



Parent Handbook Policies and Procedures

Notice of Non-Discriminatory Policy: Serenity Preparatory Academy admits children of any religion, race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to participants in the program. Serenity Preparatory Academy does not discriminate in regard to religion, race, color, national, and ethnic origin in administration of its educational, admissions, and scholarship programs.

ENROLLMENT PROCEDURES

Upon selecting to Serenity Preparatory Academy to meet your child's educational needs, all enrollment paperwork is required 3 days before the child is allowed to start our program.

Incomplete paperwork will not be accepted. Paperwork required for enrollment includes: -

Enrollment Application Forms - Copies of Parent/Guardian's Driver's Licenses may be

requested - Consent Check List - Acknowledgement of Policies Form - Authorization for

Emergency Medical Attention - Physician's Statement / Immunization Record - Tuition

Agreement - Infant Feeding Preference (if applicable) - Food Allergy Emergency Plan (if

applicable) - Infant Sleep Exception Form (if applicable) Parents will be notified within 30 days

of any policy change in writing. Signatures from parents may be required. Parents must notify to

Serenity Preparatory Academy in writing of any change in enrollment information, such as

telephone numbers, email addresses, home addresses and payment information. Serenity

Preparatory Academy reserves the right to dismiss a child at any time with or without cause.

Welcome to Serenity Preparatory Academy! The decision to entrust your child – your most

valued possession – to Serenity Preparatory Academy is an honor we do not take lightly. By

making the decision to educate your child in a Reggio Emilia inspired environment, you are

laying a strong foundation for your child's future; we are honored to be a part of that process.

We at Serenity Preparatory Academy commit to helping your child grow in a well-balanced

manner. Our goal for your child is that they are fulfilled and prepared in every way for the

challenges that face each of us in everyday life.

Mission

Our objective is for children to reach their full potential socially, emotionally, physically, and intellectually. Therefore, parental involvement is highly encouraged because it plays a vital role in each child's learning process. We aim to make a positive impact in the lives of the children we meet. Our goal is to not only help your children prepare for kindergarten, but to learn lifelong lessons such as manners, expressing their feelings, and the importance of academic excellence.

Philosophy

Through providing a safe, nurturing environment, we ensure children are well cared for during the hours away from your care. Children have the natural curiosity to explore the world around them. They do this the best way they know how, through active play. Our hands-on learning activities promote a fun and stimulating environment that helps children develop a passion for learning.

The Vision

Our vision through the operation of Serenity Preparatory Academy is to be the preferred early learning and childcare center in Richmond and beyond by growing our business through quality care and excellent customer service. With the feasibility of the business and opportunities in the Texas market, the long-term vision is to open up more centers across the state.

Required Policies from The Texas Department of Family and Protective Services

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

HOURS OF OPERATION

Serenity Preparatory Academy is open from 5:30 am-6:30 pm, Monday-Friday. The educational hours of operation are 8:30 am to 2:30 pm. Serenity Preparatory Academy follows closely with the Lamar Consolidated calendar with a few exceptions. We close to observe the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Juneteenth Thanksgiving Day, and the day after Thanksgiving, Christmas Eve and Christmas Day. Serenity Preparatory Academy will also have a few Teacher In-Service Days in which the school will be closed. NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Serenity Preparatory Academy may close the day before or the day after the holiday. Parents will be updated on each year's holiday schedule in February.

RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at any time. However, we request that parents drop off their children by 8:30 am each day so that the child can take part in our full educational program. 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 under the age of 18. 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. Drop off and pick up must be done through the front doors of Serenity Preparatory Academy. It is imperative that parents do not drop off or pick up their children from the playground. Licensing requires that children be signed in and out daily. This is done through the front doors of our facility.

ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Serenity Preparatory Academy. Observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, including outdoor play. If a child is too ill to go outside, they must stay at home on this day. Per childcare licensing 746.3601(1) (See #59)
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Tympanic (ear) temperature of 100.0 or higher, accompanied by behavior changes or other signs or symptoms of illness.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours. (This time is 48 hours during pandemic situations.)
5. Contagious examples: Pink Eye, Rashes, Hand Foot & Mouth, etc.

