Next Generation Christian School

Parent Handbook 2026-2027

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"We will tell the next generation the praiseworthy deeds of the Lord."
Psalm 78:4

Mission Statement:
The purpose of Next Generation school is to provide a safe and nurturing environment for children to grow and develop a positive Christian self-image.

Dear Parents,

Welcome to Next Generation! Children are a true blessing from the Lord, and we are excited to offer you a safe and secure environment for your child to be a child and learn about the world and God! We pride ourselves in being the outstanding school in Cleburne by hiring caring staff-members, using highly regarded curriculum and by being conscious about the child's emotional, academic, physical and spiritual needs.

Play is at the heart of our curriculum and learning activities. It is through play that young children learn motor skills, how tools work, social skills and make scientific discoveries. Our curriculum has thoughtfully planned lessons for children to learn while having fun through songs, art, and movement.

At The Next Generation Church and School Jesus is at the center of all we do. Our goal is: Love God, Love Others. Besides using Frog Street and WEE-Learn curriculum, academic and Biblical concepts are taught using thematic lessons and during chapel, special holidays, and campus events.

We look forward to partnering with you to make your child's early education and school years a happy, loving, and memorable time!

In Christ,
Carrie Villalobos M.Ed.
Director

Friends of Jesus!

I am so blessed to be the Pastor of Ascension Church and Next Generation School! The Spirit of the Lord is definitely dwelling in, and working through, His people gathered for such a time as this!

Next Generation was birthed with the vision of telling the next generation the praiseworthy deeds of the Lord - (Psalm 78) – but also to equip the families of our community with faith building blessings to face the struggles and challenges of this generation!

To that end, the leaders of Ascension have intentionally and graciously placed me as the pastor of our school. I get to do Chapel twice a week and be available for our families and the activities of our children outside of school. And I love it!

We have prayed and worked to keep Ascension Church and Next Generation School on the same page in every way possible! If you do not have a church to call home, you will be blessed by God's people at Ascension! We believe we are better together!

Ascension is looking to break ground on a new sanctuary later this year, and even now we are praying about ways to more closely align the school and the church.

Miss Carrie has brought so many blessings to our school! It is a joy to pray and plan with her for the present and future of your children!

If there is any way I can better serve you, please let me know!

Thank you for being in the family and as I say often…

Pray hard and hold on for the ride!

Pastor Eddie
817-645-9452

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Philosophy and Licence

Goals and Objectives

Children will grow socially and emotionally by learning to…

- ♥ Listen and Follow simple directions
- ♥ Live within limits they can understand
- ♥ Make choices
- ♥ Express feelings in socially acceptable ways
- ♥ Identify with an adult other than a parent
- ♥ Feel secure away from home
- ♥ Make new friends
- ♥ Work both individually and in a group

Children will grow physically and mentally by…

- ♥ Developing large and small muscle coordination
- ♥ Developing visual and auditory discrimination
- ♥ Developing language and academic skills
- ♥ Work creatively with the hands

Children will grow spiritually by…

- ♥ Hearing Bible stories and about Jesus' love
- ♥ Learning about the Bible and practical application for life
- ♥ Exploring God's wonderful creation
- ♥ Celebrating major Christian holidays
- ♥ Practicing prayer and praise

These goals are built into the school curriculum using a mixture of play, stories, songs, movement, activities, art, and learning projects.

Curriculum

The school has age appropriate, fun activities which make the most of learning opportunities for all. Christian values and attitudes are practiced. Preschool classes pull from music-based **Frog Street Press**. Mathematical concepts such as number recognition, geometry, spatial sense, and measurement are addressed through hands-on activities. Kindergarten through fourth grade students use Christian Based **BJU Press**. Plus, our students all enjoy going to **Chapel** each week with our Pastor Eddie.

Operational Policies and Procedures

Next Generation school follows all policies outlined in the Texas Minimum Standards for Child-Care Centers. You may view a copy of our handbook or these standards in the office at any time, or online at www.dfps.state.tx.us. If you have any concerns, feel free to contact the Director. You may also contact our state licensing representative at 817-321-8604 or on the internet at www.dfps.state.tx.us. Our most current licensing report is available for viewing on our bulletin board outside the school office.

