

Sweeny Christian School



“Sharpening minds for God’s future.”

Parent Handbook

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We at Sweeny Christian School, know that you trust us with your most valuable treasure, your child, and we strive to serve our families with the absolute best in preschool and school-age education and childcare.

SWEENEY CHRISTIAN SCHOOL

Sweeny Christian School's goal is to be a leading preschool and elementary program. Our program gives children ages 2 through 11 years opportunities to develop the whole child. The Board of Trustees and the Administration of Sweeny Christian School is dedicated to using the inerrant Word of God as the source and final authority in providing academic excellence with spiritual growth for every student. The school strives to work with parents in maximizing each student's learning potentials and success through a close and positive parent-school relationship. In addition to the normal academic program, the child will be taught to respect authority, patriotism, moral values, and faith in God.

In our preschool, we focus on learning through child-directed play experiences and curriculum time. We believe a balance of play and school enhances growth and development in all areas: spiritually, physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving environment with staff who are dedicated to enriching children's lives.

The Board of Trustees of the school is made up of members of the Church of Christ; however, the school is not operated or funded by the church.

Sweeny Christian School has been in operation since 1982 and is a member of the National Christian School Association.

NON-DISCRIMINATION POLICY:

Sweeny Christian School does not discriminate based on gender, race, 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.

REQUIRED POLICIES

Sweeny Christian School 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.

SPECIAL NOTE: As a convenience, use of the single word parent assumes the parents OR legal guardians of the child.

HOURS OF OPERATION

Sweeny Christian School is open from 7:00 a.m. – 6:00 p.m., Monday through Friday, from mid-August until the end of May. We close to observe the following holidays: Labor Day, Thanksgiving, Christmas, New Year’s Day, Martin Luther King Day, President’s Day, Spring Break, Easter, and Memorial Day. Parents are given a school calendar upon enrollment which details the holiday schedule.

Preschool and Kindergarten	8:00 a.m. – 2:00 p.m.
Elementary	8:00 a.m. – 3:00 p.m.
Morning Extended Care	7:00 a.m. – 8:00 a.m.
Afternoon Extended Care	2:00 p.m. – 6:00 p.m.

DROP OFF AND RELEASE OF CHILDREN

We strongly encourage parents to drop off their children **between 8:00 – 8:10 a.m.** each day so that the child can take part in our full educational program. **Students will not be permitted into the building prior to 8:00 a.m. unless enrolled in our Extended Care program.**

Per Texas state laws, parents have a right to access their child 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 be able to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend school. Sweeny Christian School 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 the staff can provide without compromising the health, safety, and supervision of the other children.
3. Oral temperature of 100.4 or temporal/axillary temperature of 100.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea episodes, or vomiting episodes in a 24 hour period.
5. Symptoms of pink eye or conjunctivitis, including discoloration and/or discharge of fluid from eye.

Parents should keep their children home if:

1. They have a fever or have had a fever during the previous 24 hours. Using a medication to bring down the fever does not rid the child of the cause. **The child MUST be fever free WITHOUT the aid of medication.**
2. They have a rash or has had diarrhea or vomiting within the previous 24 hours.
3. They have head lice and/or nits are present.
4. They have a contagious disease including, but not limited to COVID-19, hand foot mouth, chicken pox, measles, flu, fifth disease, and others.
5. They have a constant cough.
6. Child's eyes are pink and/or have a fluid discharge. The child may return after 24 hours of being treated.

Please notify the school if your child does have a communicable disease. 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 their child within 30 minutes of notification. **If a child is sent home sick from our school, they may not return until the child is symptom free for 24 hours.**

MEDICATION

Please inform your physician that your child is in full-day or part-day school and that you prefer to give medications at home, morning, and evening, if possible. Limiting medications dispensed away from home helps to prevent medication errors. Please remember, our program is designed for WELL children.

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

- All medication is to be brought into the **office** by a parent and a Medication Authorization form will need to be filled out and signed. Do **NOT** send medication in your child's backpack.
- Prescription medication will be accepted **ONLY** if it is in the **original container**, is **prescribed to your child**, and **hasn't reached its expiration date**.
- Non-prescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container. The medication bottle **MUST** include your child's age to be administered.
- Before any prescription or non-prescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent/guardian. You will need to fill out the necessary forms located in the school's office.
- **Fever reducing medication such as Tylenol, Motrin, etc. will not be administered as this could mask a fever.**
- Medication will be sent home after the last date that the medication is administered.

