student self-regulate for future activity participation. That behavior plan may require additional personnel though True Knight or an outside agency.

Re-admittance after suspension may require a change in teacher / student ratio until such time the behavior is fully manageable.

Dismissal from True Knight Academy may or may not be permanent. Should True Knight discover that we are not the best fit for that student, the student's dismissal will be imminent after any of the following:

1. The behavior plan instituted after a suspension has not worked.
2. The required Teacher/Student ratio for best practices is rejected by the parent or guardian.
3. True Knight either does not have the expertise or necessary staff member to facilitate what is in the student's best interest.

A plan can be put in place for the student's re-admittance.

## **Immunization**

We adhere to the Texas Department of Health Immunization Requirements for our students, including exemptions of immunization for reason of conscience. (Note: our teachers are not required to prove or have any specific immunizations on file.)

A copy of your child shot records or exemption forms need to be on file for your student to attend the day school.

Students who attend another public or private school and are enrolled in the After-School Program or Camps require a signed form stating the name of the student's school where shot records are currently on file. <http://www.dshs.state.tx.us/immunize/school/>

## **Health Checks**

The health of your children is paramount. We regularly observe your children for obvious changes in behavior and how they are feeling. We will specifically watch for breathing difficulties, severe coughing, discharge from the nose or eyes, changes in skin color, bruising or swelling, cuts, sores or rashes and fevers.

We will record our findings and speak with you about any concerns. Please inform us of any changes of sleep, eating, drinking, toileting habits, mood and behaviors at home.

The school maintains first aid supplies in the office and each classroom for minor injuries. When the school cannot safely handle a student's illness, parents / guardians are contacted immediately. Student records must be kept up-to-date with current telephone numbers for home, work places, physicians and other emergency numbers. **Parents / guardians, please notify True Knight Academy of any changes that occur throughout the year.**

## **Medication Procedures**

All medication should be given, whenever possible, by the parent at home. True Knight Academy will not provide over the counter medication.

If medication must be given at school, it must be furnished by the parent in its original bottle and kept by a True Knight Academy director or designee in a locked cabinet. All students who require medication to be administered by True Knight Academy will have a permission and instruction form on file.

Students may not carry medication, including non-prescription medicines, with them or administer it to themselves or others.

**It is the parent's responsibility to deliver and pick up all medications from the school.**

Only authorized employees may administer medication to a student:

1. Medication authorization form is required for all medication, prescription and non-prescription.
2. Prescription medication, in the original, properly labeled container is provided by the parent.
3. Non-prescription medication, in the original, properly labeled container is provided by the parent.
4. Regular injections WILL NOT be given at school.

**Record Requirements**

- ☐ True Knight Academy Enrollment Forms
- ☐ Photo Release
- ☐ Release of Liability
- ☐ Parent Field Trip Permission Forms
- ☐ Emergency Contact Form
- ☐ Medical Information Form
- ☐ Student Shot Record Form
- ☐ Liability for Property Damage Form
- ☐ Cancellation Policy Form
- ☐ Receipt of Parent Handbook Form

**Safety and Emergency Preparedness**

A wide range of emergencies may occur including weather related events, such as a hurricane or tornado, as well as gas/chemical leaks, bomb threats or explosions, and hostile situations, such as an intruder with a gun or hostage situation.

Considering each situation, we, at True Knight Academy, have developed procedures for each threat. The detailed plan can be found in a binder in the school lobby. We have also posted all emergency contact information in the lobby and classrooms.

Our first point of safety is our building. All doors will be locked from the outside during operation hours. If there is no one in the lobby to greet you and open the door, please call a director's cell phone number. It is displayed prominently on the lobby window.

All students will be signed in and out at the beginning and end of each day. Only persons authorized in writing will be allowed to pick up your student and ID will need to be presented. If the student is being picked up from a field trip location, the same procedure will apply.

When traveling on a field trip, each vehicle will have a check list detailing when they left the facility, when they arrived at the designated place, when they left the field trip location and when they arrived back at the facility. Included will be each student's name and a place to sign them out.

