

Parent Handbook 2017-2018

Vision

The vision for The Academy is to become a fully accredited K-12 school, complete with competitive sports and vibrant student life activities. Our students will be challenged by rigorous academic standards and will grow in their character and spiritual foundation. We will launch Kindergarten in September 2017 and will add grades every year after that.

Program Information

Kindergarten 2017-2018

Days and Hours of Operation

Monday-Friday

7:00am-9:00am Before School Care (Optional Add On)

9:00am-2:00pm School Day

2:00pm-4:00pm After School Care (Optional Add On)

We follow the Allen ISD school calendar with the exception of our start and end dates. We start the Tuesday after Labor Day (September 5th, 2017) and end the week before Memorial Day (May 25th, 2018).

Ages

5 Years Old by September 1st. **An exception can be made for September birthdays based on a one on one Director evaluation.*

Registration Fees

All registration fees are non-refundable and are required to secure placement for each child.

\$200 - 5 Days per Week (Monday – Friday)

Tuition Fees

Monthly Tuition payments are due on the 5th of each month and become past due on the 15th.

School Day – 9:00am-2:00pm

Kindergarten (Monday – Friday) - \$470 monthly or \$4,230 yearly



Before School Care – 7:00am-9:00am

2 Days per Week (Tuesday and Thursday) - \$75 monthly

3 Days per Week (Monday, Wednesday, and Friday) - \$115 monthly

5 Days per Week (Monday – Friday) - \$190 monthly

***These rates are in addition to your monthly tuition

After School Care – 2:00pm-4:00pm

2 Days per Week (Tuesday and Thursday) - \$75 monthly

3 Days per Week (Monday, Wednesday, and Friday) - \$115 monthly

5 Days per Week (Monday – Friday) - \$190 monthly

***These rates are in addition to your monthly tuition

Yearly tuition is broken down into nine equal monthly payments. A \$15 late fee will be charged for any payments made after the 15th. Payment is expected for all children enrolled, whether present or not. We do not adjust your tuition if your child does not attend, nor will any refunds be given for missed days due to inclement weather or illness. Please remember that you are paying for the space reserved for your child, not your child's attendance.

Tuition can be paid online using your family's personal link to our tuition portal, Planning Center Registrations. You will receive this link when your registration fee has been paid and your Enrollment Packet has been turned in.

Registration

The Academy at Church Eleven32 does not discriminate in enrollment or dismissals on the basis of race, color, sex, religion, national origin or handicap. Registration is open first to members of Church Eleven32, and then to the public. If you are enrolled with a permanent position in the current school year, you will have priority in enrolling the next school year. Our currently enrolled families are given the opportunity to register their children for the upcoming school year at the end of January. At this time a new enrollment form must be completed and a new registration/supply fee collected. Registration is then opened up in February on a first come, first serve basis. When classes are full, applicants will be placed on a waiting list.

Please note when creating our class lists we do not place children in classes from parent request for teachers, friendships, etc. You are welcome to make a request but we cannot guarantee it will be granted.

Daily Policies and Procedures

Kindergarten Curriculum



The Academy at Church Eleven32 Kindergarten program exceeds all requirements outlined by the Texas Education Agency. Our Curriculum Coordinator creates a plan for each grade using the Texas Essential Knowledge and Skills with the anticipation of our students working on the next grade level by the end of the second semester. Our small class sizes enable us to have plentiful one-on-one time with each student as well as the ability to individualize lesson plans when necessary. Our reading curriculum has a strong phonics base which is beneficial for the development of reading skills. We will use phonics games, sight words, and take home readers to encourage the development of strong readers at The Academy at Church Eleven32. Our math curriculum involves many hands-on thinking activities. Pattern blocks, cubes, tiles, buttons, and attribute blocks are used to explore math concepts. This hands-on approach involves and engages the students with math in a creative way. The curriculum is designed to think about mathematical relationships and concepts and to explore the “why” not just the “how”. It is our goal as a school to build towards having a true STEAM (science, technology, engineering, arts, math) emphasis in each of our classrooms by Fall 2019.

