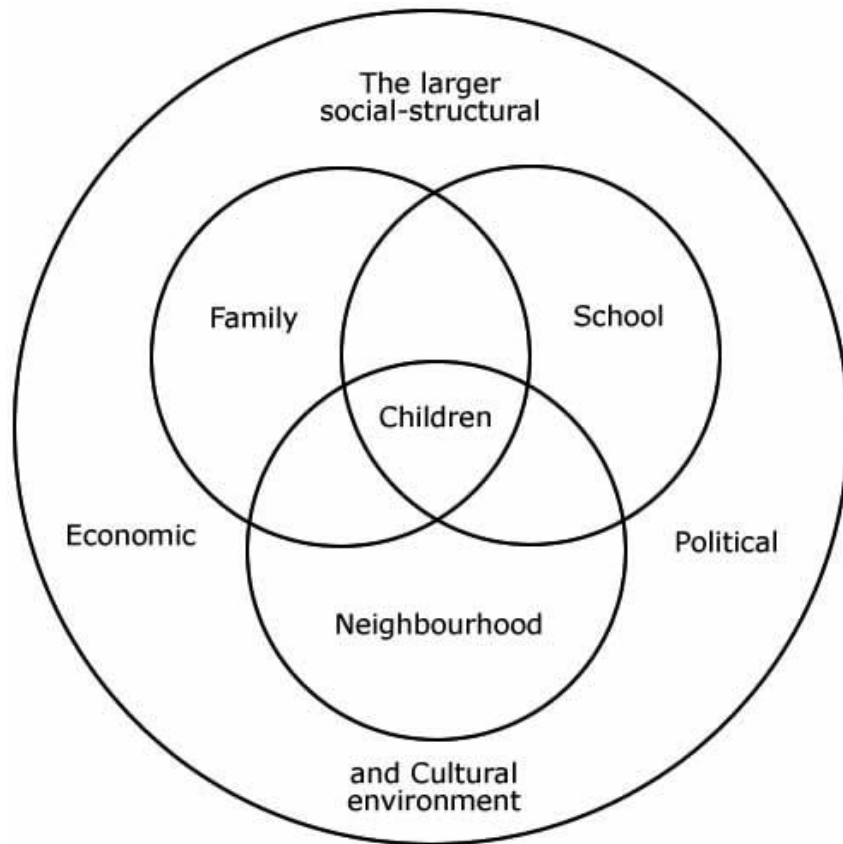


Crosby Christian Academy

Student Policy Handbook

March 2018



Building a community we want our own children to grow up in!

Crosby Christian Academy

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Crosby Christian Academy – General Policies & Procedures

Thank you for choosing Crosby Christian Academy (CCA). At CCA we are pleased to help you facilitate the right environment for your child. We are here to help!

Our goal is to provide your child with a clean, comfortable environment where he/she may play, learn and develop academically and socially with guidance and loving care while you are away. To ensure that expectations and requirements are understood, please read this policy book in its entirety. If you have any questions, please feel free to ask. If you have any complaints or concerns, please let us know.

The policies listed below are set forth by Crosby Christian Academy and are in accordance with the Texas Department of Protective and Regulatory Services Child Care regulations. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and Crosby Christian Academy.

Business Hours

Childcare is provided Monday through Friday 6:00 AM until 6:30 PM. Any changes made by CCA regarding daycare time changes will be given in written form and posted in the foyer with one week notice prior to change.

Admission Paperwork

The following paperwork is required before acceptance of your child(ren):

- Signed Policy Handbook Form
- Signed Financial Agreement
- Admissions Information Forms
- Authorization for Medical Care Form
- Discipline and Guidance Form
- Divorce or Separation Decrees regarding custody of child
- Immunization records – CCA will not accept a child that is not current on immunizations

Please Note: All forms and records must be updated yearly or as applicable.

Safety Concerns

To ensure the safety of your child, only you or designated people may pick up your child. A picture ID is required on file for you, your spouse and each designated person. It is your responsibility to alert the center of changes for designated persons. Under no circumstances will we allow your child to leave the center with someone other than a designated person as noted in your child's file even if you phone the center to authorize. This is strictly enforced for the purpose of your child's safety.

Access control

CCA is committed to the safety of your child. Access control cards will be issued at the time of registration. Two cards per family are issued at the time of registration. Lost or stolen cards should be reported immediately. CCA does offer smaller key chain fobs for a nominal fee.