Each teacher will also carry a folder with all pertinent information on each child under their responsibility. The director will carry another master copy with all the students' information as a backup.

## **Fire Drills**

Fire drills will be conducted a minimum of once per month. They are monitored by the Sugar Land Fire Department. Due to the nature of some of our students, we will practice some “planned” drills to get the children accustomed to the expectations before an “unexpected” drill is performed.

## **Emergency Evacuation**

In the event of an emergency evacuation, you will receive a phone call and text (if necessary) to have your child picked up. Your children will stay in the building, or if outside is necessary, under shelter on either the North or the South Corner of the building, until they are picked up by a designee.

If the building is not safe and we are outside, children will be transported by the school van and or personal vehicles of the staff to 3102 Pecan Ridge Drive, Sugar Land, 77479, the home of Charlene Turner, True Knight Director. Please keep this address in your cell phones along with a map with directions.

## **Inclement Weather**

In the case of inclement weather (tropical storm, hurricane or tornado), and it is unsafe to pick your child up, the children will stay in their classrooms as they are interior room without windows. Each room will have water, packaged snacks, and medical/first aid supplies and flashlight and batteries. There will a copy of your child’s information in a binder stored in those rooms at all times.

## **Gang Free Zone**

True Knight Academy is a Gang-Free Zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under **Texas** law. The specific locations include day care centers. The gang-free zone is within **1000 feet** of your child care center. See Addendum 4 for True Knight’s boundaries.

## **Parental Involvement, Volunteers and Adult Visitors**

Visits at our school, checking out our facility and observing your student is always available. Visits can be scheduled with True Knight Academy through the directors. Whenever possible, a 24 hour notice is much appreciated. When you do visit, please ask the director or teacher to show you our teaching methods so you can work with your own child in the classroom and at home.

Field trips and special activities are important points of memory for you and your family. Please come and enjoy our fun. When filming or taking pictures, we ask that you do not publish or post them if they include other children. We would like you to share them with us so we can share them with our students and use them appropriately on our website and at our open houses.

**Therapists, adjunct teachers and volunteers** and any are required to have a background check. Volunteers will have similar pre-service training and orientation of True Knight as any other staff member. As such will learn, understand and employ our classroom procedures and expectations of our special needs children. Those offering transportation will take an online transportation safety class and their vehicle will need to be in compliance with safety standards by DFPS.

## Fundraising

True Knight Academy will hold one annual fundraising event every year called “The Storybook Ball”. It will be a dinner dance that will involve the community and our special needs kids.

Parents are encouraged to participate by sponsoring a table. Details will be available at the beginning of each school year. The designation of the funds earned from The Storybook Ball will be published prior to the event. True Knight is a 501(C)3 nonprofit organization.

## Community Outreach

True Knight Academy will host 2 dances per year, plus The Storybook Ball that will be open to the community. The dances are specifically geared towards middle school – 22 year old students.

Although the dances are “free”, we encourage a donation of \$10 to help defray the cost. The dances will feature a DJ and Karaoke. We will serve individually packaged snacks based on the theme of the dance.

## Licensing and Regulations

We are currently licensed through DFPS as a Childcare Facility. All True Knight employees and volunteers receive 8 hours of training yearly based on adherence to DFPS Minimum standards. The following are requirements and resources for our parents in adherence to that licensing:

**Abuse and Neglect:** All True Knight employees are required to report suspected child abuse, neglect or exploitation Immediately. Anyone suspecting child abuse, neglect or exploitation of an individual served by True Knight Academy is required to report the allegation immediately or no later than 1 hour to the Texas Department of Family and Protective Services or law enforcement.

For more information regarding the warning signs, the prevention or assistance in regards to child abuse or neglect please visit: <http://www.thethreadalliance.org/resources/>

A copy of pertinent information from <https://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm> in this handbook’s addendum section

**Abuse Hotline:** 1-800-252-5400 or go to a secure website: <https://www.txabusehotline.org>. to make confidential reports.