ALL medications are required to be kept in the school office in the First Aid Cabinet at all times during the day. They are only removed when they are to be administered to the child and when the parent picks the medication up to take home. The parent must fill in the Daily Medication Log when they leave the medication in the office.

DO NOT LET YOUR CHILD BRING THE MEDICATION IN AND DO NOT PUT IT IN THE CHILD'S BACKPACK.

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.

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 at 1-800-222-1222.

PARENT NOTIFICATIONS

Open communication with parents is very important to a child's success. Sweeny Christian School uses 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 Sweeny Christian School may communicate with parents:

- Daily or weekly Sonshine Reports from the child's teacher
- Flyers and memos placed in your child's folders
- Verbal communication with the child's teacher
- Verbal communication with the administrator and office staff
- Communication sent via the ProCare app.

DISCIPLINE AND GUIDANCE

Sweeny Christian School staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction.

A few examples used in this situation are: encouragement of good behavior and praise instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; and redirecting behaviors.

There may be times during the day when a supervised separation time is needed. This is a “time-out” and is used according to the age of the child and development and limited to one minute per year of the child’s age.

Sweeny Christian School’s staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

SCHOOL RULES DO NOT ALLOW STUDENTS TO:

- Damage school property
- Possess weapons of any kind on school property
- Assault students or school employees
- Trade, buy, or sell property from another student
- Use profanity, inappropriate language, or obscene gestures
- Be disrespectful or disobey school rules
- Throw objects in class
- Steal or damage someone else’s property
- Leave school grounds without permission
- Bully others

DISCIPLINE AND GUIDANCE (CONTINUED)

Preschool Guidelines

- A child who has unacceptable behavior, such as throwing toys, pinching, hitting, or in any other way abusing their classmates or staff, will be warned by the teacher. The teacher will explain why that behavior is unacceptable.
- After two warnings, the child may be placed in time-out.
- If the child continues to be disruptive or abusive, the parent will be notified.
- **If a child deliberately hurts another child/staff member or exhibits uncontrollable behavior, the parent will be called and asked to take the child home for the day.** The teacher and parent will work together to solve the problem.
- Continued misbehavior may result in suspension or expulsion.

Elementary Guidelines

- A student who has unacceptable behavior prior to the third week of school, will receive discipline from the teacher in the form of warnings, written behavior notices, and/or contact with the parents to help correct the problem.
- After the third week of school, detention may be added to the discipline process. Students in detention will be excluded from their next recess and/or activity period.
- The following actions may result in detention:
 - Lying, cheating, stealing
 - Fighting, scuffling, shoving, wrestling
 - Defacing school property
 - Repeated disobedience
 - Disrespect to the teacher or classmates
 - Inappropriate language or gestures
 - Forgery of another person's signature
 - Failure to return a signed Behavior Notice
 - Failure to complete homework for two days in one week
- Continued misbehavior may result in suspension or expulsion.

DISCIPLINE AND GUIDANCE (CONTINUED)

Sending a child home:

- When the child becomes out of control or continues to disrespect others
- And/or when the child fails to respond to the measures taken by Sweeny Christian School staff
- This is at the discretion of the Administrator

Suspension:

- Three written behavioral reports within a month's time constitutes the child being suspended from the program for one week
- Behavior Intervention Meeting – During this time, the parent, teacher, and administrator will meet to determine if the child is capable of changing his/her behavior to allow re-entry into the program
- Fees will still be paid for this week to retain the child's space at Sweeny Christian School
- If the child returns to the program and receives a fourth behavioral report, termination of services may occur

Expulsion/Termination of Services:

- When the severity of a problem is great enough that it poses a risk to other children or staff members and/or could endanger the safety of the child or others
- Termination may be effective immediately
- Parent or guardian will be notified
- Sweeny Christian School considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of other children or staff

FOOD SERVICE AND PREPARATION

Sweeny Christian School does not provide meals (breakfast or lunch), for students. Students must bring their meals from home, and they must meet the state's nutritional requirements. A copy of their complete nutritional requirements can be found in the back of this handbook.

Sweeny Christian School must also meet requirements set forth by the Texas State Department of Health. We do not have the required equipment to cook or mix food properly and safely, but we can serve food items that need to be warmed or reheated. Items like macaroni and cheese cups and Ramen noodles must be prepared at home first, and the staff will reheat it at lunch time.