Verification of Legal Custody

In situations where a divorce or legal separation occurs, a copy of the court order recognizing the parent who has legal custody of the child as well as visitation schedules will be kept on file at the center. If no court documentation is available, we cannot refuse a paternal parent access to their child.

Arrival and Departure

Children must be accompanied by a parent or guardian when entering and or departing the center. Each child must be clocked/signed in and out by parent/guardian/designee on a daily basis. The access control card issued to you will be used to sign your child in / out. Notify the office if you are picking up other children or if you are not picking up all your children.

Payments, Registration & Supplies

A one-time registration fee of \$75.00 per family and the first week's tuition will be required before your child(ren) can be enrolled at CCA. An annual supply fee of \$50 will be charged to each family.

Payments are due each Friday in advance of care and without exception. Refunds will not be made for absence due to a child's illness or for any other reason. To maintain a guaranteed place for your child(ren), contractual fees are due each week or month if paying monthly, otherwise your child(ren)'s spot will be filled by another child, waiting to enroll.

Late Fees

An extra fee of \$5.00 will be charged (per child) for every five minutes past our posted closing time. A tuition late fee of \$25.00 will be invoiced for any payments more than five days overdue.

Monthly Payments

Monthly payments are due on the 1st of each month or the following Monday after the 1st if the 1st falls on a weekend.

Credit Cards & Checks

We accept cash, Visa, Master Card, Discover, checks and money orders for your convenience. A \$25.00 fee will be charged for non-sufficient returned checks plus any additional charges incurred to the center by the bank. Parents who have two or more N.S.F. checks will be required to pay by cash or money order. When paying with cash, please request a receipt from CCA staff at time of payment.

Fee Change

Should changes in childcare fees become necessary, new fees will be posted one month prior to the effective date. Parents should be aware that you are paying for your child's specific slot, not per hour or per day. No discounts are given for partial day or week attendance.

Holidays

CCA will post dates of closure for holidays at least (1) weeks in advance so that you can make other childcare arrangements if necessary.

Parent/Child Vacations

We will hold your child's spot for 2 weeks of vacation per year. Please complete a Vacation Form and turn into office at least 2 weeks in advance of your vacation so that we will not fill your child's place while you are away.

Absences

CCA will not be responsible for holding your child's spot for any reason except for vacations as mentioned above.

Weather

If severe, threatening or catastrophic weather conditions such as hurricanes, flooding, power outages etc. occur during hours of center operation, we reserve the right to ask that you or a listed designee pick up your child according to our recommendation. Typically, if area schools are closed due to adverse weather conditions we will also close the center. Please call CCA (281-328-7113) for more information. We do practice fire and threatening weather drills as outlined by TDFPRS.

Building Evacuations

In the event of a fire the children will be evacuated to our playgrounds or to Alliance Properties (5519 FM 2100). In the event local authorities force us to relocate all students and staff we will go to Crosby Church (5725 Highway 90 Crosby, TX).

Hygiene and Clothing

We will do our best to maintain and teach each child strict cleanliness and hygiene standards. Children's hands will be washed before and after meals, after outside play and after restroom visits. We ask that you send a jacket or otherwise appropriate clothing, so your child can enjoy all the activities of the day. Flip Flops are not allowed at CCA. Sandals that can be strapped on may be worn.

The first two weeks of childcare will be an adjustment time for you, your child and the caregiver. We will strive to help you and your child's transition to be as smooth and comfortable as possible. Our main concern is for your child, we will inform you if we feel your child is not progressing after this trial time or if we feel your child has not conformed to realistic adjustment. If or when this assessment is made by CCA, we will ask that you secure childcare from another source suitable to your child's needs. If it is your intent to withdraw your child/children from CCA, a two-week notice is preferred. Please let CCA know as to why you are withdrawing your child/children.

Crosby Christian Academy may terminate childcare arrangements immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this manual.
- Failure to comply with contractual agreement.
- Child exhibits destructive, mean or hurtful behavior to another child or premises or materials after parent/guardian conference with CCA does not resolve behavior problem.
- Non-payment of childcare tuition.
- Failure to bring child to center five (5) consecutive days without any verifiable communication either by parent or guardian.
- Failure to complete required forms.
- CCA's inability to meet the child's needs without additional staff.
- Blatant disrespect towards provider and/or provider's staff.
- Parent/Guardian knowingly brings an ill child to the center.