**DFPS: Website:** <http://www.dfps.state.tx.us/>

**Local Office:** 713-940-3009

### **Gang Free Zone:**

More detailed information can be found in the Parent resource section of this Handbook. A copy of a parent handbook, minimum standards and our licensing inspection reports is available in the school lobby.

**Day School – Home School Support - Full or Partial Weeks:**

Monday -- Friday

1:6 teacher/ student ratio

Sensory Education System (exclusive to True Knight)

ABEKA Curriculum (K-8) Liberty University High School (9-12)

**Tuition:**

Full School Year	Days 4	3	1:3 ratio
\$15,000 (\$250 discount)	\$12,000 (\$150 discount)	\$9000 (\$100 discount)	\$22,500 (\$375 discount)
Semester Payments – Aug (16wks)/Jan (20wks)			
6650/8250 (\$100 discount)	5300/6625 (\$75 discount)	4000/4950 (\$50 discount)	10000/12350 (\$150 discount)
10 Monthly Payments			
\$1500	\$1200	\$900	\$2250
Payments begin August 1st			

Registration, Testing & Book Fee: \$400 Day school early drop off & late pick up are available.

*Additional fees for students needing a 1:1 student/teacher ratio*

**Academic After School Program:**

3:00 p.m. to 5:00 p.m. Last pick up by 6:00 p.m.

Monday -- Thursday

1:3 teacher/ student ratio

2/3 of the time academic related activities

1/3 of the time on social and life skill activities

Fun Skills Friday – Sensory and Life Skill Based

1:6 teacher /student ratio

Movies, Arts and Crafts, Board Games,

Gymnastics, Bowling, Organized Group Play

**Fee Schedule:**

# of Days	Fun Friday	2	3	4	5
3:00 – 6:00	\$40	\$80	\$115	\$150	\$175

Minimum of 2 academic days per week or JUST Fun Friday. Additional fees for students needing a 1:1 student/teacher ratio

**School Vacation Days & Summer Camp:**

**Schedule:** AM: 8 – 11:15 (Academic)

Lunch: 11:15 – 12:15

PM: 12:15 – 4 (Fun Skill)

Early and late pick up available

**Fee Schedule: 1:1 – Double Tuition, 1:3 is 1.5 x Tuition**

# of Days	1	2	3	4	5
½ day	40	\$80	\$115	\$150	\$175
Full Day	\$75	\$150	\$215	\$280	\$325
Early Drop Off or Late Pick Up					
Early Drop Off	\$5/ day		Late Pick Up	\$10 / Day	

**Camp Registration Fee: \$50**

**Renewal: \$35**

*All fees are nonrefundable, nontransferable, including sick days.*

**Academic Testing** is available for an additional fee.

*(Arrival and Dismissal Schedule on Page 3)*

## **Billing, Payments, Cancellation and Rescheduling Policy**

Billing for services from True Knight Academy will occur by the 25<sup>th</sup> of each month. Payment is due on the 1<sup>st</sup> of the month and late after the 3<sup>rd</sup>. Late payments are subject to a late charge of \$50 per day for the 1<sup>st</sup> 2 days, \$10 each additional business day for up to 10 business days upon which your space is forfeited.

True Knight has a non-refundable, non-transferable payment policy, including sick days as stated in the Parent Handbook.

In the event of an absence or a scheduling issue, a make-up day can be available provided it is within the same billing month and there is available space.

After school and camp attendance schedule will need to be submitted by the 3<sup>rd</sup> Friday of the previous billed month. No changes will be made to your billing during any given month should your student be absent. Additional days can be added during the billed month provided there is room. An additional invoice will be generated and due upon receipt.

Early drop off and after hours pick up are billed based on the payment schedule.

After School Care is available for our Day school students. It is billed in advance and based on your monthly school schedule. If your student attends True Knight full time, you will be billed based on your normal week attendance day up at a rate of \$10/day. No refunds for early pick up days. There are no refunds for absences. Unscheduled, early drop off or after hours pick up will be billed the following month. Billing for unscheduled care is \$1.00 per minute, maximum of \$20/day.

