

# Joshua 1:9 Learning Center, Inc.

## 2022 – 2023 Parent/Student Policies Handbook



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Joshua 1:9 Learning Center, Inc. Student/Parent Handbook  
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*Be Strong and Courageous. Do not be afraid or discouraged, for the Lord Your God will be with you wherever you go. -Joshua 1:9*

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# Joshua 1:9 Learning Center Academic Calendar for 2022 – 2023



Friday, July 29, 2022	All Supply Fee and school shirt payments must be paid in full to School Office
Monday, August 1, 2022	Meet the Teacher Night for <b>2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade, and Loop Class</b> from 6:30pm – 8:00pm
Tuesday, August 2, 2022	Meet the Teacher Night for <b>Preschool 3's and Pre-Kindergarten 4's</b> from 6:30pm-8:00pm
Thursday, August 4, 2022	Meet the Teacher Night for <b>Kindergarten and 1<sup>st</sup> Grade</b> from 6:30pm – 8:00pm
Friday, August 5, 2022	Meet the Teacher Night for <b>4<sup>th</sup> and 5<sup>th</sup> Grade</b> from 6:30pm – 8:00pm
Monday, August 8, 2022	First Day of School 😊
Monday, September 5, 2022	Labor Day Holiday
Thursday, October 6, 2022	1 <sup>st</sup> Nine Weeks Report Card (K-5 <sup>th</sup> )
Friday, October 7, 2022	Student Holiday**
October 10 – October 14, 2022	Fall Holiday Break**
Monday, October 31, 2022	Fall Extravaganza Day
Friday, November 11, 2022	2 <sup>nd</sup> Nine Weeks Progress Reports (K-5 <sup>th</sup> )
Thursday, November 17, 2022	Thanksgiving Classroom Feasts
November 21 – 25, 2022	Thanksgiving Break**
Thursday, December 15, 2022	Holiday Parties/End of 2 <sup>nd</sup> Nine Weeks (K-5 <sup>th</sup> )
Friday, December 16, 2022	Student Holiday**
December 19 – December 30, 2022	Christmas Holiday Break**
Monday, January 2, 2023	Inclement Weather Day/Possible School day**
Tuesday, January 3, 2023	Spring Semester Begins/Classes Resume
Wednesday, January 4, 2023	2 <sup>nd</sup> Nine Weeks Report Cards go home (K-5 <sup>th</sup> )
Monday, January 16, 2023	Student Holiday**
Friday, February 3, 2023	3 <sup>rd</sup> Nine Weeks Progress Reports (K-5 <sup>th</sup> )
Tuesday, February 14, 2023	Valentine's Day Parties
Friday, February 17, 2023	Student Holiday**
February 20 – February 24, 2023	Mid-Winter Holiday Break**
Thursday, March 9, 2023	3 <sup>rd</sup> Nine Weeks Report Card (K-5 <sup>th</sup> )
Friday, March 10, 2023	Inclement Weather Day/Possible School day**
Thursday, April 6, 2023	Easter Parties/4 <sup>th</sup> Nine Weeks Progress Reports (K-5 <sup>th</sup> )
Friday, April 7, 2023	Good Friday Holiday
April 19 – 21, 2023	Terra Nova Testing (K-2 <sup>nd</sup> Grade)
April 24 – 28, 2023	Terra Nova Testing (3 <sup>rd</sup> -5 <sup>th</sup> Grade)
Friday, May 5, 2023	Mom's Day Celebrations
Tuesday, May 23, 2023	Kindergarten Graduation*
Thursday, May 25, 2023	Pre-Kindergarten 4's Graduation*
Thursday, May 25, 2023	Last Day of School/4 <sup>th</sup> Nine Weeks ends (K-5 <sup>th</sup> )

\*Dates and activities are subject to change. Field Trips, Spirit Days, and additional events will be posted on the Joshua 1:9 Learning Center Facebook Events page.

\*\*Please visit Courageous Christian Academy's FB events page for schedule of all-day Extended Care during student and holiday breaks.

# Welcome to Joshua 1:9 Learning Center!

Joshua 1:9 Learning Center's goal is to be South Texas' leading Private school program. Our Private School gives children ages 3 years and older enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and academics enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving faith-based environment with caregivers who are dedicated to enriching children's lives. Joshua 1:9 Learning Center, Inc. is accredited through Cognia.

## **NON-DISCRIMINATION POLICY:**

Joshua 1:9 Learning Center does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

## **1. PURPOSE, MISSION, and GOVERNANCE**

### *Our Mission*

Joshua 1:9 Learning Center's Mission is for students, staff, and families to grow in wisdom, faith, truth, and character while innovatively building competent, energetic, and loving Christ-centered leaders.

### *Purpose*

Joshua 1:9 Learning Center's Purpose is to provide a loving, research-based, unique educational alternative for families while representing the hands and feet of Jesus.

### *Governance*

Joshua 1:9 Learning Center's Board of Directors is comprised of members who are committed to Christian education, believe in the Mission of Joshua 1:9 Learning Center, and are willing to give of their time, talents, and resources to support the school. Meetings are held on the 3<sup>rd</sup> Monday of each month. Anyone who wishes to attend or address the board may request a place on the agenda by contacting the school Office at least two weeks in advance.