Supplies

CCA Provided Supplies

- Nap mats
- Crib & mat w/ sheets
- All posted meals and snacks
- Great teachers & environments
- Curriculum, craft supplies, & activities

Parent provided supplies

- Bottles, formula and baby food.
- Diapers and wipes.
- Full changes of clothing labeled with child's name
- Pillow and blanket labeled with child's name
- Any other supplies or food your child may need or require other than what CCA supplies.

Please do not bring toys from home. We cannot be responsible for their safe return. The only exceptions to this policy are as follows:

- A special blanket or stuffed animal/doll to be used during nap time. This will be put up and only used for the appropriate nap time. Please limit your child to one favorite item.
- Please write your child's name on any items he or she brings in.
- Requested Items for show & tell

Bedding

Infants sleep in separate cribs that are changed a minimum of one time per day with clean linens and blankets. The one-year old's and up will nap or rest on washable mats provided by CCA. Each child will be required to bring his/her own labeled pillow and blanket. These items will be given to the parent/guardian at the end of each week for washing.

Meals and Snacks

CCA will provide a nutritious breakfast, lunch and two snacks, as well as drinks to the children. Your child will not have access to carbonated beverages. The meal schedule is listed below. If your child is on site during these times, they will be served. Children who choose not to eat will not be served again until the next scheduled meal or snack. Food allergies must be confirmed by a doctor in writing.

Breakfast	6:30 AM – 8:00 AM
AM Snack	9:00 AM – 11:00 AM
Lunch	11:00 AM – 1:00 PM
PM Snack	3:00 PM – 5:30 PM

Breast feeding

We support breastfeeding mothers with comfortable recliners and offer special accommodations for breast milk. The bonding process, the cost savings, and the health benefits for both mother and baby through breastfeeding are irrefutable.

Child Illness

Under no circumstances should you bring your child to daycare if he/she has a armpit temperature of 99.4°F or higher, vomiting, diarrhea, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears or unexplained rash, lice, etc.

If you are not sure your child is well enough to attend, please call your doctor or CCA to discuss. We cannot put other children at risk in caring for another child that is not feeling well. Therefore, your child should not attend daycare if they are not feeling well enough to participate in daily activities (i.e. a child that wants to sleep or lay down all day is not a well-child).

The TDFPRS prohibit the admittance of any child into a daycare atmosphere if they exhibit any of the following symptoms:

- Armpit temperature of 99.4 degrees or greater
- Child needs to be fever free for 24 hours without the aid of medication.
- Diarrhea – child must be symptom free for 24 hours without the aid of medication.
- Vomiting – child must be symptom free for 24 hours without the aid of medication.
- Runny nose with colored discharge – note from your doctor.
- Rash – note from your doctor.
- Boils, skin abscess or pus-filled bumps - note from your doctor.
- Discharge from eyes or ears – note from your doctor
- Lice – child must be treated, and nits removed before they return to the center.
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagion period is passed, and the child is well enough to resume normal childcare activities - note from your doctor.

Medication

Only lifesaving medications / devices can be used. ie. Benedryll & Epi-Pen

Medical Emergencies

Minor bumps and scrapes are inevitable, but we will make every effort to keep your child safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately.

If we are unable to contact either parent/guardian, we will call the emergency contact number and they will make the medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation.

Nap/Quiet Time

All children will be required to lie down for a nap/rest period each day. Your child will not be forced to sleep but they must rest for a reasonable amount of time.

Damages

It is expected that your child be respectful of personal property and furnishings. If your child intentionally damages property through destructive or malicious behavior you will be liable for 100% of the replacement costs.

Lost Items

CCA is not responsible for lost items such as clothing and personal effects. We will do our best to keep track of your child(ren)'s belongings but will not be liable for them. We recommend that you label all of your child(ren)'s clothing and personal effects. Please check our lost & found bins.

Potty Training

We will assist in potty training with the understanding that it will only work if we work together. Your child will learn at a faster pace if consistency is applied at home and at daycare. During this transition, please make an effort to help us by making sure your child's clothing is easily managed from the standpoint of self-help skills by the child. Buckles, belts, buttons and zippers, when in a hurry to use the restroom, will create problems. We ask that while your child is in training that you supply at least six (6) training pants or training diapers per day. TDFPS does not allow us to dispose of feces on behalf of the parents. We are required to bag clothing and contents for the parents to wash at home.