# Parent Resources

## Addendum 1: Abuse, Neglect and Assistance

<https://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm>

### Child Abuse and Neglect

How to Spot the Signs and Make a Difference



Child abuse is more than bruises and broken bones. While physical abuse might be the most visible, other types of abuse, such as emotional abuse and neglect, also leave deep, lasting scars. The earlier abused children get help, the greater chance they have to heal and break the cycle—rather than perpetuate it. By learning about common signs of abuse and what you can do to intervene, you can make a huge difference in a child's life.

### Understanding child abuse and neglect

Child abuse isn't just about black eyes. While physical abuse is shocking due to the marks it leaves, not all child abuse is as obvious. Ignoring children's needs, putting them in unsupervised, dangerous situations, or making a child feel worthless or stupid are also child abuse. Regardless of the type of child abuse, the result is serious emotional harm. But there is help available. If you suspect a child is being abused, it's important to speak out. By catching the problem as early as possible, both the child and the abuser can get the help they need.

#### Myths and facts about child abuse and neglect

**Myth: It's only abuse if it's violent.**

**Fact:** Physical abuse is just one type of child abuse. Neglect and emotional abuse can be just as damaging, and since they are more subtle, others are less likely to intervene.

**Myth: Only bad people abuse their children.**

**Fact:** Not all abusers are intentionally harming their children. Many have been victims of abuse themselves, and don't know any other way to parent. Others may be struggling with mental health issues or a substance abuse problem.

**Myth: Child abuse doesn't happen in "good" families.**

**Fact:** Child abuse doesn't only happen in poor families or bad neighborhoods. It crosses all racial, economic, and cultural lines. Sometimes, families who seem to have it all from the outside are hiding a different story behind closed



## Myths and facts about child abuse and neglect

doors.

**Myth: Most child abusers are strangers.**

**Fact:** While abuse by strangers does happen, most abusers are family members or others close to the family.

**Myth: Abused children always grow up to be abusers.**

**Fact:** It is true that abused children are more likely to repeat the cycle as adults, unconsciously repeating what they experienced as children. On the other hand, many adult survivors of child abuse have a strong motivation to protect their children against what they went through and become excellent parents.

## Effects of child abuse and neglect

All types of child abuse and neglect leave lasting scars. Some of these scars might be physical, but emotional scarring has long lasting effects throughout life, damaging a child's sense of self, their future relationships, and ability to function at home, at work and at school. Some effects include:

**Lack of trust and relationship difficulties.** If you can't trust your parents, who can you trust? Without this base, it is very difficult to learn to trust people or know who is trustworthy. This can lead to difficulty maintaining relationships in adulthood. It can also lead to unhealthy relationships because the adult doesn't know what a good relationship is.

**Core feelings of being "worthless".** If you've been told over and over again as a child that you are stupid or no good, it is very difficult to overcome these core feelings. As they grow up, abused kids may neglect their education, or settle for low-paying jobs, because they don't believe they are worth more. Sexual abuse survivors, with the stigma and shame surrounding the abuse, often struggle with a feeling of being damaged.

**Trouble regulating emotions.** Abused children cannot express emotions safely. As a result, the emotions get stuffed down, coming out in unexpected ways. Adult survivors of child abuse can struggle with unexplained anxiety, depression, or anger. They may turn to alcohol or drugs to numb out the painful feelings.

## Recognizing the different types of child abuse

Abusive behavior comes in many forms, but the common denominator is the emotional effect on the child. Whether the abuse is a slap, a harsh comment, stony silence, or not knowing if there will be dinner on the table, the end result is a child that feels unsafe, uncared for, and alone.

### Emotional abuse

Contrary to some people's beliefs, words can hurt and emotional abuse can severely damage a child's mental health or social development. Examples of emotional child abuse include:

1. Constant belittling, shaming, and humiliating
2. Calling names and making negative comparisons to others
3. Telling a child they're "no good," "worthless," "bad," or "a mistake"
4. Frequent yelling, threatening, or bullying
5. Ignoring or rejecting a child as punishment, giving him or her the silent treatment
6. Limiting physical contact with a child—no hugs, kisses, or other signs of affection
7. Exposing a child to violence against others, whether it is against the other parent, a sibling, or even a pet

## Neglect

Child neglect—a very common type of child abuse—is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, or supervision. Child neglect is not always easy to spot. Sometimes, a parent might become physically or mentally unable to care for a child, such as with a serious injury, untreated depression, or anxiety. Other times, alcohol or drug abuse may seriously impair judgment and the ability to keep a child safe.