## **2. SCHOOL INFORMATION**

### **School Hours of Operation**

Joshua 1:9 Learning Center, Inc. is open from 7:30am-3:30pm, Monday-Friday, August to May. We will follow the New Caney ISD School Calendar. **Joshua 1:9 Learning Center, Inc. will begin School at 8:00am every School Day. Joshua 1:9 Learning Center, Inc. will end School at 3:00pm each School Day.** Please see page 7 - 8 for Tardy Policies.

## Daily Schedule

Joshua 1:9 Learning Center, Inc. follows a daily schedule designed specifically to meet each student's developmental, social, emotional, and personal needs. All schedules are contingent on the needs of the student and may vary from day to day. Below is a sample of your student's typical day:

### Preschool (3's – 4's) or Pre-Kindergarten (4's – 5's):

7:30am – 8:00am Breakfast

8:15am – 8:30am Praise and Worship

8:30am – 3:00pm \*Please see your student's Classroom Schedule for their specific Teacher\*

### Kindergarten and Primary Grades Schedule

7:30am – 8:00am Breakfast

8:00am – 8:15am Praise and Worship

8:15am All arrivals after 8:15am will be considered **TARDY** (unless have a doctor's note)

8:30am – 3:00pm \*Please see your student's Classroom Schedule for their specific Teacher\*

## Arrival and Dismissal

Please see page 15 - 16 for COVID-19 Protocols in regard to Arrival and Dismissal. Should these regulations change, we will notify all families of the changes.

Joshua 1:9 Learning Center School hours are Monday through Friday 7:30am to 3:30pm. School begins at 8:00am. We kindly ask that you walk your child to our front door where a Joshua 1:9 Learning Center staff member will greet them and help them to their classroom. To help reduce congestion of vehicles in our driveway and less disruption of class time, we ask that parents drop off their child at the front doors of our School.

Private School classes will be dismissed at 3:00pm. Private School Students must be picked up no later than 3:30pm. Students will be brought to their parent/guardian's vehicle by a Private School staff member. Any individual picking up a student that is not the parent or primary guardian must be on the emergency pick up list and provide valid ID in order to pick up.

Courageous Christian Academy offers Extended Care for Joshua 1:9 Learning Center Private School Students. Please contact Courageous Christian Academy at [www.courageouschristianacademy.org](http://www.courageouschristianacademy.org) for more information.

## Attendance/Absences/Tardy Policies

It is expected that all students will be in regular attendance each day. School begins at 8:00am for all Primary Grade levels (Kindergarten – 5<sup>th</sup> Grade). We ask that you have your child at School by 8:00am so that they can participate in all educational activities for their grade level.

**Kindergarten and Primary School Students coming to school after 8:15am will be considered Tardy.** Students will be considered absent arriving after 10:00am. For Kindergarten and Elementary Grades, three Tardies in any single nine weeks or semester are equivalent to one Unexcused absence.

If your child misses School due to an illness, the parent or guardian must notify Joshua 1:9 Learning Center's Office by 8:30am each day via phone, Remind message, or email. The Office will notify the Teacher of the child's absence.

**Any student who has 12 or more absences (Unexcused) in a single School Year, will be required to make up the school hours missed after the 11<sup>th</sup> absence in a Saturday Class. The Saturday Class will be held on the 1<sup>st</sup> Saturday of every month.**

Any student who leaves early before 2:00pm, without a doctor's note, will be noted in their attendance file. After three occurrences of your child leaving early before 2:00pm within any nine weeks or semester, without a doctor's note, will constitute one Unexcused Absence.

Excused absences include illness of student, death in the family or severe illness requiring the presence of the student, a doctor appointment that cannot be made outside school hours, or an emergency as defined by the Principal or Head of School. Though such absences are excused, they still count as absences on the student's attendance record. If you child is absent for any period of time from School, a doctor's note must be provided when the child returns to School, or the absence will be considered Unexcused.

Any student returning after having strep throat, flu, or any other contagious disease (such as pink eye), must also provide a doctor's release to return to school. After 8 absences, medical verification of all absences is required.

Tuition will be due whether your child attends School or not, from August to May. Joshua 1:9 Learning Center tuition **will be charged** for the following holiday weeks: Fall Break, Thanksgiving Break, each week of Christmas Break, Mid-Winter Break, and Spring Break, etc.

### **Early Dismissal**

Joshua 1:9 Learning Center, Inc. will only have an early dismissal in case of a serious emergency such as earthquakes, fire, storms, or loss of power/water. Parents will be notified, if possible, and students will be cared for until parents or emergency contacts arrive.

### **Cancellation due to Weather**

Joshua 1:9 Learning Center, Inc. will follow New Caney ISD's decisions to cancel classes due to inclement weather. In the event of a possible school cancellation, please check local TV and radio stations for announcement of New Caney ISD closure. Full tuition is due during inclement weather times.