Uniforms

Students are required to wear uniforms everyday. We have an online store set up through FrenchToast.com where you can purchase your uniform basics. Every August we will also debut a Fall Line with uniform options that are on trend. You are not required to purchase any items from the Fall Line, it is meant to be fun and give more freedom to our uniform guidelines. Dress shoes or nice tennis shoes may be worn each day.

Peanut Free Classroom

The Kindergarten classroom at The Academy at Church Eleven32 is a peanut free zone. Please be mindful of any food items you send in your child’s lunchbox and ensure that they do not contain peanuts of any kind.

Snacks

Parents must provide a nutritional snack to be served at snack time. If your child is enrolled in Before School Care and/or After School Care please provide an additional snack. Animal crackers will be served in the event that a snack is forgotten.

Lunch

The Academy at Church Eleven32 does not supply children with lunches. Children need to bring their own lunch with a water bottle. Please note food allergies on your enrollment form. Please send nutritious foods that do not need to be heated or



refrigerated. Send a prepared lunch that your child can handle easily. Follow these simple rules when packing a lunch:

- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
- Pack any utensils needed in their lunch (i.e. spoon, fork).
- Please be sure your child's name is on his lunch box, cup and all other containers.
- We understand that children sometimes go through picky phases. Please do your best to pack healthy and nutritious foods to fuel your child during their day at school. Some suggestions include: rolled up lunch meat, cheese sticks, strawberries, grapes, carrot sticks, bell peppers, yogurt squeeze tubes, whole wheat crackers, toast, veggie chips, apple chips, etc.

Supplies Required

We will email a school supply list at the beginning of August. All other classroom supplies will be provided.

Items To Bring To School

- Backpack large enough to hold multiple items
- Weather appropriate change of clothes
- Small jacket during cold weather months
- All necessary school supplies

Before and After School Care

We are so excited to be able to offer our families before and after school care options. Depending on enrollment, your child may start or end the day in a different classroom than their 9:00am-2:00pm Kindergarten class. Children enrolled in our before and after school care programs will have a fun activity, snack time, and free play time. Please be sure to pack your child an extra snack when enrolled in before or after school care.

Toys

The Academy at Church Eleven32 cannot be responsible for lost or broken toys or games brought from home so we ask that personal toys not be brought to school. From time to time we will have "Show and Tell" days where it is appropriate for your child to bring one of their favorite items to school.

Birthdays

We would love to share with you in celebrating your child's birthday! Please inform the Director or Assistant Director one week ahead of time if you would like to

provide a special treat. We ask for one week's notice so we can inform parents of children with food allergies and/or dietary restrictions and give them an opportunity to send their child with an alternate snack for that time. We welcome any treats you provide, but please make sure they do not have icing. Please send enough treats to share with all your child's classmates. Some ideas are: donut holes, cookies, or brownies.

Confidentiality

The Academy at Church Eleven32 knows and understands the importance of trust between parents and teachers/Directors. Our door is always open to you and we encourage you to schedule a conference with the teacher or the Director should a situation arise that needs to be discussed.

Discipline and Guidance Policy

Occasionally it becomes necessary to guide a child to a more acceptable behavior, such as when the child is hitting another child, hurting himself/herself or destroying property. When this happens we will enforce class discipline by affirming positive behavior, keeping children aware of limits, and re-routing/re-directing a child's interest. Under NO circumstances will teachers or staff strike, spank, shake, verbally abuse or use intimidation tactics with any child. Our classroom rules are: 1) Be kind to yourself and others; 2) Take care of the classroom; 3) Listen to the teachers. If a child is having continual discipline problems and is a threat to other classmate's safety, there will be a parent conference that will determine the child's enrollment. This will include biting problems.

- **Discipline must be:**
 - Individualized and consistent for each child
 - Appropriate to the child's level of understanding
 - 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:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - Reminding a child of behavior expectations daily by using clear, positive statements
 - Redirecting behavior using positive statements
 - 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:
 - Corporal punishment or threats of corporal punishment



THE ACADEMY

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- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring the child to remain silent or inactive for inappropriately long periods of time for the child's age

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Attendance

Check in/Check Out Procedure: When dropping off your child in the mornings, you must check in your child on the iPad in your child's classroom using your individualized pin. When picking up your child in the afternoon, you must follow the same procedure. If there is a technical problem, the teacher will have an attendance sheet that requires your initials & the drop-off/pick-up times of your child. This is mandated by the State of Texas for licensing purposes.