Please place enough freezer packs in your child's lunch box to keep it at a safe temperature until lunchtime. We do not have ample refrigerator room for all lunches.

Sweeny Christian School serves a mid-morning snack to all classes. We also serve an afternoon snack for those children that attend our Afternoon Extended Care program. A monthly menu is posted in the workroom. Please advise Sweeny Christian School of any allergies your child may have by notifying the office and filling out an Allergy Form.

Parents will be asked to provide classroom snacks throughout the school year as needed.

*At this time, Sweeny Christian School is **NOT** a peanut-free school.

IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled at Sweeny Christian School. A 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, Sweeny Christian School may have children that have not received immunization due to personal beliefs. A notarized affidavit **MUST** be on file for these children.

IMMUNIZATION REQUIREMENTS (CONTINUED)

Sweeny Christian School, per Texas Department of Family and Protective Services, has implemented a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

A copy of the complete policy is kept on file in the office. A copy of the policy, signed by the employee, will be kept in the employee file.

TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required to be enrolled in our program at this time.

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 and Safety Code, Chapter 36, for children who are four years and older. These screenings should be part of your 4-year-old Well Care Visit. **A copy of these results are required to be on file at our school before your child turns 5 and every year after that.**

ENROLLMENT PROCEDURES

ALL enrollment forms are required **before** the child can start our program.

Paperwork required for enrollment includes:

- **New Student Enrollment Form (ProCare App)**
- **Returning Student Enrollment Form (ProCare App)**
- **Vision/Hearing Screening record (4 years and older)**
- **Shot Record Copy (New Students)**
- **Updated Shot Record (Returning Students)**
- **Birth Certificate Copy (New Students)**
- **Current Physician's Release Form (All Students)**

Parents will be notified in writing within 30 days of any policy change. A parent signature may be required.

WATER ACTIVITIES

Parents will be notified in advance of all water activities.

TRANSPORTATION

Sweeny Christian School does not transport children under the age of 5, except in emergency situations. School-age children may be transported on field trips. Parents will be notified in advance of these trips.

State law requires:

1. Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
2. Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
3. A child shall not be taken on field trips unless a parent has signed a permission form.
4. Car seats and booster seats will be used according to state laws for age and weight of the child.

FIELD TRIPS

Parents of our school age children will be notified in writing and in advance of any field trips requiring transportation. A signed permission slip is required for these field trips as well.

Sweeny Christian School is occasionally asked to attend programs presented by SISD Elementary School located across the street. The Administrator will deem which programs are appropriate and which age child may attend. A notice will be posted and the children will walk to the public school and return the same way.

ANIMALS

Sweeny Christian School may allow a classroom pet that meets the requirements of Texas Childcare Licensing. A notice will be sent home to parents and posted in the classroom when a pet is present.

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 Administrator. If you have a concern, please schedule a time to meet with the classroom teacher and/or the administrator. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

OPEN DOOR POLICY

We welcome parents at any time. All visitors must check in at the office before entering the classrooms and to stay on the campus.

Messages or deliveries for a student during class time should be brought to the office.

Sweeny Christian School is a non-profit corporation governed by a group of trustees. We reserve the right to refuse service at any time to anyone.

PARENT PARTICIPATION and VOLUNTEERS

We encourage parent involvement, especially on field trips, fun days, and helping with class parties. Any parent wishing to volunteer at our facility is welcome to fill out a volunteer form. Every volunteer must go through a screening process that includes a background check and possibly fingerprinting.

MINIMUM STANDARDS FOR CHILD CARE CENTERS

Sweeny Christian School is 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 review a copy of these standards in our front office or may view the standards online at:

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

Parents may also contact our local licensing office at 979-846-1428.

GANG FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Sweeny Christian School is a GANG FREE ZONE.

EMERGENCY PREPAREDNESS PLAN

The following is a summary of the Emergency Preparedness Plan designed for Sweeny Christian School and its employees. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Sweeny Christian School will ask parents to participate accordingly.

CHAIN OF COMMAND

In the Administrator's absence, the Administrative Assistant assumes the role of the Administrator and designates another staff member to assume the responsibilities of the Administrative Assistant.

In all situations in this Emergency Preparedness Plan, the Administrator or designated person in charge may delegate any portion of her duties to other staff members, volunteers, or emergency personnel as she deems necessary.