## **3. ENROLLMENT PROCEDURES**

**Please note: A child MUST be 30 months to three (3) years old and we recommend completely potty trained (we do not have diapering facilities here at our School) on or before September 1<sup>st</sup> for the Older 2's Program; three (3) years old and completely potty trained on or before September 1<sup>st</sup> for the 3's Program, four (4) years old on or before September 1<sup>st</sup> for the 4's**



**Program, five (5) years old on or before September 1<sup>st</sup> for Kindergarten, and six (6) years old on or before September 1<sup>st</sup> for First Grade, etc.**

Upon selecting Joshua 1:9 Learning Center, Inc. to meet your child's educational needs, **all Enrollment Forms and documents are required before a student can begin School.** Incomplete or unfinished paperwork will not be accepted. Forms required for enrollment includes:

- ✓ Enrollment Forms
- ✓ Current Immunization Records signed AND stamped by a Physician (or original copy of Affidavit)
- ✓ Signed AND stamped Physician's Health Statement (*for Preschool and Pre-Kindergarten only*)
- ✓ Proof of current Hearing and Vision Testing (*Preschool and Pre-K students 4 years and older*)
- ✓ Joshua 1:9 Learning Center, Inc. Tuition Agreement
- ✓ Copy of child's Birth Certificate

Additionally, the following items are required to enroll your child in Joshua 1:9 Learning Center:

- ✓ Copy of child's Social Security Card (*Kindergarten - 5<sup>th</sup> Grade students only*)
- ✓ Signed Records Release form for Primary School students (*if applicable*)

Registration Fee(s) are due at time of submitting the Enrollment paperwork. Supply Fee(s) are due at the end of July before the School year begins.

## **4. SAFETY/SECURITY/EMERGENCY PLANS**

### **Release of Student**

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

### **Locked Exterior Doors**

All exterior doors will be locked at all times. Authorized adults who are picking up a child must ring the doorbell and a Joshua 1:9 Learning Center Staff Member will let meet them at the front door.

### **Visitors/School Safety Policy**

Parents need to personally escort their child(ren) inside the front area of our building when their children enter and leave the facility. Please see page 15 - 16 for COVID-19 Regulations and Protocols regarding visitors to our building.

### **Emergencies**

#### **Procedures for Handling Emergencies**

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

In case of medical emergency or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.** If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center at 1.800.222.1222.

### **Emergency Preparedness Plan**

Below is the Emergency Preparedness Plan designed for Joshua 1:9 Learning Center, Inc. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Joshua 1:9 Learning Center, Inc. staff will ask parents to participate accordingly.

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

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

### **TORNADO/BAD WEATHER**

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

### **COMMUNICABLE DISEASE OUTBREAK**

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

## **LOCK DOWN**

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

- The Principal, Head of School, or person in charge, will announce “Lock Down” or other discreet code and will call 911. The Head of School, or designated person, will supervise the office at all times during the incident, if possible.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discreet phrase, such as “Rabbits in the Hole”; the children will know what to do because you practice this every month.
- Get your sign-in/out sheet in your hands and stuff it into your clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, notify them of the secret code for “Lock Down”.
- Whisper and remind the children that “we are to be very quiet.”
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Principal, Head of School, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Principal, Head of School, or person in charge, or emergency personnel.

## **ACCIDENT**

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

## **ILLNESS**

- Ask the child, “What doesn’t feel good?”
- Contact the Nurse and have the child’s temperature taken. If the fever is over 100.4 degrees, the Principal, Head of School, or Nurse will contact the parent.

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

- If no fever, make the child comfortable and keep an eye on him/her.
- If the child complains of pain, ask him/her to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and notify the Nurse or Head of School.
- Light vomiting or mild diarrhea: If no pain, call the Nurse or Head of School after the third episode.

## **EXPLOSION, CHEMICAL SPILL OR GAS LEAK**

### ***That occurs INSIDE the facility***

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

### ***That occurs OUTSIDE the facility***

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

## **BOMB THREAT OR OTHER THREAT**

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

## **OFF-SITE EVACUATION AND RELOCATION**

- Your primary responsibility is to keep the children safe.
- Keep your sign-in/out sheet in your hands or stuff them into your clothing.
- If time allows, gather children’s backpacks, lunch kits, and coats.
- Children will be evacuated oldest to youngest so that older children can assist with keeping children seated at the evacuation site.
- The Principal or Head of School is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Principal or Head of School is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone to the evacuation site.
- The evacuation and relocation site for Joshua 1:9 Learning Center is Embassy Christian Academy. Their address is: 24865 Highway 59, Porter, Texas 77365
- After all children and Staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Principal or Head of School will designate Staff to contact parents and notify them of the situation.

- Staff Members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Principal or Head of School will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

## **FIRE**

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

## **MANAGEMENT RESPONSIBILITIES**

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

## **5. Medical/Health**

### **Illness and Exclusion Policy**

Children who are ill should not attend school. Joshua 1:9 Learning Center, Inc. observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of other children.
3. Oral temperature of 100.4 or armpit temperature of 100 or above.

4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.
5. Communicable diseases such as flu, strep throat, suspected pink eye, ringworm, or Chickenpox.
  - Any student sent home with suspicion of any of the above will NOT be allowed in class without a medical evaluation and a statement from a doctor containing the diagnosis and that the student is under treatment and no longer contagious. The Physician's note must also contain the date of when the child can return to School
  - The parent of the ill child must notify the school as soon as it is known that the student has been exposed to or contracted a communicable disease. The Principal or Head of School may request that the parents exclude the student from school while the student is contagious.

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

Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Joshua 1:9 Learning Center, Inc. may call for an ambulance at the parent's expense.