## Physical abuse

Physical abuse involves physical harm or injury to the child. It may be the result of a deliberate attempt to hurt the child or excessive physical punishment. Many physically abusive parents insist that their actions are simply forms of discipline—ways to make children learn to behave. But there is a big difference between using physical punishment to discipline and physical abuse.

In physical abuse, the following elements are present:

**Unpredictability.** The child never knows what is going to set the parent off. There are no clear boundaries or rules. The child is constantly walking on eggshells, never sure what behavior will trigger a physical assault.

**Lashing out in anger.** Physically abusive parents act out of anger and the desire to assert control, not the motivation to lovingly teach the child. The angrier the parent, the more intense the abuse.

**Using fear to control behavior.** Parents who are physically abusive may believe that their children need to fear them in order to behave, so they use physical abuse to “keep their child in line.” However, what children are really learning is how to avoid being hit, not how to behave or grow as individuals.

## Sexual abuse

Child sexual abuse is an especially complicated form of abuse because of its layers of guilt and shame. It's important to recognize that sexual abuse doesn't always involve body contact. Exposing a child to sexual situations or material is sexually abusive, whether or not touching is involved.

Sexually abused children are often tormented by shame and guilt. They may feel that they are responsible for the abuse or somehow brought it upon themselves. This can lead to self-loathing and sexual and relationship problems as they grow older.

The shame of sexual abuse makes it very difficult for children to come forward. They may worry that others won't believe them, will be angry with them, or that it will split their family apart. Because of these difficulties, false accusations of sexual abuse are not common, so if a child confides in you, take them seriously.

## Warning signs of child abuse and neglect

### Warning signs of emotional abuse

- Excessively withdrawn, fearful, or anxious about doing something wrong
- Shows extremes in behavior (extremely compliant, demanding, passive, aggressive)
- Doesn't seem to be attached to the parent or caregiver
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (thumb-sucking, throwing tantrums)

### Warning signs of physical abuse

- Frequent injuries or unexplained bruises, welts, or cuts
- Is always watchful and “on alert,” as if waiting for something bad to happen
- Injuries appear to have a pattern such as marks from a hand or belt
- Shies away from touch, flinches at sudden movements, or seems afraid to go home
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days

## Warning signs of neglect

- Clothes are ill-fitting, filthy, or inappropriate for the weather
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor)
- Untreated illnesses and physical injuries
- Is frequently unsupervised or left alone or allowed to play in unsafe situations
- Is frequently late or missing from school

## Warning signs of sexual abuse in children

- Trouble walking or sitting
- Displays knowledge in sexual acts inappropriate to their age, or even seductive behavior
- Makes strong efforts to avoid a specific person, without an obvious reason
- Doesn't want to change clothes in front of others or participate in physical activities
- An STD or pregnancy, especially under the age of 14
- Runs away from home

## Risk factors for child abuse and neglect

While child abuse and neglect occurs in all types of families, children are at a much greater risk in certain situations.

**Domestic violence.** Even if the abused parent does their best to protect their children, the situation is still extremely damaging. Getting out is the best thing for protecting the children.

**Alcohol and drug abuse.** Parents who are drunk or high are unable to care for their children, make good parenting decisions, and control often-dangerous impulses. Substance abuse can also lead to physical abuse.

**Untreated mental illness.** Parents who are suffering from [depression](#), an [anxiety disorder](#), [bipolar disorder](#), or another mental illness have trouble taking care of themselves, much less their children. A mentally ill or traumatized parent may be distant and withdrawn from their children, or quick to anger without understanding why. Treatment for the caregiver means better care for the children.

**Lack of parenting skills.** Some caregivers never learned the skills necessary for good parenting. Teen parents, for example, might have unrealistic expectations about how much care babies and small children need. Or parents who were themselves victims of child abuse may only know how to raise their children the way they were raised. Parenting classes, therapy, and caregiver support groups are great resources for learning better parenting skills.

**Stress and lack of support.** Parenting can be a very time-intensive, difficult job, especially if you're raising children without support from family and friends, or you're dealing with relationship problems or financial difficulties. Caring for a child with a disability, special needs, or difficult behaviors is also a challenge. It's important to get the support you need, so you are emotionally and physically able to support your child.

## Recognizing abusive behavior in yourself

Do you see yourself in some of these descriptions, painful as it may be? Raising children is one of life's greatest challenges and can trigger anger and frustration in the most even tempered. If you grew up in a household where screaming and shouting or violence was the norm, you may not know any other way to raise your kids.

Recognizing that you have a problem is the biggest step to getting help. The following are warning signs that you may be crossing the line into abuse:

**You can't stop the anger.** What starts as a swat on the backside may turn into multiple hits getting harder and harder. You may shake your child more and more and finally throw him or her down. You find yourself screaming louder and louder and can't stop yourself.

**You feel emotionally disconnected from your child.** You may feel so overwhelmed that you don't want anything to do with your child. You just want to be left alone and for your child to be quiet.

**Meeting the daily needs of your child seems impossible.** While everyone struggles with balancing dressing, feeding, and getting kids to school or other activities, if you continually can't manage to do it, it's a sign that something might be wrong.

**Other people have expressed concern.** It may be easy to bristle at other people expressing concern. However, consider carefully what they have to say. Are the words coming from someone you normally respect and trust?

## Breaking the cycle of child abuse

If you have a history of child abuse, having your own children can trigger strong memories and feelings that you may have repressed. You may be shocked and [overwhelmed by your anger](#), and feel like you can't control it. But you can learn new ways to manage your emotions and break your old patterns.

Remember, you are the most important person in your child's world – and you don't have to go it alone. Help and support are available.

### Tips for changing your reactions

**Learn what is age appropriate and what is not.** Having realistic expectations of what children can handle at certain ages will help you avoid frustration and anger at normal child behavior. For example, newborns are not going to sleep through the night without a peep, and toddlers are not going to be able to sit quietly for extended periods of time.

**Develop new parenting skills.** Start by learning appropriate discipline techniques and how to set clear boundaries for your children. Parenting classes, books, and seminars are a way to get this information. You can also turn to other parents for tips and advice.

**Take care of yourself.** If you are [not getting enough rest](#) and support or you're feeling overwhelmed, you are much more likely to succumb to anger. Sleep deprivation, common in parents of young children, adds to moodiness and irritability—exactly what you are trying to avoid.

**Get professional help.** Breaking the cycle of abuse can be very difficult if the patterns are strongly entrenched. If you can't seem to stop yourself no matter how hard you try, it's time to get help, be it [therapy](#), parenting classes, or other interventions. Your children will thank you for it.

**Learn how you can get your emotions under control.** The first step to getting your emotions under control is [realizing that they are there](#). If you were abused as a child, you may have an especially difficult time getting in touch with your range of emotions. You may have had to deny or repress them as a child, and now they spill out without your control.

## Helping an abused or neglected child

What should you do if you suspect that a child has been abused? What if a child comes to you? It's normal to feel a little overwhelmed and confused in this situation. Child abuse is a difficult subject that can be hard to accept and even harder to talk about.

When talking with an abused child, the best thing you can provide is calm reassurance and unconditional support. Let your actions speak for you if you're having trouble finding the words. Remember that talking about the abuse may be very difficult for the child. It's your job to reassure the child and provide whatever help you can.

### Tips for talking to an abused child

**Avoid denial and remain calm.** A common reaction to news as unpleasant and shocking as child abuse is denial. However, if you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and will shut down. As hard as it may be, remain as calm and reassuring as you can.

## Tips for talking to an abused child

**Don't interrogate.** Let the child explain to you in his or her own words what happened, but don't interrogate the child or ask leading questions. This may confuse and fluster the child and make it harder for them to continue their story.