TORNADO/BAD WEATHER

- Administrator will alert teachers of bad weather via walkie talkie.
- Stay calm. Watch the children, not the situation.
- Get your Emergency Backpack
- Take all your children to your designated safe space
- Stay there until advised that the bad weather has passed and all clear is given by Administrator
- The Administrator in charge will monitor local weather stations and the weather alert radio for updates

EMERGENCY PREPAREDNESS PLAN (CONTINUED)

LOCKDOWN: INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE

- The Administrator, or designated person, will supervise the front desk during the incident, if possible.
- The Administrator, or person in charge, will announce “Lock Down” or other discrete code only known to the staff and will call 911.
- 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 discrete phrase, which reminds them of what to do.
- Get your Emergency Backpack.
- Close your classroom door and lock it.
- Turn off the lights.
- Move into your restroom and lock that door as well.
- Whisper and remind the children that “we need to be very quiet”.
- Do a name/face check silently.
- Watch the children, not the situation!
- If an intruder enters your room, do not argue with them.
- The Administrator, 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 Administrator, or person in charge, or emergency personnel.
- You may return to your classroom once the all-clear is given by the Administrator.

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 a low, quiet voice.
- Apply first aid, as needed.
-

EMERGENCY PREPAREDNESS PLAN (CONTINUED)

ACCIDENT (CONTINUED)

- Alert the office if you need further assistance and alert the Administrator, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. If possible, use a shirt or jacket to help stop the flow.
- If injury is to the head or face, report it to the office immediately, even if it is minor.
- Complete an Accident/Incident Report, have the Administrator sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Administrator, or person in charge, 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 office and the Administrator, or person in charge will call 911 and/or the person's emergency contact.

EXPLOSION, CHEMICAL SPILL, OR GAS LEAK

If it occurs INSIDE THE FACILITY

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

If it occurs OUTSIDE THE FACILITY

- Close the doors and lock if possible.
- Turn off the air conditioner or heater.
- Turn off lights, computers, TV, radio, C Player, or anything else that may cause a spark.
- Get your Sign-In/Out sheet and Emergency Backpack with you.
- Keep children seated on the floor and keep calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Administrator, or person in charge, or emergency personnel.

EMERGENCY PREPAREDNESS PLAN (CONTINUED)

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 Director, or person in charge, to call 911 immediately.

OFF-SITE EVACUATION AND RELOCATION

- Your primary responsibility is to keep the children safe.
- Get your Sign-In/Out sheet, Emergency Backpack, and car keys.
- If time allows, gather purse, cell phone, coats.
- Children will be evacuated in staff vehicles. Getting the children out of the area will be our primary concern. Putting more than one child in a seat belt should be avoided but may be done in an emergency. It is understood that the staff will not have the necessary number of car seats.
- The Administrative Assistant is responsible for taking the Office Emergency Manual, a first aid kit, emergency medication (i.e. insulin, EPI pens, inhalers), and a charged cell phone and accompany the first vehicle to the evacuation site so that she can be in charge of the evacuation site.
- The Administrator and Administrative Assistant are aware of each cell phone number.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Administrator and Administrative Assistant 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 students, not the situation.
- The Administrative Assistant will continue to supervise and take care of the needs of the staff.
- The Administrator will be the contact person for emergency personnel and parents.

EMERGENCY PREPAREDNESS PLAN (CONTINUED)

OFF-SITE EVACUATION AND RELOCATION (CONTINUED)

- The school's usual verification process for allowing adults to pick up children from the school 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).

EVACUATION AND RELOCATION SITES

If one or the other building requires evacuation:

- Relocate to the other building.

If both buildings require evacuation:

- Relocate to Sweeny ISD Elementary School building.

In the event of EPOSURE to toxic gas or material:

- Relocate to Sweeny Community Hospital.

In the event of a city-wide evacuation:

- Relocate to the safest and nearest public high school as determined by emergency personnel.

In the event of a major environmental evacuation:

- Relocate to the safest and nearest Red Cross mass shelter designated by our local government.

FIRE

- When aware of a fire or when alarm sounds, the teacher will quietly and orderly line the class up to exit the building.
The teacher's primary responsibility is to get the children safely out of the building.
- The teacher will take the Sign-In/Out sheet and the Emergency Backpack.
- The teacher will take a quick head count.
- The class will proceed to the proper fire exit and exterior meeting place as designated on the Emergency Evacuation Floor Plan mounted near every

EMERGENCY PREPAREDNESS PLAN (CONTINUED)

FIRE (CONTINUED)

classroom door. The class will be aware of the alternate evacuation routes in case original route is blocked.