**If a child is sent home sick from our program, they may not return until the child is symptom free for 48-hours. Families will be notified if this protocol changes.**

## Medications

Please inform your physician that your child is in full-day school and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medication. Limiting medications dispensed away from home prevents medication errors. Please remember, Joshua 1:9 Learning Center, Inc. is designed for **well** children.

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

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

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a Health Statement (*for Preschool and Pre-Kindergarten students only*), and a current immunization history for all students. These must be updated and kept current.

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

## Accident/Injuries

The utmost precautions are taken to prevent accidents. First aid is administered to all injuries. Parents will be called, when necessary, therefore it is crucial that the school is kept current on phone numbers, both cell and work. In case of an emergency, Joshua 1:9 Learning Center, Inc. has the right to call 911 or transport your child to the nearest doctor or hospital.

## Immunization/ Tuberculin (TB) Testing Requirements

Immunization records must be current for all children enrolled in our Preschool (3's), Pre-Kindergarten (4's), Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade programs. A current copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time, Joshua 1:9 Learning Center may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

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

## Hearing and Vision Screening

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

## Head Lice

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

## 6. COVID-19 PROTOCOLS and REGULATIONS \*subject to change per Texas HHS or CDC protocols\*

Back in March 2020, we began following COVID-19 protocols issued by the CDC, Texas DFPS, and Texas HHS. At our front door when children arrive at School, your child's temperature must be taken by a staff member before they can enter past the front area of our School. If your child's temperature is above 100.4 when checked, then your child may not be dropped off for School. Your child may not return to School until 48 hours fever-free without medication.

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

Additionally, with these new protocols, parents are no longer allowed past the front area of our School to promote safe health practices. We will have a Staff Member available to help the children place their items (nap mat, backpack, lunchbox, etc.) in the correct cubby. Also, we will not have any visitors to the building during School hours, unless approved by the Office. Currently, we ask that parents only attend events inside their own child's classroom. Your child's teacher will invite parents to certain events during the school year. Please look for information about these events in your child's folder/binder.

## **8. Discipline & Guidance Policy/Disciplinary Actions (Please See Appendix A)**

Joshua 1:9 Learning Center, Inc. Staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Joshua 1:9 Learning Center, Inc. Staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in the physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues.

The following disciplinary structure for Joshua 1:9 Learning Center, Inc. will be enforced based upon the Disciplinary Actions (listed in Appendix A) at the end of this Handbook.

- For one to three half page write-ups – a phone call home or notification to parents (after 3 half page write-ups, any additional discipline instances per Appendix A will constitute a full-page write-up)
- For one full page write-up or Office visit – phone call home to parent(s), depending upon severity of incident
- For two full page write-ups or Office visits – phone call home, In-School Suspension for one day
- For three full page write-ups or Office visits – phone call home, parent conference with Principal and Teacher, and Suspension from School for one day
- For four write-ups or Office visits – phone call home, parent conference, and Suspension from School for two days
- For five write-ups or Office visits – phone call home, parent conference, and Suspension from School for three days
- For six write-ups or Office visits, per calendar year – phone call home, Expulsion from School

In addition to the above disciplinary actions, Joshua 1:9 Learning Center, Inc. reserves the right to terminate care or expel a child for discipline problems at any time. New students who apply for Enrollment that have been previously Expelled from another School or childcare facility may be placed on a 30 day trial enrollment with Joshua 1:9 Learning Center.



## **Unacceptable Actions that will NOT be Tolerated:**

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

## **Biting**

Biting is a common issue in early childhood development; however, it is a very serious infraction. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Joshua 1:9 Learning Center, Inc. will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible. Please understand that if your child bites at School, they may be removed from the program should the biting continue to occur.

## **9. Policies for Parents**

### **Parent Involvement**

A close working relationship with parents is necessary for a child to reach optimal growth and development. Communication is the key to parent-teacher cooperation and must begin at the time of enrollment. Your child's teacher is always willing to provide any information about your child and the goals of his/her class. We do ask that you please be mindful of your child's teacher's personal time when communicating with them outside of School hours and on weekends/holidays.

Meet the Teacher Night's for each age group/grade level will be offered before school begins in August, to familiarize you and your child with the teacher, facility, and the curriculum program. Parents are encouraged to set up a conference any time to ask about your child's progress. If you need to schedule a conference time, please request this from your child's teacher.

Parents are invited to help with holiday parties. Your child's teacher will contact you with specific information for their classroom party. We encourage each child to celebrate his/her birthday with the class during snack time. Parents may furnish store-bought cookies, cupcakes, ice cream, cake, etc.

Each month you will receive a monthly calendar listing weekly topics of study, parties, and field trips. Parents are invited and encouraged to participate in all field trips. Please see Field Trips on page 20 for more information.

### **Parent Code of Conduct**

**Please understand, your children are present in our building.** Some adult language is not appropriate for young children. Joshua 1:9 Learning Center, Inc. prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Joshua 1:9 Learning Center, Inc. has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Joshua 1:9 Learning Center, Inc. must follow specific rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

## Parent Responsibilities

**Children must be dropped off and picked up** by either the custodial parent or an adult person approved by the parent(s). Please understand that due to liability issues, staff of Joshua 1:9 Learning Center, Inc. are not permitted to take children home from our center.