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, Serenity Preparatory Academy **WILL** 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 without medication for 24-hours** Serenity Preparatory Academy has the right to ask for a doctor's statement when a child must leave due to illness. When a statement is provided by the child's health care professional, the document must state that the child no longer has an excludable disease or condition.

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MEDICATION

Please inform your health care professional that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember Serenity Preparatory Academy is designed for well children.

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

- **Prescription medication can only be accepted if it is in the original container and hasn't reached its expiration date.**
- **All medications will be kept in the HOME office in a locked cabinet.** Topical ointments, inhalers, epi pens, and heart medications are kept with the child in their classroom. These must be kept in a location that is secure and out of the reach of children.
- All medications will also be administered in the Kitchen
- Refrigerated medications will be kept in the refrigerator.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. All medications (prescription and nonprescription) must remain in the original packaging. A note from the child's health care professional must be provided if manufacturer's recommendations are not listed.

- Before any prescription or nonprescription medication can be administered, including sunscreen, Serenity Preparatory Academy must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Log Book, which is located in the front office. Please bring a copy of the information given to you by the pharmacy.
- **Medication will only be given if prescribed three or more times a day.** If your child is prescribed medication once or twice a day, parents must administer this before dropping off and after pick up at home.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current. Medication may be given to children with a signed medical information sheet. These are located in the office.

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 injury 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 1.800.222.1222.

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PARENT NOTIFICATIONS

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

- Through weekly email notifications
- Written memos placed in your child's weekly folders
- Smart phone notifications through Brightwheel.

Verbal communication with the child's teachers and director Parent/Teacher conferences are held twice a year in the Spring and Fall, and parents are encouraged to attend. Your partnership and understanding of our curriculum and expectations is imperative for the success of your child.

DISCIPLINE & GUIDANCE POLICY

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

Discipline and Guidance Policy

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction,

which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;

8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open;
and

9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:

• Ensure that the measures are considered commonly accepted teaching or training techniques;

• Describe the training and disciplinary measures in writing to parents and employees and include the following information:

(A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;

(B) What behaviors would warrant the use of these measures; and

(C) The maximum amount of time the measures would be imposed;

• Inform parents that they have the right to ask for additional information; and

• Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001

and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

SUSPENSION AND EXPULSION OF CHILDREN

The safety of all children and employees is important to us. While our goal is to work with children and families, aggressive behavior may place others at risk. Serenity Preparatory

Academy reserves the right to terminate care for aggressive behavior at any time. **No reduction**

or refund of tuition fees will be given in these situations. Aggression and violence toward staff

is not tolerated. Suspension or expulsion is a consequence of such actions. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with Serenity Preparatory Academy by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

SAFE SLEEP PRACTICES FOR INFANTS

All staff, substitute staff, and volunteers at Serenity Preparatory Academy will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2427 and 747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full-size cribs [Sections 746.2409 and 747.2309].
- For infants who are younger than 12 months old, cribs play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices [Sections 746.2415(b) and 747.2315(b)].

Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing [Sections 746.2429 and 747.2329].

- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe.

Their use may increase the risk of suffocation [Sections 746.2415(b) and 747.2315(b)].

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [Sections 746.3407(10) and 747.3203(10)].

- If an infant needs extra warmth, a sleepers or footed pajamas will be used, [Sections 746.2415(b) and 747.2315(b)].

- Place only one infant in a crib to sleep [Sections 746.2405 and 747.2305].

- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [Sections 746.2415(b) and 747.2315(b)]

or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk [Sections 746.2401(6) and 747.2315(b)].

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat),

move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep

Exception/Health Care Professional

Recommendation, signed by the infant's health care professional [Sections 746.2426 and 747.2326].

- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [Sections 746.3703(d) and 747.3503(d)].
- Actively observe sleeping infants by sight and sound [Sections 746.2403 and 747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [Sections 746.2427 and 747.2327].
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [Sections 746.2427 and 747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional [Sections 746.2428 and 747.2328].