Notification of Absence: Please call the school or update your child's Tadpoles profile through the parent app by 9:15am if your child is going to be out of school and give the reason for their absence. Please provide a parent note or Doctor's note upon their return to school.

Tadpoles

Tadpoles is our online communication and administration tool. You will receive at least one picture per day to your email, as well as a detailed description of the activities your child participated in that day. You can download the Tadpoles Parent App to be able to see all the pictures and lesson plans in one centrally located place, as well as update if your child is going to be absent on a particular day.

Health and Wellness

The Academy at Church Eleven32 assumes and requires that parents do not send a child to school if he/she shows any sign of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers. Sick children will not be accepted. If your child has a fever, diarrhea, vomiting or other type of symptoms, **they need to be symptom and/or fever free (without medication) for 24 hours before returning to school.** Please be aware that the classroom teacher and Director are responsible for making the decision to accept or turn away children due to illness.

Medical Plan Procedures

If a child becomes ill while in our care, we must:

1. Contact the parent to pick up the child. The designated person responsible for pick up will need to do so within one hour of the time called.
2. Care for the child apart from the other children.
3. Give appropriate attention and supervision until the parent picks the child up.
4. Wash and sanitize the classroom if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, we must:

1. Contact emergency medical services or take the child to the emergency room.
2. Give the child first aid treatment or CPR when needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parent.
5. Ensure supervision of all other children in the group.

Please make sure that we have ALL emergency phone numbers on file.

Please notify the Director if your child has been exposed to a contagious illness such as chicken pox, pink eye, strep throat, head lice, or Hand Foot Mouth. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs, which can lead to a quicker diagnosis and recovery. If an outbreak occurs of a serious contagious illness, we will post the outbreak, along with symptoms and treatment recommendations.

Procedure for Dispensing Medication

If your child needs medications administered at school, the following conditions must be met:

1. Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.
2. Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
3. Before any prescription or nonprescription medication can be administered, including sunscreen and insect repellent, we must have permission in writing by the child's parent or guardian. Please fill out the Medication Form and enter instructions into the Medications Log. Please bring a copy of the information given to you by the pharmacy if applicable.

4. Medication will need to be picked up after the last date that the medication is administered.

Please do not send medicine in your child's backpack.

Accident/Incident Report

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. However, incidents in which first aid (cuts, scrapes, etc.) was administered will be documented in writing ("Accident/Incident") and given to parents to sign then placed in your child's personal file.

Hand Washing

Children and staff will wash hands with antibacterial soap and warm water several times throughout the day in order to prevent the spreading of germs which could lead to illnesses or communicable diseases. Hand washing will take place before lunch, after toileting, and when coming in from outdoor play (and as a necessary in interim).

Labeling

Please make sure everything your child brings is clearly labeled with their name. That includes backpacks, lunches, coats, hats, cups, water bottles, etc.

Immunization Records

The child's immunization record must be kept current at all times. If your child goes to the physician and receives another required immunization, you must resubmit the most current records. Your child must have a current immunization record or notarized State of Texas Affidavit of Exemption in order to begin class. Please contact the Director if you have any questions regarding this policy.

Hearing and Vision

The Special Senses and Communication Disorders Act, Texas Health and Safety Code requires a screening or a professional examination for possible vision and hearing problems for children in our 4-5 Year Old class and Kindergarten. Most pediatricians will perform a hearing and vision screening at your child's well check, just be sure to request it.

Safety Procedures

Entering the Building

For safety reasons, please park in the parking lot and walk your child into the building.



Arrival Time

Children are to arrive no earlier than 8:50 AM and be picked up by 2:00 PM. All children need to be in class at 9:00am or they will be considered tardy.

Dismissal of Children

The Academy at Church Eleven32 dismisses for the day at 2:00 PM. Picking up your child on time should be top priority. Late fees may be applied in cases of habitual tardiness.

The Academy at Church Eleven32 will only allow individuals the parent authorizes to pick up the child. The authorized individual must check in with the child's teacher, and must have picture identification (i.e.: driver's license). If a parent has sole custody, a copy of the court order MUST be on file in the office showing the other parent is legally NOT authorized to pick up the child. The parent or authorized individual must sign the child out of his/her classroom.