- The teacher will do a name/face check once the class is outside and check it against the Sign-In/Out sheet.
- If anyone is missing, the Administrator will be notified, or the person in charge, or a fire fighter immediately, but the children will never be unsupervised.
- The children must be safe (out of the way of emergency vehicles and the fire) and always supervised.
- The fire department, Administrator, or person in charge will let the classes know when it is safe to re-enter the building or begin off-site evacuation procedures.

MANAGEMENT RESPONSIBILITIES

- When aware of fire or when alarm sounds, the Administrator sounds the horn, alerting everyone, and notifies the fire department.
- She proceeds to each classroom to ensure everyone has left.
- When aware of fire or when alarm sounds, the Administrative Assistant takes the Office Emergency Manual and assists with evacuation the younger classes.

COMMUNICABLE DISEASE OUTBREAK

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation, and general common-sense measures such as keeping surfaces clean and sanitary, 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 Administrator, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for a specific illness or outbreak.

EMERGENCY PREPAREDNESS PLAN (CONTINUED)

COMMUNICABLE DISEASE OUTBREAK (CONTINUED)

- The Administrator, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Administrator, or person in charge, will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- 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.

ILLNESS

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Administrator, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point where it hurts the most and then investigate that spot for injury or discoloration and contact the office.
- Mild diarrhea: If no pain, alert the office after the third episode.
- Vomiting: Alert the office immediately.

BREASTFEEDING

Sweeny Christian School will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to.

WELL CHECKS

Sweeny Christian School's 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 possible side effects.

CHILD ABUSE REPORTING LAW REQUIREMENTS

Sweeny Christian School staff is **REQUIRED** by Texas State law and licensing requirements to **immediately** report 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 receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. Sweeny Christian School has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and newsletters.

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. 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, child hygiene issues, and unexplained marks or bruises on opposite sides of the body.

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 1-855-437-2736 or visit www.helpandhope.org/find-help.html. The statewide Abuse and Neglect phone number is 1-800-252-5400, to report an incident.

ADDITIONAL POLICIES

TUITION AND FEES

Tuition is based on a yearly amount and is paid by check, cash, or through ProCare app using checking account or debit/credit card. Tuition can be paid in full before the first day of class OR it may be paid in 10 equal monthly installments. The first payment is due in August of each new school year, and the final (10th) payment is due in May. Tuition invoices are delivered the first of each month and payment is due by the 10th of each month. If not paid by the 20th of that month, a \$20 late fee will be added to your account. If the monthly tuition has not been paid by the end of the month, the child will not be allowed to return to class until the account is current.

Sweeny Christian School has a Class Program and a separate Extended Care Program. Tuition charges will reflect one or the other, or both.

EXTRA FEES

A non-refundable annual registration fee is due at the time of the child's application for enrollment. Applications for the following school term are accepted beginning in the early spring of that year.

Our program is open Monday through Friday from 7:00 am to 6:00 pm. Sweeny Christian School is only 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, a \$1.00 per minute late penalty will be charged to account. Late penalties must be paid before the child can return to class.

Returned checks will be assessed a \$35.00 processing fee.

ABSENT OR VACATION CREDIT

There is no credit toward tuition for children absent or on vacation.

CONFIDENTIALITY

Parents are asked not to discuss confidential information that includes, but is not limited to, health, financial, contact, and education information about our program, our staff, and other children.

PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Sweeny Christian School 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. Sweeny Christian School has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Sweeny Christian School must follow set rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents and grandparents, must follow these rules while on our property.

PARENT RESPONSIBILITIES

Children must be dropped off and picked up by the custodial parent or adult person approved by the parent. Please understand that due to liability issues, staff of Sweeny Christian School is not permitted to take children home from the school.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Sweeny Christian School will not be responsible for lost or broke personal toys. Two exceptions to this are a special napping toy for use during naptime and for Show & Tell purposes. You will be notified by your child's teacher, if and when, the class will have Show & Tell.

PARENT RESPONSIBILITIES (CONTINUED)

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.
- Read the notices and information left for you in your child's folder and/or posted in the ProCare app.
- Look at your child's 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 your child's daily schedule and make sure your child arrives in time to participate in all the class activities.
- Please do not allow your child to bring candy or gum to the classroom.
- Please make sure we have extra clothing for your child.
- Sweeny Christian School does not allow smoking on the premises, either indoors or outdoors.