Behavioral Goals

While in our care positive encouragement will be applied to develop self-esteem. Children will not be subject to spanking, hitting, kicking, verbal, emotional, or physical punishment. (See our discipline guide form). We believe the most effective ways of enforcing positive behaviors are: Praise, Respect, Re-direction, and Positive Re-enforcement.

We encourage children to problem solve during conflict with another child using positive strategy. During conflict it is important for children to feel respected, secure, loved, important and special. Children need to know an adult is always available to listen and help, not judge. Our goal is to coach and interact with children so they can negotiate compromise, brainstorm and work out a mutually beneficial agreement, together!

Transportation / Field Trips

Crosby ISD & CCA provides transportation to & from the center.
Field Trips are currently only available to PreK 4 & school age children.

Policy Revisions

Revisions to policies and procedures, contracts and forms will be posted with a minimum of two (2) weeks' notice, unless it is a new childcare regulation – these changes will take place immediately. Policies, contracts and forms will be reviewed periodically and updated, if necessary. We will notify parents/guardians in writing of any changes. All previous forms will become void.

Open Door Policy

While your child is in our care, you can be assured that the door is open to you. Please feel free to drop in and check on your child; however, keep in mind a child adjusting to a new surrounding will want to leave with you if you drop in for a visit and may disrupt the rest of the children.

Communication is the most important tool we possess. Without good communication skills even the best plans will disintegrate.

We welcome communication of any kind that results in a positive outcome for the child. Sensitive issues can be discussed with a manager or director. Parents should check our information board located in the foyer for special notices and activities. Papers will be placed in your child's bag and will contain activities for the day/week, notes and reminders to you, the parent. We also send out a monthly calendar/newsletter highlighting CCA activities. This is a great way for you to know about your child's days and for us to stay in touch.

Short Term Personnel

CCA supports the local Child Development Programs at Lee College & San Jacinto College. These college students can earn course hours by observing our teachers & students. They are carefully selected by the college and under constant supervision by our staff while on the campus.

A person wishing to volunteer at CCA more than 2 days per year (including parents or guardians) will be subjected to a Criminal History and Central Registry Check before permission is granted.

No Smoking Policy

CCA strictly upholds the Texas Department of Protective and Regulatory Services rule which states there shall be no smoking on the premise & no smoking outside the building due to possible harmful allergic implications to a child's health.

Hearing & Vision Tests

Screening Tests (ages 4 and up) for eyes and hearing are mandatory requirements issued by TDPRS. If your child has already been screened prior to enrollment, the parent or guardian must provide appropriate documentation. Testing will be completed for all children and a small fee will be billed to the child's account.

Animals

Strange animals are not allowed on the premises or around the children. The Director will occasionally bring her Ridgeback Dog to the center with limited access to the children.

Water Activities

We offer water play days in the summer months. This includes sprinklers and slip & slides. An extra set of clothes i.e., swimsuit or shorts and a tee shirt and appropriate water shoes are required. Sun screen should be provided by the parent/guardian if you desire.

A parent or guardian wishing to visit or volunteer at CCA more than two days per year will be subjected to a Criminal History and Central Registry Check before permission is granted.

Child Abuse/Neglect

It is the law and also Crosby Christian Academy's responsibility as a childcare provider to report any and all suspected abuse or neglect of a child. Action will be taken to the extent of the law on any suspected case.

Minimum Standards and the Childcare Center's Most Recent Licensing Inspection Report

It is our desire for you to feel comfortable in knowing what guidelines have been set forth for our facility by the TDFPRS. A copy of the minimum standards manual (mandated by TDPRS) can be viewed at the center by contacting the operations manager or director in person or by telephone at 281-328-7113. These documents cannot be removed from the center.

Texas Department of Protective and Regulatory Services

713-940-5100 & 713-940-3009 Licensing Office / 800-252-5400 Child Abuse Hot Line
www.dfps.state.tx.us

State of Texas Gang Free Zoning

Gang-free zone is within 1000 feet of any child care center. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of the law and is therefore subject to increased penalty under Texas state law.

2018 - 2019 School Closings

<i>Good Friday</i>	1 day
<i>Memorial Day</i>	1 day
<i>Independence Day</i>	1 day
<i>Labor Day</i>	1 day
<i>Thanksgiving</i>	2 days
<i>Christmas</i>	2 days
<i>New Years</i>	2 days

Center Director / Jessica Nelson
Assistant Director / Pam Johnson
General Manager / Rivers Bowden

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www.ccakids.us / www.crosbychristianacademy.com