Emergency Procedures

Parents are responsible for keeping current emergency numbers on file at the school. Please keep these records current.

In an emergency, The Academy at Church Eleven32's first responsibility is the safety of the children. They will be moved to a designated safe area where staff members will supervise them until their parents are notified. In order to assure that our school is a safe place for all children, we have adopted the following policies and procedures:

1. Staff members are responsible for the children in their care at all times.
2. Each classroom is equipped with a battery-operated flashlight. An attendance list is posted close to the door and should be taken by a staff member when evacuating the children.
3. An emergency evacuation plan for fire and severe weather is posted in each classroom.
4. The Academy at Church Eleven32 has a fire drill every month and severe weather and lockdown drills every three months.
5. The Academy at Church Eleven32 will follow all directions required by the Allen Fire Dept. regarding appropriate evacuation procedures.
6. The Director will be responsible for calling the appropriate emergency personnel. Our Facilities Operator will turn off any needed gas, electricity or water lines.



Parents may obtain a copy of the Emergency Preparedness Plan from the Director.

Relocation Plan

In the event of an emergency requiring evacuation of our building we will take all children and staff to Allen Montessori Academy, 612 Pebblebrook Dr, Allen, TX 75002. Each teacher will be responsible for bringing medical release forms, parent contact information and student roster. Children will walk next door and the teachers will take a head count before leaving our building and upon arrival at Allen Montessori Academy. Staff cell phones will be used to contact parents.

Bad Weather

If Allen ISD is not in session due to inclement weather, The Academy at Church Eleven32 will NOT have school that day. If Allen ISD has a delayed start of 2 hours then The Academy at Church Eleven32 will NOT have school. You can check online at allenisd.org or the Allen ISD Facebook page to see the status of school closures. The Director will also send out a mass email notifying of our closing. We will not refund tuition on school closings or delayed starts. It is our policy NOT to make up bad weather days.

Reporting Child Abuse

Texas State Law and Licensing requires us to report immediately to the police or Child Protective Services (CPS) any instance where there is reason to suspect an occurrence of physical, sexual, or emotional child abuse. Our staff receives annual training on recognizing and preventing abuse and neglect.

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

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

If you suspect a child is being abused or neglected, please report it by calling the Texas Abuse and Neglect hotline at 1-800-252-5400. The website is www.dfps.state.tx.us. Parents may obtain a copy of the Child Safety Policy from The Academy at Church Eleven32 Director.

Miscellaneous

Withdrawal/Dismissal

The Academy at Church Eleven32 has financial and contractual agreements with faculty, staff, vendors, etc., which are made before the beginning of each school year. These obligations and commitments require The Academy to mandate that all



families commit financially for the entire school year. Therefore, we do not offer a refund on any tuition and/or fees for any reason including but not limited to: job relocation, change in parents' decision for student to attend, etc. If for any reason an enrolled student fails to attend or to continue in attendance at The Academy for the contracted school year, 100% of the tuition is still due and will be paid in full.

The Academy at Church Eleven32 reserves the right to dismiss a child for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before a dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

Parent Information Changes

Anytime there is a change of address, email address or telephone number at home, work or cell, the parent needs to notify The Academy at Church Eleven32 immediately. Any change of information on the child's original paperwork must be done by the parent only.

Parent Notifications

Open communication with parents is very important to a child's success. The Academy at Church Eleven32 has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed are ways that The Academy at Church Eleven32 may communicate with parents: email notifications, through Tadpoles, written memos placed in your child's folder, verbal communication with the child's teacher and/or director, and phone calls.

Parent Involvement

We encourage parent involvement and have provided a form in your child's Enrollment Packet to let us know what areas interest you. Please notify the Director if you would like to help in an area that is not listed. Every parent volunteer will need to submit a background check before being allowed in the classroom for an extended period of time.

Texas Minimum Standards

The Preschool at Church Eleven32 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 desk in Building B, inside the office door in Building A, or view the standards online at

https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf



If you have any concerns, you may also contact the local Licensing office at (469) 229-6900 Ext 6901