CUSTODY SITUATIONS

Sweeny Christian School prefers NOT to get involved with custody disputes. Sweeny Christian School will follow a court order 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.** This means it is imperative that all enrollment forms are completed with both parents' information. If 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, Sweeny Christian School has the right to terminate enrollment.

INCLEMENT WEATHER POLICIES

Sweeny Christian School will remain open most days during inclement weather. Please check local TV stations, ProCare app, and web sites for announcement of closings. We will generally follow the same choices as the public school system (SISD), but not always.

If inclement weather develops during school hours, we will “shelter in place”. We stay prepared by practicing regular fire and disaster drills and we maintain sufficient emergency supplies to provide care for the students. Parents may pick up their children at their own discretion.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

CURRICULUM

Sweeny Christian School provides a quality education from a Christian perspective by providing a Scriptural foundation utilizing the Holy Bible as our main resource for good character training.

For academic excellence, we use the Abeka Curriculum, which is a teacher-directed, traditional, Christian based curriculum. The traditional approach has proven successful year after year throughout the history of education.

We also incorporate child-directed curriculum throughout the day to ensure that the children are involved in hands-on experiences, and assisted discovery as they explore concepts through play. This provides the children with developmentally and age-appropriate activities and materials.

By combining all three aspects, we believe we have developed a total curriculum that meets the needs of the children, the parents, and our Lord.

DAILY SCHEDULES

Sweeny Christian School classrooms follow a daily schedule designed specifically to meet the children’s developmental, social, emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. The following is an example from one class of a student’s typical day:

7:00 – 8:00	Morning Extended Care
8:00 – 2:00	Class Time
2:00 – 6:00	Afternoon Extended Care

CLASSROOM SCHEDULE SAMPLE

8:00 – 8:25	Arrival/Table Activities/Routines/Flag
8:25 – 8:40	Bible Time
8:40 – 9:00	Circle Time (Wednesday – Chapel)
9:00 – 9:15	Snacks/Restroom
9:15 – 9:30	Language Development
9:30 – 9:45	Skills Development/Music & Movement
9:45 – 10:00	MWF - Phonics, T/TH – Numbers
10:00 – 10:30	Outdoor Recess
10:30 – 10:50	Centers
10:50 – 11:00	Clean Up/Ready for Lunch
11:00 – 11:40	Lunch
11:40 – 12:00	Restroom/Story Time/Ready for Nap
12:00 – 1:45	Quiet Time/Nap
1:45 – 2:00	Restroom/ Prepare to Leave
2:00	Dismissal

ADMISSION REQUIREMENTS

Applications are taken in the order received and will be accepted until each class is filled. Once filled, we will begin adding names to a waiting list.

Enrollment is not complete, and a child is not placed in a class until the **ENTIRE** Enrollment Packet is completed and registration fee is submitted.

Elementary student transfers must submit proof of passing the last grade in their previous school. Students transferring from another school during the school year, must show proof of good standing with the previous school. Students leaving a school for disciplinary reasons, must complete their punishment with the other school before they can apply to Sweeny Christian School.

A child enrolling in any class, with the exception of the Preschool Two-Year-Old Class, **must be toilet trained.**

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at school. Our two-year-old classroom staff is dedicated to helping your child be successful.

A child **MUST** be completely toilet trained before enrolling in our 3-year-old program. Sweeny Christian School realizes that accidents do occasionally happen when a child is ill or doesn't want to take time out from playing. However, after several occurrences, your child will be removed from the class until complete training has been obtained.

AGE ELIGIBILITY AND CLASSROOM ASSIGNMENTS

Sweeny Christian School does not promote during the school year. Children are enrolled and remain in a class based on their age before September 1 of that school year.

KINDERGARTEN AND ELEMENTARY ATTENDANCE

Students must attend at least 90% of school days to be eligible for promotion to the next grade level. When a student is absent, the reason for the absence must be stated in writing and signed by the parent and submitted to the teacher when the student returns to school.

A student may be excused for temporary absence resulting from personal illness, sickness or death in the family, weather or road conditions making travel dangerous, or an unusual cause acceptable to the school administrator. Make-up work is allowed for excused absences, with the time limit determined by the teacher.

Students are tardy to school after 8:15 a.m. Three unexcused tardies will constitute one unexcused absence. These tardies accrue throughout the year.