**In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home.** Joshua 1:9 Learning Center, Inc. Staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime for Preschool and Pre-Kindergarten children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

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

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder, at the front door area, or in e-mail/Remind app.
- Please check your child's folder for papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled breakfast time at 7:30am, and make sure your child arrives in time to be included in the meal, if necessary. It is very difficult to try and feed a child later than the scheduled breakfast time, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to School.
- Periodically check on your child's supply of extra clothing for Preschool and Pre-Kindergarten students. Please take-home soiled clothing promptly. Nap mats/blankets and pillows should be taken home every Friday and washed.

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

## Custody Situations

Joshua 1:9 Learning Center, Inc. prefers NOT to get involved with custody disputes. Joshua 1:9 Learning Center will follow a court order exactly as written. If your family has a court order on file, you must provide a copy of that Court Order before it can be enforced. Any additional updates to the Court Orders must also be provided before changes can be enforced. ***PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.*** With this being said, it is imperative that all enrollment forms are completed with both parents' information. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Joshua 1:9 Learning Center, Inc. has the right to terminate care.

## 10. Curriculum and Academics

### Preschool (3's) and Pre-Kindergarten (4's): Frog Street Press

The Alphabet, Number and Object Recognition, Art, Centers, Science and Social Studies, Games, and Play.

The exact schedule of group time and curriculum study varies from class to class. There will be a class schedule posted inside your child's classroom.

Language Arts includes reading readiness activities with emphasis on left to right progression, visual and auditory discrimination, alphabet recognition, phonics, handwriting readiness activities, story time, and show & tell.

Math includes learning basic shapes, learning to count, number recognition, developing number concepts, working with proportions and sets.

Science and Social Studies includes the study of the human body and the senses, plants, animals, weather, the seasons, nutrition, good health and safety habits and community helpers.

Play includes integrated with music and is designated to develop fine and gross motor skills. The children exercise to music and engage in rhythmical activities with small musical instruments.

Art skills developed by frequent use of watercolors, finger and brush paints, manipulating play dough and clay, gluing and learning proper use of scissors.

**\*\*\*"Show an interest in your child's papers, art projects, etc. Ask about his/her day at school!"\*\*\***

### Show & Tell for Preschool and Pre-Kindergarten Classes

Do not send toy(s) from home unless it is for show and tell day because the toy(s) may get lost or broken.

Show & Tell allows each child to develop communication skills and self-confidence. You will receive information concerning the show and tell time from your child's teacher. (Toys should be small and light weight-enough for the child to handle easily, and durable enough to be shared by the other children.)

**\*\*NO GUNS, SWORDS, OR KNIVES PLEASE!!!\*\***

### Kindergarten and Primary Grades

For our Kindergarten and Primary Grade levels, we will follow Texas Essential Knowledge and Skills (TEKS) from the State of Texas. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Joshua 1:9 Learning Center, Inc. is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

## **Grades and Report Cards for Kindergarten and Primary Grades**

Grades for core subjects will be (A = 90-100), (B = 80-89), (C = 70-79), (D = 60-69), and (F = 59 or below). Any Grade below a 70 (C) is considered failing. Grades for citizenship (conduct) and classroom responsibility will be Excellent (E), Satisfactory (S+, S, and S-), Needs Improvement (N), and Unsatisfactory (U).

Grades for specials classes – PE, music, and art – will be a citizenship (“participation and conduct”) grade only. Grades will be Excellent (E = 90-100), Satisfactory (S = 80-89), Needs Improvement (N = 70-79), and Unsatisfactory (U = 69 or below).

Report Cards will be sent home at the end of every 9 Weeks. Progress Reports will be sent out within the 4<sup>th</sup> Week of each 9 Weeks.

Parents of any child whose average is below a 70 in any subject will be notified at least once during the grading period. It is possible that a student’s grade may fall below the failing level after this point so that parents do not receive notification, but teachers will make efforts to notify parents of declining performance. A printed copy of the final report card will be mailed to parents of students at the conclusion of the School year.

## **Field Trips**

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

If we decide to do an off-school grounds Field Trip then we will either provide transportation or have each parent drive their own child. Advance notices will be posted at the school and will be put in your child’s daily folder/binder concerning all activities.

Each child will be required to wear a field trip shirt that will be ordered at the beginning of the school year. Shirts can be purchased at the beginning of the school year during Meet the Teacher night.

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

## **Holiday Parties**

Your child’s teacher will plan to have a class party during the Christmas holiday season, Valentine’s Day, and Easter. Other parties may be given. Please contact your child’s teacher with any questions or if you desire to help with the party. Communication about the party will be sent home in your child’s folder.

## **Pre-Kindergarten 4’s – 5’s and Kindergarten Graduation**

Pre-Kindergarten and Kindergarten students will participate in a graduation ceremony and small reception at the end of the school year. Typically, this will occur in May. Cap and gown will be provided for each student to wear, and parents are highly encouraged to attend this special time. Specific location, times, and details for the ceremony will be communicated from your child’s teacher.

## 11. Food Policies

### Breakfast/Lunch Rules

We do not provide lunches for students. Parents will need to provide a cold lunch daily for their child(ren). We will NOT be able to heat any food so please prepare your child's lunch for them before School. NO GLASS containers! Please NO SODAS!

Breakfast is served at 7:30am. If your child will eat breakfast, please have your child at school no later than 7:50am to be served breakfast. Menus are posted on the information board. Please review the weekly menus and if your child has an allergy to that breakfast or snack, we will be happy to accommodate the child with another one.