Enrollment

Next Generation school does not discriminate on the basis of race, color, national origin, or sex when enrolling children in the school. The State requires the following forms to be completed and on file in the school office before a child can enter:

- Enrollment and Admission forms
- School Health Statement signed by your child's doctor
- Current vaccination record or state waiver
- Signed Parent Handbook Verification form (last page of this book)
- Students entering Pre-K need a hearing and vision screening

A certified birth certificate for each child must also be presented with the enrollment application. The birth certificate must match the information on the enrollment application. The office will make a copy of the birth certificate for our records. In the event that a court order is on file for the child being enrolled, a certified copy of the court order must be attached to the application.

The Next Generation school reserves the right to dismiss any parent or any child at any time with or without cause. Continued enrollment at Next Generation school is contingent upon the parents' and child's adherence to the policies and procedures of Next Generation school as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify The school immediately should any information collected at enrollment changes by emailing the Director at carrie@ascensioncleburne.org.

Parent-School Contact & Notification:

Communication is key in providing the best learning environment for your child. Teachers, Directors, and Extended Care Supervisors are available through the Procare app, briefly at drop-off and/or pick-up times, and by written communication. Keep in mind that during the school day, teachers and aides are prohibited from using their cell phones and cannot respond to calls or texts. You may call the office if your question is urgent.

The School also communicates regularly through your child's folders, monthly calendars, and our Procare app. The procare app allows us to notify you instantly of any incidents regarding your child as well as upcoming events. It allows the parent to quickly notify their child's teacher for any reason.

Another way to keep open communication between parents and school staff is through Parent/Teacher Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time, and we encourage you to communicate any concerns. Conferences will need to be scheduled during the Teacher's work hours. A parent may, at any time, request a conference with the school Director and/or the child's teacher.

Unity among school families and Next Generation staff is a high priority. As in any community, disagreements do arise. In order to address complaints and concerns in a professional manner, first schedule an appointment, either in person or over the phone, with your child's teacher to discuss any issues that arise. If the issue is not resolved after discussion with the teacher, a three-way conference will be scheduled to include parents, teachers, and the Director.

Developmental Milestone Checklists and Early Intervention Supports

Next Generation uses the CDC Developmental Milestone Checklist to screen children on the development. To coincide with curriculum-based assessments, we monitor each child's achievement of developmental milestones, share observations with parent/guardians and provide resource information as needed for further screenings/referrals, evaluations, and early intervention and treatment. Local resources will be provided to the parents in addition to referral to local agencies specialising in early intervention. A list of early intervention specialist can also be found by clicking on this website:
https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services

The developmental screening process is a collaborative one, involving parents and done in conjunction with the child's primary care provider and health, education and early intervention consultants. Developmental screening is conducted with written consent from the child's parent annually or based on the needs of the children. The CDC milestone checklist also offers an app for families to conduct screenings at home, and different resources that will help their child succeed, and offer community resources. The app and resources can be found here: https://www.cdc.gov/ncbddd/actearly/milestones/index.html

Social Media

Next Generation School has a Facebook page and a website with our information. If you have a question for the school we ask that you email or call us so that we can make sure all questions are answered. Please email our Director at carrie@ascensioncleburne.org or call 817-645-9452.

Changes in Your Child's Environment

Please inform us of any changes in your child's environment such as parental separation, custody changes, death of family member or pet, new sibling, moving, etc., so we may be more receptive to any behavior changes.

Tuition

There is an annual Registration and Supply Fee of $220.00. This annual, per child, **non-refundable fee** is due at the time of enrollment, and covers general supplies for the school year.

Next Generation school has a no-refund policy of all monies paid to the school. See our Tuition Rate Schedule for 2026-2027 for tuition options and pricing. If choosing the 5 day program it is the same price whether you choose to send your child all 5 days or less. Fees are due on the first day of the month, if paying monthly, or the first and 15th day if paying twice monthly.

All fees must be kept current if your child is to remain in the program. If payment is not made within 5 days it is due, a late fee of $20 will be assessed and the child may not return until all fees are paid and up to date. If payment hasn't been made by the last day of the month, the child will be removed from the roll. Because our tuition is based on the total number of school days in the year, FULL MONTHLY TUITION IS DUE REGARDLESS OF THE NUMBER OF DAYS PRESENT DURING THE MONTH.

Hours & Attendance

Next Generation school is open Monday through Friday. We follow an academic calendar from August through May with summer camp options. Look further in this document for a calendar of all closing dates for holidays or training including a week at Christmas and a week before the fall semester begins.