Meals

The Provider serves a morning snack, lunch and afternoon snack and Supper to all children who are in attendance at the time of service. Meals are served at no extra charge.

If your child has food allergies (including milk and juice), please provide a written statement from your child’s physician. Per CACFP regulations, this documentation must be in your child’s file.

Please do not send your child with candy, gum, or junk food. We are on the Food Program and these items are prohibited.

IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in Serenity Preparatory Academy. A copy must be in the student'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 Serenity Preparatory Academy may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Per federal law, child care programs are prohibited from discriminating against a family's personal belief, including immunizations.

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. Parents must bring in screening proof from their local health care professional.

WATER ACTIVITIES

"Splash Days" are held during summer camp sessions and occasionally throughout the year. This special event involving water play will be limited to the use of sprinklers, slip and slides and individual water dispensing handheld apparatus. State mandated ratios are followed for this special activity. Parents will always be notified in writing before water activities

ANIMALS

From time to time, Serenity Preparatory Academy may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present, which could also include Petting Zoo and special guests' pets

Serenity Preparatory has a dog. Children will wash their hands after touching the dog. Please advise us of any Known allergies.

SUNSCREEN AND BUG REPELLANT

Serenity Preparatory Academy will apply sunscreen and/or bug repellent as needed. Sunscreen and bug repellent must be provided by the parent, must be in the original container, and must not have expired. A "Sunscreen/Bug Repellent Permission Slip" must be completed by the parent before these items can be applied.

QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. Please understand that there are times that information cannot be shared with parents about decisions made for the best interest of Serenity Preparatory Academy.

PARENT PARTICIPATION

We encourage parent involvement, especially with all school events. Before having direct access to children, Serenity Preparatory Academy will run a criminal background check on all

volunteers. Parents must complete a “Volunteer Orientation” before participating in events on a regular basis.

MINIMUM STANDARDS FOR CHILD CARE HOMES

Serenity Preparatory Academy is licensed and regulated by the Texas Department of Family and Protective Services and Serenity Preparatory Academy follows the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise, or proficiency:

- Ensure that the measures are considered commonly accepted teaching or training techniques;
- Describe the training and disciplinary measures in writing to parents and employees and include the following information:

(A) The disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;

(B) What behaviors would warrant the use of these measures; and

(C) The maximum amount of time the measures would be imposed;

- Inform parents that they have the right to ask for additional information; and
- Ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code §261.001

and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect). or view the standards online at

www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp Serenity

Preparatory Academy encourages parents to view our compliance history with Child Care

Licensing. Our most recent inspection is posted on our parent communication board or you may

view this at:

www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

Parents may also contact our local child care licensing office at 512-438-4800.

STATE CONTACTS

Parents may access the Texas Child Abuse Hotline at 1-800-252-5400. Parents may access the Department of Family and Protective Services and Health and Human Services website at

www.dfps.state.tx.us/child_care

EMERGENCY PREPAREDNESS PLAN

Emergency situation procedures: Evacuation plans are posted at each of the three exits. In case of evacuation of the house, the children will be taken to the driveway of 5822 Micah Lane Rosenberg Texas Way. In case that the neighborhood needs to be evacuated, the children will be transported by the educator to Foster High School at **4400 Fm 723 Rd, Richmond, TX 77406**. Parent/guardian will be notified. In the event that the house should lose power, heat or water, the educator will contact the utility to determine the projected length of loss of service. Should we lose power, heat or water for more than 1 hour, the educator will contact the parents/guardian to pick up the child. In case of a natural disaster, the educator will follow the directions of the local emergency personnel. The educator will notify the parent/guardian or emergency contact to pick up the child.

BREASTFEEDING

Serenity Preparatory Academy will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

CHILD ABUSE REPORTING LAW REQUIREMENTS

Serenity Preparatory Academy staff are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is 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. Serenity Preparatory Academy has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. Serenity Preparatory Academy will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff is prohibited under Texas law to 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. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

WELL CHECKS

Serenity Preparatory Academy 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. A Serenity Preparatory Academy staff member may complete an “Incident Report” to document these situations.