Many of you are familiar with the \$5.00 lunches that were offered on M-W-F from previous School years. Due to protocols and a school decision for health and safety, we are no longer offering the \$5.00 lunches as an entire School. Your child's teacher may decide to do this only in their classroom. Otherwise, please send your child with a lunch each day. Also, please do not send items that need to be heated up because of safety protocols that our Staff must follow.

If you have food delivered for your child through Door Dash, Uber, etc., we kindly ask that you put the child's name on the order. This will ensure your child receives their food and helps our Staff greatly. No food deliveries will be allowed during the week of Terra Nova testing in late April.

### Birthdays

Most children enjoy celebrating special events with their classmates (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class during snack time. Please do not send cupcakes/donuts/etc. with blue, red, or purple icing due to limitations on dye consumption for some students. Please send light colored icings, if at all possible. Please make arrangements with your child's teacher several days in advance.

### Morning Snack

Joshua 1:9 Learning Center will provide one snack in the morning to all students. If your child has a food allergy, please notify the Office as soon as possible. An Allergy Form from your child's Physician MUST be on file with the Office.

### Personal Water Bottle

**Please send a personal water bottle with a closable lid that is labeled with your child's name on it EVERY day to School. This is for ALL age groups/grade levels.** We allow water bottles filled with water only. It is extremely important for every child to bring their water bottle every day since we are up and active for much of our day.

### Food Service & Preparation

Joshua 1:9 Learning Center, Inc. participates in the USDA's Special Nutrition Program.

## 12. Student Property

### Clothing

Students should be dressed in comfortable, washable clothing and tennis shoes/sneakers. **Flip Flops, Sandals, Crocs, Open Toe shoes, and Backless shoes are not acceptable.** Students in Kindergarten – 5<sup>th</sup> Grade may wear sandals, cowboy boots, etc., but they MUST bring tennis shoes/sneakers to change into for P.E. class. Kindergarten – 5<sup>th</sup> Grade Students who are not prepared for P.E. class with appropriate shoes will receive a conduct grade of Unsatisfactory for that day.

We will have P.E. each day. Dresses are acceptable as long as shorts or bloomers are worn under them. Play is encouraged; when dressing your child, consider the fact that we will get dirty ☺ (We request that students not wear cowboy boots, if possible.) **Please LABEL all items of clothing such as: sweaters, coats, jackets, raincoats, etc. to reduce lost items.**

Preschool, Pre-Kindergarten, and Kindergarten children must have a complete change of clothing, **clearly marked with child's name**, left at Joshua 1:9 Learning Center, Inc. Accidents can happen, even for the older students, when they wait too long before going to the bathroom, or if they get wet on the playground.

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

### Appropriate Dress/Dress Code

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

- Students, faculty, parents, and guests are expected to be dressed modestly at all times.
- For girls, dresses are acceptable as long as shorts or bloomers are worn under them. Dresses, skirts, and shorts should be no higher than 2 inches above the knee.
- Hair may not be dyed unnatural colors. Prior approval from Principal or Head of School is required.
- Body piercing is not allowed except for pierced ears.
- Low-cut blouses and halter tops are not allowed. Tops that show your stomach and areas of your lower back are not allowed.
- Underwear must not be showing.
- Please wear tennis shoes to School because we play outside for recess and P.E. almost every day.

If a student is out of Dress Code, we will contact their parent to either bring a change of clothing or for the student to be picked up from School. If a student is sent home for inappropriate Dress Code, an absence will be noted in the student's attendance file.

### Personal Belongings

Please leave all valuables at home since Joshua 1:9 Learning Center, Inc. is not responsible for broken or lost items. **In order not to confuse School toys with a child's personal property, we ask that children not bring toys from home.**

## 13. Communications

### Parent/Teacher Communications

Open communication with parents is very important to each child's success. Joshua 1:9 Learning Center, Inc. has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Joshua 1:9 Learning Center, Inc. may communicate with parents:

- Notifications through Remind App
- Through email notifications
- Written memos and notes placed in your child's daily folder or binder
- Social media sites such as our Joshua 1:9 Learning Center Facebook page
- Verbal communication with your child's teachers and Principal or Head of School

While we do our best to maintain open communication with our families, we do ask that you be respectful of our Teachers and Staff's personal time on evenings, weekends, and holidays. Please understand that messages/texts/emails sent to Teachers or Staff may not be answered until the next School day. Any policy changes for Joshua 1:9 Learning Center, Inc. will be communicated through letter emailed to email address on file and sent home to each family.

### Joshua 1:9 Learning Center Parent Booster Club

Our Joshua 1:9 Learning Center Parent Booster Club also has a Facebook Group that we invite you to join at Joshua 1:9 Parent Booster Club. They will post important announcements and events for the Booster Club in this group. Please contact the Booster Club for more information on meetings, events, and how to help out around our School.

### Open Door Policy

We welcome parents to the front area of our School. If you need to have a meeting with the Principal or Head of School, please contact us to schedule an appointment time. Joshua 1:9 Learning Center, Inc. is a privately owned and operated facility. We have the right to refuse service at anytime to anyone.