<u>Preschool</u>
Before-School Care 7 AM to 9 AM, **School Day 9 AM to 2:50 PM**, After-School Care 3 PM to 4:30 PM

<u>Elementary</u>
Before-School Care 7 AM to 8:30 AM, **School Day 8:30 AM to 3:30 PM**, After-School Care 3:30 PM to 4:30 PM

Please do not arrive before 8:55 a.m. if your child is not enrolled in before school care (8:25 for elementary students). Pick up your child promptly at 2:50 p.m. (3:20 p.m. for elementary) unless your child is enrolled in after-school care. After that we will enforce our Late-fee policy. Please let us know immediately of any changes in pick-up arrangements. **You must sign your child in and out every day.**

As a courtesy, contact us through Procare if your child will be absent from school. Tuition is due regardless of school closures or absences.

Extended Care Program

Before-School:

The before-school program begins at 7:00 AM. Children enrolled in before-school may be dropped off any time after 7:00 AM and the person dropping off must come inside and sign the child in. Parents can send a no-sugar breakfast or a snack for your child if desired.

After-School:

Children enrolled in after-school may be picked up any time before 4:30 PM. The person picking up the child must come in and sign the child out.

Drop-Ins:

Drop-Ins for Extended Care will only be offered in an **emergency** situation and can only be allowed if there is space available.

Late Pick-Up Fees

Any child picked up 5 minutes late will be charged a $2 per minute late fee due upon pick-up. Repeated failure to pick up on time could result in being unenrolled. This is at the Director's discretion.

Tardy Policy

We ask that all preschool children be in class by 9:00 AM, and that all elementary students be in class by 8:30 AM each day. When children arrive after activities have started, the day can be disrupted for everyone. If there are special circumstances, please make prior arrangements with the Director or your child's teacher.

Field Trips

Rather than transport students to a location we have field trip experiences come to us. Older classes may have optional field trips with parents driving their children. Depending on type and price we may need an additional fee and will let you know in advance.

Closure Dates for 2026-2027

We are closed on certain days throughout the year for holidays and staff training. Please see our annual color-coded calendar for specific dates. This calendar is subject to change. The next calendar will come out in summer 2027. Each month an event calendar is sent home in your child's folder for your convenience.

Tuition payments are due every 1st of the month (or 1st and 15th if paying twice monthly) even if you choose to not send your child due to illness, travel, or any reason.

Safety & Security

Staff

Our teachers have been carefully screened, including state and federal background checks. Each teacher is well qualified and trained for their position with First Aid and CPR certification. Plus, all teachers are required to take a minimum of 24 continuing education hours each year.

Security Measures

Next Generation School has security measures in place to keep our children safe. We have a camera surveillance system that is monitored in all classrooms and hallways. Due to confidentiality only authorized persons will be able to review the camera footage. Parents must sign in upon drop off and again at pick up. Your child will only be released from school to persons authorized by you and noted on file in the school office; a photo ID must be presented. We must have written permission from you in order to make any changes. This can be handwritten or emailed to us. If parents have a court ordered custody agreement, we will need a copy of it in our files. Unauthorized persons will not be allowed inside the school rooms unless accompanied by the Director. The security door at the school office sign in/out area, as well as all doors connected to the church facility will remain locked. The school has an open-door policy which allows parents to visit anytime.

Emergency Procedures and Procedure to Update Contact Information

The school has a comprehensive evacuation plan in case of fire. All children will be ushered out of the building following the evacuation plan. The school practices fire drills on a monthly basis. In the event of severe weather, children will be gathered in interior areas of the building. Severe weather drills and lockdown/intruder drills are held quarterly.

In any emergency, parents will be notified by the school staff as soon as children are situated safely if there is a need for them to be picked up immediately.

If there is a need to take shelter in place, it is the advice of the Cleburne Fire Department that children not be allowed to leave until the all clear is given. The off-site evacuation location will be

Primary: Bright Beginnings Daycare
1431 W. Henderson
Secondary: Cleburne Conference Center
1501 W. Henderson St.

All medical emergencies will be handled in the best interest of the child. First aid will be administered for any injury that occurs, and parents will be notified by a written incident report. In the event of a serious illness or injury, parents will be contacted by phone. If a trip to the emergency room is necessary, 911 will be contacted and the Director will accompany the child to the hospital.