CLOTHING

Sweeny Christian School encourages children to dress for play and comfort as the seasons change. Parents should expect that their child has the potential to get messy while doing art, playing outside, and during lunchtime. We ask for parent cooperation in observing the following guidelines:

- Shoes should be appropriate for outdoor play and physical education. For your child's safety, please do not send them in flip flops or open back shoes. A sturdy pair of tennis shoes are recommended.
- Clothing should be modest. Shirts and blouses should meet or cover the waist of the pants, shorts, or skirts.
- Girls wearing dresses or skirts must wear shorts under them for recess.

It is required that you bring a complete set of extra clothing that will stay in the classroom (shirt, pants, underwear, socks) for your child in case of a spill or accident. It is expected that a new set of clothes be sent during the winter months to accommodate the weather. We do not always have every size of clothing available. If your child comes home in SCS clothing, please wash the clothing and return them within the week.

UNIFORMS

Students are asked to wear a school uniform on each Wednesday, our Chapel Day. The uniforms are:

For boys:	Khaki pants or shorts Navy blue polo shirt
For girls:	Khaki pants, shorts, skirts, or jumper Navy blue polo shirt

EXTRA CLOTHING

All students **must** have a complete change of clothing, clearly marked with the child's name, left at Sweeny Christian School. Accidents can happen, even for the older children, when they wait too long before going to the bathroom, or if they get wet/muddy playing outdoors.

The clothes should be sent in a large Ziploc bag. It is expected that the extra set of clothes reflect the current weather season.

PERSONAL BELONGINGS

Parents must supply all diapers, wipes, and diapering accessories for their non-potty-trained child. All items must be labeled with the child's name. You may bring a package/box of diapers to leave at the school.

A supply list for each class will be available at the beginning of each school year. All your child's supplies should be brought to the classroom "Meet the Teacher Night", or by their first day of school. All items should be clearly labeled with the child's name.

Each student will need a clearly labeled backpack and lunchbox to bring things to and from school each day. Each student will also need to bring a drinking cup or reusable water bottle each day.

Please leave all valuable items at home since Sweeny Christian School 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. Sweeny Christian School has a covered area for the children to play under even in inclement weather. Send your child in weather appropriate clothing and a jacket when necessary. Please do not request that your child stay indoors. Per the Department of Family and Protective Services, children too sick to go outside should not be at school.

Children are not permitted to wear flip flops or open backed shoes due to the danger these shoes may cause on the playground.

SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility.

Parents are welcome to visit the school any time during the day to observe their child without prior approval. Each classroom has a window in the door for viewing activity from the hallway. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history background check and fingerprinting, as required by the Texas Department of Family and Protective Services.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

PHOTOGRAPHS

Sweeny Christian School believes in the benefit of using real life pictures in our educational program and photos taken of the children will be regularly used in our program.

If you wish for your child to not be photographed, you will need to state so on the Photograph/Social Media portion of your enrollment packet.

Occasionally, the school may wish to submit photographs of the children in media publications, such as the local newspaper, Facebook, and website. Sweeny Christian School will not submit any photographs outside of our program without first obtaining written permission from the parent.

BITING

Biting is a common in early childhood development and is expected to occasionally occur in the younger classes. We understand that parents may be concerned and can be upset when biting incidents occur. We ask you to remember that this is a developmentally appropriate behavior, and the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The best way to deal with biting is consistency between providers and parents. We will work with parents when biting becomes an issue and will make every effort to identify methods and strategies to curb this behavior. Uncooperative parents may have their child's services terminated. Below are the disciplinary actions for biting:

1st Offense in a day – Correction of behavior, given a safe space to reflect or calm down, and contact of parents

2nd Offense in a day – Student will be sent home for the rest of the day

Continued Offenses in a week – Student may be suspended for the rest of the week.

Continued biting offenses may result in the removal of the child from the program.

CELL PHONES

Proper parent communication is very important when working with young children. Be mindful that during class time cell phones are not to be in use. If contacting a teacher, a response may not be given until the teacher's break. If an important message needs to be given, please contact the office at 979-548-6001.

State of Texas regulations prohibit the use of cell phones in school zones during school hours. Texas Avenue, which is the Sweeny Christian School access road, falls under this jurisdiction.

Sweeny Christian School has designated our driveway and parking area a Cell Phone Free Zone, unless inside a **parked** vehicle.