### Change of Contact Information

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

### School Website

Joshua 1:9 Learning Center, Inc. maintains a website accessed at <http://www.joshua19LC.org>. This site contains information on academics, updates on special projects, and photos from classrooms, and other important school information.

### Social Media/Facebook

Parents and family members are welcomed to follow Joshua 1:9 Learning Center on Facebook page. Please search for Joshua 1:9 Learning Center and "like" our page to keep up with events and photos from around our School. We will post information about upcoming events on our Facebook page.

Social networking is very exciting these days. However, please understand that employees of Joshua 1:9 Learning Center, Inc. are prohibited from participating in social networking with parents and students. This includes, but is not limited to, Facebook, Twitter, and Instagram.

## **Photography and Social Media Release**

Joshua 1:9 Learning Center, Inc. believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain events, such as Pre-K and Kindergarten graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child not to be photographed, you may want to remove them from these events.

Joshua 1:9 Learning Center, Inc. are sensitive to parents' feelings concerning posting of your child's photo. A photo release and social media agreement are part of our student Enrollment forms.

## **14. Texas Department of Family and Protective Services Info.** (Preschool and Pre-Kindergarten only)

### **Minimum Standards**

Joshua 1:9 Learning Center's Preschool and Pre-Kindergarten classes are licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may view a copy of these standards in our office or view the standards online at: [www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

### **Compliance History**

Joshua 1:9 Learning Center encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is available from the director or you may view this at:

[www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents may also contact our local child care licensing office at 936.756.1551.

### **Child to Staff Ratios**

Joshua 1:9 Learning Center, Inc. exceeds state ratios in most classrooms. From time to time, we may follow state ratios, but will never be non-compliant unless under emergency situations.

### **Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a School or child care center is a gang-free zone, where criminal offenses regulated to organized criminal activity are subject to a harsher penalty. Joshua 1:9 Learning Center, Inc. is a GANG-FREE ZONE.

### **Child Abuse Reporting**

Joshua 1:9 Learning Center Staff are **REQUIRED** by Texas State law and licensing to report immediately to the police or Child Protective Services (CPS) any instance when there is a reason to



**suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Joshua 1:9 Learning Center has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and monthly newsletters. Joshua 1:9 Learning Center will also coordinate with community organizations on strategies to prevent abuse and neglect.

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

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

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

## **Well Checks**

Joshua 1:9 Learning Center, Inc. Staff will do a visual check of the children upon arrival each morning. If a Staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify Staff members when dropping off so that we can assist in watching the child for side effects.

## **Nap Time** *(Preschool and Pre-Kindergarten only)*

Supervised rest periods are provided for all children under five years of age who remain at Joshua 1:9 Learning Center, Inc. for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a cot to rest on for naptime. Please provide a clean blanket and crib sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's cubby.

## **Water Activities**

During select events at Joshua 1:9 Learning Center, Inc. during the School year (such as Field Day or other special events), students have the option to participate in water activities. These activities can include sprinklers, water balloons, and inflatable moonwalk waterslides. None of these activities require children to know how to swim and are completely optional.

If your child chooses to participate, please be prepared to bring your child to School with an appropriate swimsuit (no bikinis/two pieces), towel, and/or water shoes. Please send a complete change of clothes including shoes with your child so they can change clothes after the water events are over.

## **Vaccination Policies for Employees/Staff**

In order to help prevent the spread of preventable diseases, Joshua 1:9 Learning Center recommends that our Employees and Staff members to have an optional Influenza immunization once a year.

Employees and Staff will not be required to obtain this optional immunization. All Employees and Staff will take the required precautions per Texas DHHS policies when dealing with potential contaminated substances.

**Transportation** - \*Transportation will may change depending on future COVID-19 Regulations and Protocols.\*

Joshua 1:9 Learning Center, Inc. Staff members who are certified in the Transportation Safety training required by the Texas DFPS Child Care Licensing, will be the only Staff members allowed to transport children. Children being transported by Joshua 1:9 Learning Center for Field Trips must be properly secured in vehicles per Child Restraint and Safety Law. Children must be in cars seats, boosters, or seat belted according to the legal requirements. Other than Field Trips, Joshua 1:9 Learning Center is not allowed to transport children, nor are they allowed to bring and/or take a child to/from the School.

## 15. Financial Matters

### Tuition and Fees

A non-refundable Registration Fee(s) is due at the time of submitting Enrollment Forms. On the last Friday of July, a Supply Fee(s) will be charged. Supply Fees are for the supplies used throughout the year, inside and outside of the classroom. The Registration Fee and Supply Fee are to be paid to the School Office. These Fees will be charged to the card placed on the Credit Card Authorization Form in the Enrollment packet.

Tuition is due every Friday before the following week. If tuition is not paid in full by Monday, the student may not return to school until it is paid. Any days missed for non-payment will also count as Unexcused absences.

### Payment Options/Methods

Tuition is paid by Debit or Credit Card. **All accounts are required to be set up on automatic withdrawal.** Joshua 1:9 Learning Center, Inc. will not turn drafts “on and off.” Updates or changes to the card information on file must be given in writing to the Office. Personal checks and cash will only be accepted on a case-by-case basis with approval from the Principal or Head of School.

School Tuition for Joshua 1:9 Learning Center can be paid weekly, bi-weekly, monthly, or yearly. Please refer to the Joshua 1:9 Learning Center, Inc. Tuition Agreement for further policies regarding Tuition and Fees.

### Returned Payments/Insufficient Funds/Chargebacks

If Joshua 1:9 Learning Center, Inc. receives a returned payment for Chargeback or Insufficient Funds, a \$10.00 fee will be charged to the account. This fee must be paid before the student can return to school. After three Chargebacks in one school year, a different form of payment will be required.

### Absent/Vacation Credit

Joshua 1:9 Learning Center does not give credit for days/weeks not present at School. Joshua 1:9 Learning Center School Tuition will be charged for the following holiday weeks: Fall Break, Thanksgiving Break, each week of Christmas Break, Mid-Winter Break, and Spring Break, no matter

if your child attends or not. Tuition is on a 9-month contract from August to May, per the Joshua 1:9 Learning Center Tuition Agreement.

## Parent Referrals

We greatly appreciate your business and know that you will be so pleased with our service that you will tell your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account the amount of \$100.00 after that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program. Our greatest advertising asset is you!!

## Withdrawal Policy

Two week (14 days) **written notice** must be given for withdrawing a student from Joshua 1:9 Learning Center, Inc. The Voluntary Withdrawal form is available at the end of this Handbook or in the Office. This form must be signed and returned before the two-week Withdrawal window will begin. If a family fails to give two-week notice, Joshua 1:9 Learning Center, Inc. has the right to draft the remaining weeks balance from the credit card on file. Joshua 1:9 Learning Center, Inc. has the right to refuse service to any family for any reason.

Any unpaid financial balance upon leaving Joshua 1:9 Learning Center, Inc. that is unable to be collected will be collected per the Policies on the Tuition Agreement.

**Please see Appendix B for the Voluntary Withdrawal Form.**

## 16. Questions or Concerns

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

## 17. Confidentiality

When you child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Joshua 1:9 Learning Center, Inc. must remain confidential at all times. Breaching confidentiality may lead to disenrollment.



Lastly, we thank you from the bottom of our hearts for allowing us the blessing of educating your child. We know that you have many options when it comes to education, and we thank you for this blessing. Our sincere prayer is to show your child how to be like the hands and feet of Jesus on a daily basis.

## Appendix A – Possible Disciplinary Actions for Joshua 1:9 Learning Center

Misconduct Disciplinary Steps	Disciplinary Steps
Disruption of the classroom/school routine Failure to follow classroom rules Discourteous behavior to others Not following school policy	1. Correction by teacher within the classroom 2. A plan for corrective action will be made. 3. Parent will be notified if this is a continuing problem.
Disrespectful behavior towards authority Disrespectful behavior towards others Lying Stealing Cheating	1. Teacher will deal with this on a corrective basis appropriate to the behavior. 2. Teacher will conference with the parents to find a way to remedy the behavior. 3. If the behavior continues, student will be referred to the Principal; at the discretion of the Principal, a student who exhibits repeated or chronic behavior of this type may be placed in In-School Detention or expelled.
Use of profanity and/or blasphemy Use of obscene gestures and any sexually suggestive behavior	1. Teacher will deal with this on a corrective basis appropriate to behavior. 2. Parent will be notified if this continues. 3. If the behavior continues, student will be referred to the Principal; at the discretion of the Principal, a student who exhibits repeated or chronic behavior of this type may be placed in In-School Detention or expelled.
Punching or slapping another student with the intent to inflict injury Striking another student with an object/weapon with the intent to inflict injury Fighting	1. Immediate referral to the Principal. 2. Parents will be notified to come to the School for a conference and to make a plan for corrective action. 3. Student may be placed in In School Detention or expelled.
Open defiance or absolute refusal to obey a rule or direct command	1. Immediate referral to the Principal. 2. Parents will be notified to come to the School for a conference and to make a plan for corrective action. 3. Student may be placed in In School Detention or expelled.
Throwing a tantrum - a violent demonstration of rage or frustration, characterized by crying, screaming, defiance, and may include violent body motions, including throwing things, falling to the floor, banging one's head, hands, and feet against the floor or wall, and in some cases, hitting and kicking.	1. Student will be immediately removed from the classroom and taken to the Principal's office. 2. If attempts to pacify or deescalate the tantrum are unsuccessful, parents will be notified to come to the School immediately. The student may be sent home for the remainder of the day. 3. Repeated tantrums will lead to a conference with parents at which a behavioral intervention plan will be made. 4. If the behavioral intervention plan is unsuccessful and the tantrums continue, the student may be Expelled from the School.

Appendix B – Voluntary Withdrawal Notification Form

**Voluntary Withdrawal Notification Form**

**Joshua 1:9 Learning Center, Inc.**

21519 W. Wallis Drive, Porter, Texas 77365



**Parent Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Student Name(s) and Ages/Grade Levels:** \_\_\_\_\_

\_\_\_\_\_

**Notification Date:** \_\_\_\_\_ **Last Day of School:** \_\_\_\_\_

**Reason for Withdrawal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Remaining Tuition Due: \$ \_\_\_\_\_ Fees Due: \$ \_\_\_\_\_

Tuition Paid: \$ \_\_\_\_\_ Total Reimbursement: \$ \_\_\_\_\_

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

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

\_\_\_\_\_  
**Parent and/or Guardian’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Principal or Head of School

\_\_\_\_\_  
Date