We will keep in close contact with Cleburne Police Dept. for any situation that would require us to lock down the school. During a soft lockdown we lock all classroom doors and stay inside in our rooms. If a hard lock down occurs, we'll proceed with either evacuation or take cover behind locked doors. The Police are called immediately if any suspicious activity is noted.

Children will only be released to authorized persons listed on the admission information form. For this reason, it's imperative that we have updated contact information for parents, emergency contacts, and legal guardians. Having your current contact information allows us to contact you in case of an emergency. You may update your contact information through our ProCare app or by emailing the Director at carrie@ascensioncleburne.org.

Weather Policy

We will follow Cleburne ISD's decisions regarding weather-related closings. If CISD closes, our school is closed. If CISD delays their opening, the school will also open at that delayed time of 10:00 AM with NO AM Extended Care. If weather deems we need an early dismissal all parents will be notified by Procare. Please refer to our Next Generation school Facebook page as well as television or radio news reports for school closings (look for Cleburne ISD, we will not contact the Stations personally). Next Generation school does not make up these days and fees will not be returned.

Consumer Product Recall

As required by Texas law, the school must regularly check the Consumer Product Safety Commission (CPSC) recall list to ensure there are no unsafe children's products in the school. Any unsafe items will be removed. The CPSC recalled products may be accessed at www.cpsc.gov/recalls or www.dfps.state.tx.us.

Parental Notifications

Parents will be contacted by phone in case of emergencies. They will be sent a weekly Newsletter from the teacher and a monthly Newsletter from the Director. Parents will also be emailed any pertinent information on a regular basis. Parents will be given copies of all policies and will be notified in writing if and when any changes to policies are made. The teacher will be available to chat briefly at drop off and pick up and will schedule conferences when needed or requested. The Director will be happy to meet with parents to discuss any questions or concerns. Parents please call and set up a conference time with her.

Parental Rights
Parents may visit the school at any time during the hours of operation to observe their child, the program activities, the building, the premises, and the equipment without having to secure prior approval.

Preventing and Responding to Abuse and Neglect of Children
All school staff members receive at least one clock hour of annual training focusing on prevention, recognition, and reporting of child abuse and neglect. This will include factors indicating a child is at risk for abuse or neglect, warning signs indicating a child may be a victim of abuse or neglect, internal procedures for reporting child abuse or neglect, and how to access community organizations that have training programs available to school staff members, children, and parents.

Parents can increase their awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect, prevention techniques, and strategies for connecting with appropriate community resources and organizations by visiting www.helpandhope.org.

The statewide Abuse & Neglect hotline is 1-800-252-5400 if you ever feel the need to report suspected abuse or neglect.

Gang-Free Zone under the Texas Penal Code
Any area within 1000 feet of the school is designated a gang-free zone. Any organized criminal activity will be subject to harsher penalty.

No Smoking
In an effort to provide a healthy, comfortable, smoke-free environment for all of our employees and children, smoking is prohibited on Church property.

Drugs and Alcohol
The possession, sale, distribution or use of illegal drugs or being under the apparent influence of alcohol or other intoxicants while on the Next Generation School property is strictly prohibited. This is an Alcohol Free and Drug Free zone. This includes all buildings and grounds.

Animal Free Zone
We ask that no pets from home be brought into the center. This includes at drop-off and pick-up of your child. If this happens you will be politely asked to take the animal back out to your vehicle. This is a safety risk as the school cannot ensure the vaccines of every animal our students own in their homes.

Parental Code of Conduct
The Next Generation school requires all parents to behave in a manner consistent with decency, courtesy, and respect. Our campus is a peaceful and loving environment where children are growing and learning new skills. We will not tolerate any ugly behavior on site including using foul or inappropriate language, yelling, verbal abuse or threats of any kind. Parents who violate this policy will be asked to leave. Further action will be decided by the Director.

Health Policies

Illnesses
According to the State of Texas Minimum Standards for Day-Care Centers, an ill child **must not be admitted** for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in center activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- An infrared temporal (forehead) temperature above 100 degrees and has behavioral changes or other signs and symptoms of illness.
- Any of the following symptoms and signs of severe illness are present, such as lethargy, difficulty breathing, uncontrolled diarrhea (loose, watery stools in 24 hours), vomiting, rash with fever, mouth sores with drooling, wheezing, behavior changes or other unusual signs.