VACCINE-PREVENTABLE DISEASES

All Serenity Preparatory Academy employees are encouraged to receive an annual flu shot

OPEN DOOR POLICY

Serenity Preparatory Academy has an open-door policy. Parents and legal guardians may visit the center at any time to discuss the care and education of their child with the center director and staff or to observe their child. This visit may be limited to the office area due to other entry restrictions and/or disruptions to the classroom setting. (State Licensing can close a campus during a pandemic. This means only registered children and staff may be inside the facility.)

GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gangfree zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

TUITION AND FEES

Change in Enrollment Status

Parents are required to provide a two week notice if they change their child’s enrollment status or need to suspend services for a specific period of time. Parents are also

required to provide a two-week notice if they plan to withdraw their child from the Center. Failure to provide proper notice may result in an additional registration fee to re-enroll your child.

Full-time tuition is:

- Infants 8 weeks to 17 months 185.00 Weekly
- Toddler 18 months to 24 months 165.00 Weekly
- Preschool 3-5 145.00 Weekly
- After schoolers 105.00 Weekly
- NCI co-payments are due on the 1st day of each month.

Drop In Care

Drop In Care is only available to students presently enrolled in Serenity Preparatory Academy. Families must first check with the administration to see if space is available of the requested day for Drop In Care. A \$80 per day fee is charged for Drop In Care. The Drop In Care fee is for school hours and does not include AM/PM Care charges, which are extra. This fee must be paid on the day of use. If using several days of Drop in Care, the total must be paid on the first day of use. All Drop In Care must be preapproved by the office prior to the day of use.

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ENROLLMENT CHANGES

We understand that from time to time families may need to change the status of their child's enrollment. A request for enrollment change must be made in writing or electronically (Change of Enrollment Form). Changes are to take place and be effective on the first of the month.

Whenever a change in enrollment takes place, a new Tuition Agreement form must be completed

and signed so that a record of the change can be placed in Serenity Preparatory Academy files. The Director will correspond with you about how the changes will effect your tuition payments. Serenity Preparatory Academy will not offer refunds or credits on your account when enrollment is changed in the middle of the month. After one change per semester, there will be a Change of Enrollment Fee of \$25 for each additional change.

DISCOUNTS

Families who enroll two or more children will pay full tuition on the oldest child. Each additional child enrolled will be given a 10% discount on tuition. Sibling discounts do not apply to registration fees, supply fees or extended care charges.

EXTRA FEES

A non-refundable annual registration fee of \$75 is due at the time of enrollment. Returning families will pay a \$50 registration fee for the first child and \$25 for each additional child. A \$50 curriculum / supply fee is due on September 1st and January 1st. The supply fee is not discounted for additional children enrolled. The registration and supply fees are also not prorated or refundable for the semester.

The registration fees and curriculum/supply fees are non-refundable.

Our program is open Monday through Friday from 5:30 am to 6:30 pm Serenity Preparatory Academy is licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late picking up your child (after 6:30 pm), a \$1 PER MINUTE late penalty will be charged to your account.

ARRIVAL AND PICK UP TIMES

Children need to be in attendance by 8:30 am each day so that they may benefit from our curriculum, routines, and rituals. Exceptions can be made when children have appointments with

health care professionals or related services. Serenity Preparatory Academy's regular school day ends at 2:30 pm. Children who arrive after the designated lunch time should eat before coming to Childcare . Feeding will be confined to the time scheduled for the class. Children cannot be dropped off during nap time. This causes too much of a disturbance for children napping. Drop off and pick up must be done through the front doors of Serenity Preparatory Academy. It is imperative that parents do not drop off or pick up their children from the playground. Licensing requires that children be signed in and out daily. This is done through the front doors of our facility.

CONFIDENTIALITY

While your 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 Serenity Preparatory Academy must remain confidential at all times including, but not limited to posting confidential information about Serenity Preparatory Academy, our children, staff and/or families on social media. Breaching confidentiality may lead to disenrollment.

PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Serenity Preparatory Academy prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Serenity Preparatory Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian. Serenity Preparatory Academy must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these

rules while on our property. Failure to follow discipline and guidance rules will lead to immediate termination of care. In the event that a parent is dissatisfied with any situation at Serenity Preparatory Academy, parents are to maintain composure and handle issues professionally with the center Director and/or staff. Conversations that take place in the classroom must be developmentally appropriate for the children who are observing and must not be aggressive in tone. Any behavior that places a child at risk will lead to immediate dismissal from the program.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

PARENT RESPONSIBILITIES

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in or out will be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, the staff of Serenity Preparatory Academy is not permitted to take children home from our center. Serenity Preparatory Academy employees may not be added as an authorized pick up or emergency contact for any child enrolled but their own. Children dropped off at carline will be signed in by a staff member.

In order not to confuse school toys with a child's personal property, children do not need to bring playthings from home. Serenity Preparatory Academy staff cannot be responsible for lost or broken personal toys. One exceptions 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 the center Director.

- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, at the reception desk, or in e-mail.
- Pick up your child's papers/projects. Their work is very important to them and provides another means of communication between parent and child. This can help the parent share in the child's day.
- Please be aware of the scheduled meal times of breakfast and lunch. Make sure your child arrives in time to be included in those meals. Meals cannot be saved or rearranged for children who arrive after these times.
- Staying hydrated is very high on our priority list during the day. Please provide a container of water that your child will use throughout the day. This will be sent home daily for cleaning purposes.
- Serenity Preparatory Academy does not provide lunch for children. Each child will be required to bring their own lunch for the day. It is requested that you do not send sugary items for lunch. A healthy lunch will help to give your child a boost during the day. Classrooms will have a designated lunch period daily.
- Nap mats are needed for nap time. These will be sent home on Friday so that you can launder them over the weekend.
- Uniforms are to be worn by those in the three-year-old and Pre-K classes.
- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly. Serenity Preparatory Academy cannot provide clothing for children that have accidents.

The Texas Department of Family and Protective Services do not allow smoking, vaping, or the use of any tobacco product on the premises, either indoors or outdoors

RIGHT TO REFUSE ADMISSION

Serenity Preparatory Academy reserves the right to refuse admission to any child at any time with or without causes

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic situations that present a safety risk to the child, staff or other children enrolled at Serenity Preparatory Academy if the child were present at the school.
4. Parents failure to maintain accurate, up to date records.
5. Parents' failure to complete and submit required documentation in a timely fashion.

WITHDRAWAL FROM PRESCHOOL PROGRAM

A Thirty (30) day written or electronic notice (Withdrawal of Enrollment Form) must be given for withdrawing a child from Serenity Preparatory Academy. If a family fails to give a thirty-day notice, Serenity Preparatory Academy has a right to draft from the family's bank account when proper withdrawal notice has not been given. Serenity Preparatory Academy has a right to refuse service to any family for any reason. Partial tuition installments will not be refunded.

CUSTODY SITUATIONS

Serenity Preparatory Academy **WILL NOT** get involved with custody disputes Serenity Preparatory Academy will follow court orders exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN**

THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Serenity Preparatory Academy has the right to terminate care, including, but not limited to decisions about the child's care, health, and education. Parents must have these conversations at home and notify the center of any mutual decisions made by both parties involved.

INCLEMENT WEATHER / EMERGENCY CLOSURE POLICIES

Emergency Drills

Emergency Fire Drills are held monthly and Severe Weather Drills are held every three months to ensure children are accustom to emergency evacuation and relocation procedures.

Serenity Preparatory Academy will follow the standard set by the Lamar Consolidated ISD for inclement weather closures. In the event that the school closes due to inclement weather related issues, the closure will be posted on our school's Facebook page, Bright wheel, website, and parent email group. Serenity Preparatory Academy does not offer credits or refunds on inclement weather times or other emergency closures.

Serenity Preparatory Academy will follow Lamar Consolidated ISD in most cases but not all. You will be informed when this takes place. Serenity Preparatory Academy does not offer credits

or refunds on emergency closures that are in the best interest of the safety of the children, families and community.

CURRICULUM

Serenity Preparatory Academy believes 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. Serenity Preparatory Academy 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 environment. An example of the curriculum used is Experience Learning.

CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child's chronological age, as of September 1st Serenity Preparatory Academy typically will only do a transition during the school year for children in the infant and toddler classrooms on a needs basis. Placement in our classes are designed and coordinated with the local school system. Classroom assignments are done so that a child will transition smoothly from Serenity Preparatory Academy into Kindergarten at the appropriate age. Promotion to new classrooms take place at the beginning of the school year in August

CHILD TO STAFF RATIO

Serenity Preparatory Academy follows national ratios set by the Association for Early Learning Leaders. These ratios exceed state ratios and licensing expectations. From time to time, Serenity

Preparatory Academy may follow state ratios, but will never be non-compliant unless under emergency situations.

NAP TIME

Supervised rest periods are provided for all children under five years of age who remain Serenity Preparatory Academy for six or more hours a day, and for all other children who show a need for a rest time. Parents will need to provide clean blanket and sheet for naptime and take them home Fridays for washing. Parents may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in the child's cubby. Child care licensing requires that all children be offered a nap or rest period. Children should in class prior to or after nap time in their classroom. **Do not drop children off during nap times.**

PERSONAL BELONGINGS

Parents must supply all bottles for their child. **Please label everything with your child's first and last name.** Child care licensing prohibits children from walking with or sleeping with cups or bottles. During drop off time, parents are to ensure that children are sitting at a table if they are leaving their child with cups.

Serenity Preparatory Academy uses washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home Serenity Preparatory Academy cannot be responsible for broken or lost items.

OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas

Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground

PHOTOGRAPHS

Serenity Preparatory Academy 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 or phone 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 parents. Please note that during certain parent events, such as Christmas programs, and all school events, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

SOCIAL NETWORKING WEB SITE

Cyber identity and social networking is very exciting these days. However, please understand that employees of Serenity Preparatory Academy are prohibited from participating in social networking with parents and children including but is not limited to Facebook, Twitter, and Snapchat. Special closed classroom Facebook groups have been created so that parents and staff can communicate and share pictures from the day.

BITING

Biting is a common issue in early child development. 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 Serenity Preparatory Academy will work with parents when biting becomes a problem. Every effort will be made to solve the issue as soon as possible. One solution may be to provide a “shadow” for the child who bites as a way

to help train them. If this option is used parents will need to pay extra to help cover the cost of hiring a shadow for their child. Shadow cost will be dependent on the age of the child and the number of days they are in school. Shadowing is not always an option due to staffing restraints

POTTY TRAINING

Although potty training is not a part of the preschool curriculum, our staff will be happy to support you in your efforts. Because we know each child is different and develops at his or her own natural pace, Serenity Preparatory Academy will not refuse admission of a child based solely on whether or not she or he is potty-trained. The only exception is in our Pre-K Classes. Please communicate your individual needs to your child's teacher, who will assist you in a reasonable manner. Frustrated or distressed child will not be made to sit on the toilet. Staff will provide regular opportunities to go to the restroom and implement simple reward systems at the parent's request. Non-flushing potty chairs and potty seats are not permitted. In potty training rooms the child will be placed in a pull up when accidents happen that may cause unsanitary conditions. The staff will keep a record of "incidents" to help determine when a child can wear underwear instead of a pull up. The standard is to go two weeks without an accidents. Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones and personal electronic devices in classrooms. Please end all calls prior to entering the building so that our staff can properly communicate with you. Teacher's personal cell phone use is prohibited. Please call the school phone number and calls can be transferred to your child's classroom.

PROMOTION OF INDOOR & OUTDOOR PHYSICAL ACTIVITY

Serenity Preparatory Academy strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology. Infants will be given opportunities for physical activity, including supervised tummy time. Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day. Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.

Serenity Preparatory Academy will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

1. Two occasions of active play outdoors when weather permits, which includes our extended care times.
2. One session of P.E class that will promote moderate to vigorous activities daily.
3. Two or more structured or teacher-led activities or games that promote movement over the course of the day.
4. Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom, P.E class or on the playground, when weather permits. When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

We, at Serenity Preparatory Academy, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in early education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at Serenity Preparatory Academy