Sweeny Christian School has also elected to prohibit the use of cell phones when entering any of the school door's which open to the outside, and to any of the fence gates. Opening any of these doors or gates could potentially put a child in our care in a dangerous position. Please be vigilant as you enter a building or a fenced area, and please be off your phone.

FUNDRAISERS

Sweeny Christian School is not supported financially from any institution. The operation of the school is totally funded by the collection of tuition and fees. Teachers clean their own rooms and individuals volunteer to provide maintenance on the buildings and grounds. We can't make it without our school friends and families.

Fundraising is our only means of having the money to upgrade our facilities or work on special projects.

BCFA FUNNEL CAKE BOOTH FUNDRAISER

One of our main fundraisers is the Brazoria County Fair Funnel Cake Booth. This is a require fundraiser and takes help from staff, board members, and our school families to make it successful. It is required that each family work at least one shift per child attending the school. A shift worker can be a family member or family friend of the student. No children younger than 15 are allowed to attend or work the booth.

Notes about our Fundraisers are sent home before the event, and we ask for your help and support to make them happen.

PRODUCT SAFETY RECALLS

Sweeny Christian School regularly checks the Consumer Product Safety Commission recall list for dangerous children's products. We also receive regular email alerts about recalled items. Any item listed on their recall list is removed from our program.

If possible, we will post photographs of items relative to our school, families, and community that have been recalled. Parents may also go to www.cpsc.gov to view a list of current recalls and notices at the CPSC website.

PRESCHOOL PROGRESS REPORTS

A daily "Sonshine Report" will be sent home in the preschool child's folder, documenting that day's activities.

Sweeny Christian School Preschool teachers will send out a Progress Report at the end of each semester based upon areas of skill development:

- Fine Motor
- Gross Motor
- Social
- Self-Help
- Language
- Cognitive

REPORT CARDS

Sweeny Christian School Kindergarten Report Cards will be issued beginning with the second six-week period, and every six weeks after that.

Sweeny Christian School Elementary Report Cards will be issued at the end of each nine-week period.

NOTES FROM SCHOOL

Sweeny Christian School does its best to keep parents informed. While verbal communication is important, many times we try to reinforce that information in written form.

Please make sure you take the time to read the notes from the office as well as those from your child's teacher. These notes can be sent via take home folders, ProCare app, and text messages.

SCHOOL INFORMATION BULLETIN BOARDS

Sweeny Christian School has wall mounted bulletin boards containing information valuable to parents throughout the school.

Preschool Building Bulletin Board: Monthly Calendar, Weekly Theme, Bible Lesson, Bible Verse, Birthdays, Special Days.

Office Bulletin Boards: Current Inspection Reports – Health Department, Child Care Licensing, Gas Line, Fire Marshall, Staff, Emergency Numbers, Employee Rights and Benefits.

NUTRITIONAL REQUIREMENTS

Children in the center for four to seven hours per day must be offered at least one-third of their daily nutritional needs. A child in the center for more than seven hours each day must be offered one-half of their daily food needs.

The following is a chart of the recommended category of food and the amount of that food necessary to meet one-half of their daily nutritional needs per age of the child:

Food Group	Sub Group	2 Years	3 to 5 Years	6 Years and Older
MILK	Milk	4 oz	$\frac{3}{4}$ cup 1% milk	1 cup 1% milk
	Yogurt	4 oz	$\frac{3}{4}$ cup	1 cup
	Cheese	$\frac{1}{2}$ oz	1 $\frac{1}{2}$ oz	1 $\frac{1}{2}$ oz
PROTEIN	Meats	$\frac{1}{2}$ - 1 oz lean	1 $\frac{1}{2}$ oz lean	2 oz lean
	Eggs	$\frac{1}{2}$ - 1 egg	$\frac{3}{4}$ of an egg	1 egg
	Dried beans, cooked	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
GRAIN	Breads	$\frac{1}{2}$ slice	$\frac{1}{2}$ slice	1 slice
	Rice	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
	Pasta	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
	Cereal, cooked	$\frac{1}{4}$ cup	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup
	Crackers	1-2	3-5	4-6
FRUIT	Canned or Cut Up Fresh	2-3 TBSP	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup
	Fresh, whole	$\frac{1}{4}$ small	1 small or melon wedge	1 medium whole
	Juice	$\frac{1}{4}$ cup	$\frac{1}{2}$ cup	$\frac{3}{4}$ cup
VEGETABLE	Raw or Cooked	2-3 TBSP	$\frac{1}{2}$ cup	$\frac{1}{2}$ cup