*****Children may return to school once they have been fever-free (without the use of fever-reducing medication), vomit-free, and diarrhea-free for 24 hours, or have a written release from a physician*****

Medication

Next Generation does not dispense over the counter medication and will only dispense prescription medication that is in its original container labeled with the child's name. Medication must be accompanied by a doctor's note with dosage and administration instructions. We will not administer more than the dosage given on the bottle or any medications that have expired. Please note the dosage and time to be administered on the medication authorization form. You must provide a measuring device so the correct dosage can be given to your child. The initial course of treatment must be administered by a parent unless written permission from a doctor for life-threatening situations such as administration of an epi-pen. Next Generation school will only administer medications that must be given 3 or more times a day. Medication prescribed once or twice a day must be administered by the parents at home.

Next Generation School does not provide any medication for children. Any medication needed for life-threatening situations, such as an epi-pen, must be provided by the parent with the appropriate documentation. All medications must be submitted to the Director and a Medication Authorization Form will be completed by the parent. Medications will be kept in the facility office and be stored in a locked cabinet or out of reach of the children, except for epi-pens which will be stored in the child's classroom.

Insect Repellent or Sunscreen

Insect repellent and/or sunscreen should be applied to children at home before they come to school. The school will not apply sunscreen or bug repellent.

Allergies

If a child has a diagnosed allergy, the school is required by the DFPS to keep a **F.A.R.E** plan form in the child's file and in their classroom. This plan will need to be filled out and signed by the parent AND the child's physician. If the allergy requires an Epi-Pen it will be kept in the child's classroom out of reach of any of the students and easily accessible to the teacher(s).

Immunization

Each child must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25TAC97, Subchapter B, found at www.dshs.state.tx.us/immunize. Exemptions are allowed that meet criteria specified by the TDSHS rules in 25TAC97.62. As you update your child's vaccinations, please bring a copy of the record to update your child's file.

Vision And Hearing Screening

All four-year olds enrolled in Texas licensed child care centers must have a vision and hearing screening. This screening should be administered at the child's four-year old check up with their pediatrician. Please bring us a copy of this documentation so we can keep it in your child's file.

Communicable Diseases

In such cases of a local, statewide, or national pandemic involving a Communicable disease, our facility will follow guidelines set forth by the Texas Department of State Health Services (DSHS) and the Texas Child Care Licensing Department.

Diaper Changing and Toilet Training

- Diapers will be changed immediately as needed.
- No powders or creams used unless instructed by parents with their permission.
- Diaper changer will wash hands or use gloves prior to changing diaper or assisting with toiletry and child and staff member will both wash hands afterwards.
- Pull-ups **MUST** have velcro closures for accidents.
- Changing table surface will be sanitized after each use.

All students 4-years-old and older **MUST** be toilet trained. This means the child is comfortable with all toileting needs, including papering. If accidents happen a change of clothes must be on hand at school at all times. And if the accident is determined to be extreme a parent will be called for to clean up or pick up the child.

Head Lice

Head lice are tiny gray to brown insects about the size of a sesame seed that live in human hair and must feed on human blood to live. They lay tiny white oval-shaped eggs about the size of a knot in a thread, called nits that lice glue to each strand of hair close to the scalp. Although it is hard to see head lice, a person can see the nits if they look closely. Nits are most often found in the hair behind the ears and at the back of the head and neck. The first sign of lice is itching of the head which is caused by the bite of the head lice. If you discover that your child has head lice, please report it to the school Director immediately. When a parent reports that their child has an infestation of head lice, or if a teacher discovers that a child has lice, the following procedures are to be followed:

- The teacher will notify the Director of the infestation.
- The teacher or Director will contact the parent to pick up the child from care immediately, pursuant to Texas Administrative Code: Title 25, Part 1, Chapter 27, Sub Chapter A: Control of Communicable Diseases, RULE §97.7 Diseases Requiring Exclusion from Child-care Facilities and Schools.
- The child will be readmitted after one treatment with an over-the-counter FDA-approved shampoo or cream, following the directions on the packaging exactly. The child must be re-treated 7-10 days following the initial treatment with an over-the-counter FDA-approved shampoo or cream treatment, following the directions on the packaging exactly.
- The school will follow all necessary cleaning procedures to prevent the spread of lice.