**Reassure the child that they did nothing wrong.** It takes a lot for a child to come forward about abuse. Reassure him or her that you take what is said seriously, and that it is not the child's fault.

**Safety comes first.** If you feel that your safety or the safety of the child would be threatened if you try to intervene, leave it to the professionals. You may be able to provide more support later.

## Reporting child abuse

If you suspect a child is being abused, it's critical to speak up.

**If you see future incidences, continue to call and report them.** Each child abuse report is a snapshot of what is going on in the family. The more information that you can provide, the better the chance of getting the best care for the child.

## Common worries about reporting child abuse

- **I don't want to interfere in someone else's family.** Child abuse and neglect is NOT merely a family matter, and the consequences of staying silent can be devastating for the child.
- **What if I break up someone's home?** A child abuse report does not mean a child is automatically removed from the home—unless the child is clearly in danger. Support such as parenting classes, anger management or other resources may be offered to parents first.
- **They will know it was me who called.** Reporting is anonymous. In most places, you do not have to give your name when you report child abuse.
- **It won't make a difference what I have to say.** If you have a gut feeling that something is wrong, it's better to be safe than sorry. Even if you don't see the whole picture, others may have noticed as well, and a pattern can help identify child abuse that might have otherwise slipped through the cracks.

Addendum 2:

# Keeping Children Safe



## Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

### Protecting Children

**Shaken Baby Syndrome** is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death. **NEVER SHAKE A BABY!**

**Sudden Infant Death Syndrome**, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



### Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information at the Texas Department of Family and Protective Services web site at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

### Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



**Texas Department of Family and Protective Services**  
[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

\* Texas Family Code, Title 5, The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E, Protection of the Child, Chapter 261, Investigation of Report of Child Abuse or Neglect, Subchapter B, Report of Abuse or Neglect; Immunities  
F2958-0000

### Addendum 3:

## Emergency Telephone Numbers

Emergency ..... 911

OR

Emergency Medical Service ..... 281-980-4357

St. Michael's Emergency Room 16062 Southwest Freeway #2 Sugar Land, Texas 77479

**Local Police or Sheriff .....** 281-275-2500

**Fire Department .....** 281-491-0852

Poison Control Center ..... 1-800-222-1222

DFPS Child Abuse Hotline ..... 1-800-252-5400

Nearest Child-Care Licensing Office Phone... 713-940-3009

Nearest Child-Care Licensing Address... 9702 Bissonnet St. 77036

Licensing Permit Number..... 1648968

**Operation Name:** **True Knight Home School Academy**

**Address:** 1730 Williams Race Blvd. Ste. H Sugar Land, TX 77478

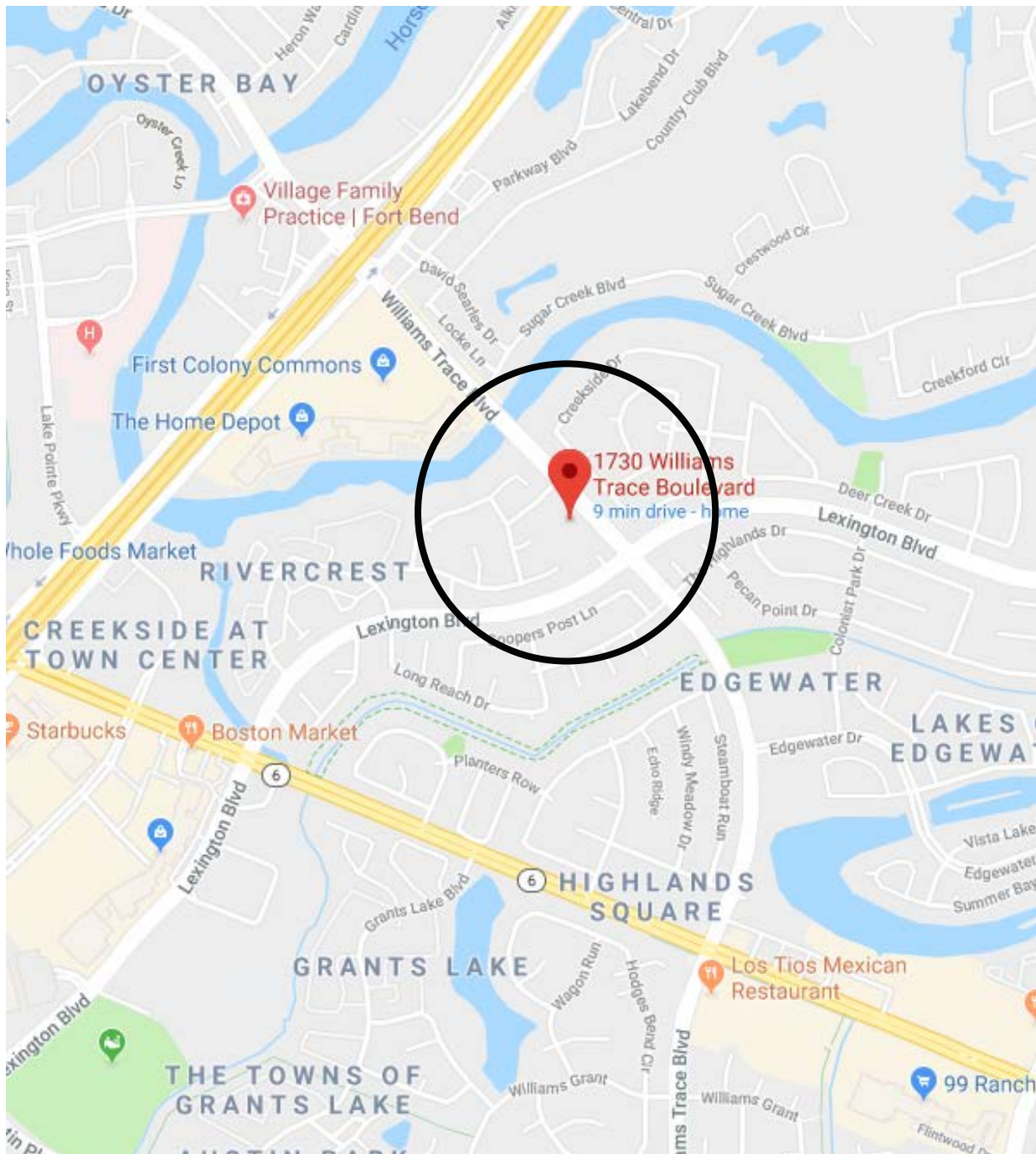


**Telephone Number:** 281-978-6056

### Addendum 4: Gang Free Zone Boundaries



True Knight Academy is a Gang-Free Zone. The black circle designates the boundaries of that zone, a 1000 Ft. circumference from the school.



A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under **Texas** law. The specific locations include day care centers. The gang-free zone is within **1000 feet** of your child care center



## **Notice of Nondiscriminatory Policy as to Students**

True Knight Home School Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Statement of Faith**

The following are the foundational beliefs on which True Knight Academy is based.

We believe the Bible to be the only inerrant, authoritative Word of God. (II Tim. 3:16)

We believe that there is one God, creator of all things, who is eternally existent in the Godhead: Father, Son, and Holy Spirit. (Deut. 5:4, Gen. 1:1, I John 5:7)

We believe our Lord Jesus Christ, is the only begotten Son of God, our Heavenly Father. We believe in Christ's virgin conception, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 10:30, Matt. 1:18, Heb. 4:15, John 10:32, Rom. 3:25, Matt. 28:6, Rom. 8:34, Luke 21:27)

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (John 3:3-8, Tit. 3:4-7)

We believe that salvation is by grace through faith alone. (Eph. 2:8)

We believe that faith without works is dead. (Jam. 2:8)

We believe in the present ministry of the Holy Spirit by whose power the Christian is enabled to live a holy life. (Rom. 12:1, Eph. 1:4)

We believe in the appearing of our Lord Jesus Christ and our gathering together to Him. (I Thes. 4:16 -17)