Behavior

Next Generation School seeks to demonstrate positive guidance for children. When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene through redirection that allows children to receive support for self-regulation. The following actions will be taken to address challenging behaviors at our center to ensure the safety of everyone. All behavior plans/actions and discussions will be framed around the objective of our program and ensure that the children are approached at a developmentally appropriate level.

a) The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and guide the child into more appropriate ways to communicate.

b) If the incident is serious or repeated, parents will be notified about the behavior through the ProCare app, phone call or in person communication. Together, we will work to positively redirect the behavior through play, strategies, self-regulation activities, and more. Collaboration between the families and us is crucial in helping the student succeed.

Rarely, children who exhibit more severe or persistent misbehavior are brought to another classroom or to the office for a cooling-off period but it can be an option. Children are spoken to calmly and firmly about inappropriate behavior. Teachers will never use corporal punishment, or rude or abusive language. The director and staff will work with families to develop a plan of intervention that includes behavior plans, activities for families at home and ongoing collaboration.

c) Parents will be kept informed on an on-going basis regarding their child's progress through the ProCare app, in person, or with a phone call. It is important that we partner to resolve any challenging behaviors. We are a team and want what is best for your child.

If a child is brought to the office twice for the same disruptive behavior or the behavior is severe and/or harmful a parent may be called to pick them up for the reminder of the school day.

Dismissal of a Child
Next Generation school retains the right to refuse service or withdraw any student's enrollment at any time and for any reason.

Biting Policy
Even though biting is a normal stage of development during childhood, it is required by the Department of Social Services Child Care Licensing Division that Next Generation school maintain a safe and healthy environment for all children in care. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a reaction.
The Next Generation school policy on biting is as follows:

- If your child bites, a note will be sent home to the parents of the child who bites and to the parents of the child who was bitten. Copies will be put in child's permanent folder in office.
- The child will be sent home immediately if: the child bites 2 times unprovoked, or bites on the face, or the bite breaks the skin, or if a staff member is bitten.
- If the biting becomes chronic and is adding undue stress to the other children and the environment it will be necessary to be suspended for up to 4 weeks with possible permanent termination.
- Readmission will be considered after the suspension on a case by case basis and at the discretion of the Director. She will consider the severity of the bites, temperament of the child, cooperation of the parents, and teacher opinion in her decision. This is not something that Next Generation school wants to do, and please know that this would be a last resort.

Some things that Next Generation school does to minimize biting in the child care setting are:
- Shadow the biter so that he or she is always near the providers or within arms-reach.
- Provide lots of language such as "Biting hurts." and "We use our teeth for food."
- Provide teething rings for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting and offer suggestions of how to stop the biting habit.

Bullying
Conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school. Any conduct in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property that has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student will be considered bullying, and is strictly prohibited. If a teacher observes a bullying incident, the teacher must notify both children's parents that same day in the form of an incident report. If a child or his/her parents report that he/she is being bullied, the teacher must report to the school Director. Every report will be fully investigated. The reported victim and the reported bully may receive counseling from the school Director or Church Pastor.

Daily Activities

Clothing
Please dress children in casual, comfortable, washable clothes that are appropriate for the weather. Children should wear socks and tennis shoes. **Children are the safest, and sustain fewer playground injuries, when they are wearing athletic shoes.** Sandals and clog-type shoes, such as Crocs, or shoes with a raised heel, are not allowed as they cause them to trip when climbing and participating in outdoor play.

Please bring disposable diapers for children not yet potty-trained. Children who are potty trained should wear pants or shorts that are easy to pull up and down.

Bring a change of clothing in a Ziploc bag to be kept in the child's classroom all year.

Items from Home

Toys brought from home are strongly discouraged, as they often cause conflict between children, can disappear, or get broken. The school and other parents are not responsible for lost, stolen or damaged items. **All bags, coats, pillows, blankets, etc. should be clearly marked with your child's name.**

Lunch

It is required that all children bring a **healthy** lunch each day. Lunch will be eaten in the classroom. **Only send foods your child can eat without help**. Please include a napkin, straw and spoon if needed. It's our practice to encourage children to eat their most nutritious items first. Any unopened or leftover foods will be returned in your child's lunchbox so you have an accurate picture of what your child ate that day, unless it's a particularly messy food that could damage the lunchbox.

Foods that are round or cylindrical in shape pose an increased choking risk and MUST be cut into small bites. According to our State Licensing standards, examples of foods that present a high risk of choking include hot dogs sliced into rounds, whole grapes, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole. Any foods that meet that description that are not cut will be returned unopened, at the teacher's discretion.

Low-Sugar School

Candy, cookies, cakes, soda, and energy drinks are not permitted, and will be returned unopened. Exceptions may be made for birthday parties or an occasional school-wide celebration. We ask that you refrain from sending children with sugary breakfast items or snacks as it affects their mood, concentration, learning ability, and sleep cycle.

Rest Time

Children are required to have rest time and are provided with a nap mat. Children may also have other comfort items to help them rest, as needed, such as a blanket or pillow. While children are not required to sleep, they are required to remain quiet on their mats during rest time to allow their classmates the opportunity to rest comfortably. If a child is disruptive and keeping other children from getting their rest, they will be offered an alternative activity.

Physical Activity

Children will have a 30-minute outdoor recess time during the school day 9:00am-3:00pm and an additional 30-minute outdoor time for afternoon extended care at 3:00pm (weather permitting). This unstructured physical activity takes place on our playground behind our building or our courtyard up front. It is recommended that your child wear weather appropriate clothing along with shoes they can easily run around in to maximize safety. We do not go outside if the temperature is below 49 degrees or above 94 degrees unless given explicit permission by the parent and for an abbreviated time. We don't go outside if it is raining or there is lightning. On the days children are unable to go outside they will be brought to our activity room or chapel to participate in structured physical activity.

Birthday Parties

Birthdays are a special occasion and cause for celebration. You may bring snacks and drinks to celebrate your child's birthday. Please contact your child's teacher to make arrangements and to check for any classroom allergies. Be prepared to send the ingredient list and/or an alternate treat for any child who may be allergic to the product. Gifts are not exchanged at the school.

Screen Time Policies

Our normal school day from 9am to 3pm does not include electronic media viewing and computer use for two and three year olds but from time-to-time we may use a short video as a teaching aide and discussion simulator. Students in pre-k and above may have a designated computer time usually offered as a free choice and limited to 30 minutes per week for students in pre-k. Electronic media will be screened prior to use and consist of non-violent and high-quality educational material. Texas State Minimum Standard rules prohibit any screen time for children under two. This includes TV, videos and computers.

Other

Accommodations for Families

This document outlines our program's policies and process in supporting families and children who may need additional accommodation to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent's primary language. Please notify the director if you or your child require accommodations, and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with your family:

1. If specific therapies are needed during the day while the child ins in our care, we will work with you to provide space to accommodate sessions.
2. Participation in comprehensive meetings if needed.
3. Complete supporting documentation from authorized medical professionals for any accommodations related to the child's physical or developmental needs.
4. Try to provide materials and resources in parent and child's primary language.
5. Be sensitive to cultural inclusiveness in the classroom.

Community Resources

Below As a resource to you we would like to offer community resources. These resources will always be available to you within our Parent Resource Corner.

United Way of Johnson County
https://uwjctx.com/united-way-of-johnson-county-resource-guide/

Community Resource List of Johnson County
http://orstx.org/wp-content-uploads/2020/01/Resources-List-Johnson-County.pdf

Early Intervention Services for Johnson County
https://citysearch.hhsc.state.tx.us/home/searchalpha/j

Help Me Grow North Texas
https://helpmegrownorthtexas.org

Handbook Updates

Please be aware that our Family Handbook policies will be reviewed annually and updated annually if needed. An electronic copy can be found on our website https://nextgencleburne.com/enroll-now and any changes will be shared with the parents via Procare or your child's folder if any changes should occur.

Please sign and return the Parent Handbook Verification on the following page for our records.

PARENT HANDBOOK VERIFICATION

After reading the Parent Handbook please sign and return this page to the school Director or your child's teacher.

A digital copy of the current Parent Handbook is posted on the school website: nextgencleburne.com and hard copies are available in the school office. Handbook policies are reviewed and updated annually as needed. Please ask the Director or teacher questions about any of the policies in The Handbook.

I acknowledge that I have read the Parent Handbook for Next Generation School, and have been given the opportunity to ask any questions. **I understand and agree to follow all policies outlined while my child is enrolled in the program and acknowledge that Next Generation retains the right to refuse service or withdraw any student's enrollment at any time and for any reason.**

Child's Name:

Signature of Parent/Guardian:

Date: