# Parkview Christian Childcare & Preparatory Academy

# Parent Handbook

**The Next Best Place to Home**

# Parkview Christian Childcare & Preparatory Academy

## Childcare & Preschool

*"Lo, Children are a heritage from the Lord"*
(Psalm 127:3)

Dear Parents,

Parkview Christian Childcare & Preparatory Academy (PCCPA) is a Texas licensed Daycare and Preschool. Our purpose is to assist you in caring for the total child spiritually, cognitively, emotionally, and physically. We strive to do all that we can to see that your child has a safe environment and learning experience.

Students leave our care well prepared for their elementary years. The concepts of sharing, friendships, God's love, and basic ideas of reading, writing, and math are professionally presented throughout the day.

Parkview Christian Childcare & Preparatory Academy (PCCPA) and Parkview Christian Academy (PCA) are ministry arms of Parkview Baptist Church (PBC) Waco, Texas. As such, both ministry arms have the same goal and objective of presenting the Gospel of Jesus Christ in all things, and living out the commands, morals, and precepts of the Bible. PBC, PCCPA, and PCA are each governed principally by the Bible, God's Inspired Word for Christian living and life, and secondarily by the Constitution and By-Laws and Statement of Faith of PBC. Each employee, volunteer, and independent contractor of the Church, Childcare, or Academy is a minister of PBC, and the Gospel it represents.

Our hours of operation are 6:30am to 5:45pm. Feel free to call for more information.

Yours for the children,

Tom Lene'
Alissa Plummer
Sara Crow

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# Sign up for important updates from Parkview Christian Childcare & Preparatory Academy.

Get information for PCCPA right on your phone—not on handouts.

Text **@pccpabun** to 81010 for the 6 weeks to 6-month-old class.
(Bunnies)

Text **@pccpabfly** to 81010 for the 6 months to 12-month-old class.
(Butterflies)

Text **@pccpaLT** to 81010 for the 12 to 18-month-old classes.
(Lambs, Turtles)

Text **@pccpaDP** to 81010 for the 18 to 24-month-old classes.
(Ducklings, Puppies)

Text **@pccpa2yo** to 81010 for the 2-year-old classes.
(Tigers, Monkeys, Cheetahs)

Text **@pccpaK3** to 81010 for the Pre-K 3 classes.
(Zebras, Elephants, Lions)

Text **@pccpaK4** to 81010 for the Pre-K 4 classes.
(Bees, Colts)

## Hours of Operation

Parkview Christian Childcare & Preparatory Academy operates Monday thru Friday, twelve months of the year. We open at 6:30 AM each morning. **Children need to be here by 10:00 AM unless cleared by the Administration Office.** The facility closes promptly at 5:45 PM. Please call if you know that you will not be on time. **Late fees will be assessed promptly at 5:46 PM.** All late fees are due the day they are incurred. The following are late fee charges:

5:45 PM-5:50 PM……. $10.00
5:51 PM-6:30 PM..... $10.00 + $2.00 per minute
**At 6:30 PM, we will call the proper authorities.**

Remember, your child will be waiting to see you, so **please do not arrive late.**

***Note: Late pickup fees are due no later than the following day the child was late being picked up. Any other arrangements must be cleared through the Administration Office. After two late pick up times, we will add an additional $50.00 charge on the third late pick up to cover our expenses.*** We understand emergencies happen suddenly, but please call us as soon as possible.

## School Closings

Parkview Christian Childcare & Preparatory Academy observes the following holidays. ***Please note that tuition is still due***.

School Year and Summertime:

- New Year's Eve (Close at noon)
- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Three days in August for teacher orientation, training, and classroom preparation
- Labor Day
- Thanksgiving Day and the Friday after
- One week for Christmas

Parents: In order to enjoy Christmas with our children, our policy will be as follows. We will be giving you 1 week of vacation at Christmas ONLY. ***Tuition will NOT be due for that week.*** We will also close at noon on New Year's Eve and be closed New Year's Day, but tuition for that week will still be due.

***Bad weather closings:***

In case of inclement weather, you will need to check television stations and websites for channel 10. If you see a listing for Parkview Christian Academy, but no listing for the Center appears, note that if the Academy closes, we will be closed also. If there is no listing for the Academy or the Center, we will follow Waco ISD's weather instructions. We also observe the same delayed opening at 10:00AM as Waco ISD. On the occasions that we are delayed until 10:00AM, our cut-off time to drop children off is 11:00AM.

Due to inclement weather closing tuition is still due.

## Tuition Fees

Tuition rates for our center are as follows:

**Bunnies/Butterflies (6weeks-12months)**

| | |
|---|---|
| Registration | $100.00 Non-Refundable |
| Tuition | $165.00 Weekly |

**Lambs/Turtles (12-18 months)**

| | |
|---|---|
| Registration | $100.00 Non-Refundable |
| Tuition | $160.00 Weekly |

**Ducklings/Puppies (18-24 months)**

| | |
|---|---|
| Registration | $100.00 Non-Refundable |
| Curriculum | $20.00 Yearly |
| Tuition | $160.00 Weekly |

**Tigers/Monkeys/Cheetahs (2 yrs)**

| | |
|---|---|
| Registration | $100.00 Non-Refundable |
| Curriculum | $55.00 Yearly |
| Tuition | $160.00 Weekly |

**Elephants/Zebras/Lions (K3)**

| | |
|---|---|
| Registration | $100.00 Non-Refundable |
| Curriculum | $75.00 Yearly |
| Tuition | $140.00 Weekly |

**Bees/Colts (K4)**

| | |
|---|---|
| Registration | $100.00 Non-Refundable |
| Curriculum | $100.00 Yearly |
| Tuition | $140.00 Weekly |

Tuition payments are due on Friday, prior to the upcoming week. We accept cash, check or credit cards. If tuition is not paid the Friday before the upcoming week, it must be paid the following week. No refunds will be made if your child is absent. We are understanding, and like you, we also have difficult times where it is hard to meet our obligations. Consult with the Administration staff and we will help you to the best of our abilities.

**Late Fee……$25.00**
**(Late fee will apply if the tuition is not paid in two weeks.)**

Please make all checks payable to: Parkview Christian Childcare & Preparatory Academy or PCCPA.
Note: PCCPA will not accept postdated checks or agree to hold a check for any period of time. If you make a payment, a receipt will be available in your child's classroom or the front desk the following day.

We give a second child discount, active military, and law enforcement discount. Only one discount is allowed per family.

## Returned Checks

There is a $30.00 charge for all returned checks. The returned check and returned check charge must be paid in cash. After two checks have been returned on any student's account, all future payments or any fees **MUST** be paid in cash or money order. We go by the student's account, not by the checking accounts that might be used to pay accounts.

## Enrollment Procedures

Parkview Christian Childcare & Preparatory Academy enrollment shall be open to any child provided the child meets the age requirement of the Center, and we are able to meet the needs of that child. The Administration Office will decide if a child's physical, emotional, social, or intellectual conditions prohibit or inhibit the child's acclimating into the program. We will make reasonable accommodations to fit all children into the program.

We are happy to offer the following holding fees to save a place for parents who want to reserve a spot for their child:

- If you are pregnant and wish to reserve a spot in our infant room, you will be able pay $100 to include registration and the 1st month's holding fee. Additionally, a holding fee of $200.00 each month after that will be required until your child is 6 weeks old and able to attend our childcare center.
- Parents that have a child older than 6 months will be able pay $100 to include registration and the 1st month's holding fee. Additionally, a holding fee of $200.00 each month after that will be required for up to 3 months. As always, we are willing to work with parents under extenuating circumstances. If you need to extend your holding period for longer than 3 months, please see the Administration Office.

If your child cannot adjust, we recommend that you withdraw your child. However, all efforts will be made to accommodate your child before this is necessary. Enrollment shall be granted without discrimination in regard to sex, race, color, or national origin. Additionally, our Center follows the Constitution, By-Laws, and Statement of Faith of PBC.

## We Must Have the Following Upon Enrollment

The Department of Human Services requires us to have the following documents on file before your child's admission to the Center:

1. Acceptance Form
2. Identification Sheet
3. Enrollment Contract
4. Medical Release Form
5. Admission Information
6. Allergies
7. Permission to Photograph
8. Emergency Response Acknowledgement
9. Handbook Acknowledgement
10. Birth certificate (copy)
11. Current shot record
12. Social security card (copy)
13. Wellness Statement from a Doctor
14. All children who turn four years old by September 1st, must have a vision and hearing test within 120 days of enrollment and a copy of the results must be provided to the Center.

If you need to update your contact information on your child's Identification Sheet at any time, please write the updated information on a piece of paper and place it in the drop box near the front office.

**Other items required upon admittance**

1. Registration fees paid
2. Full change of clothes (pants/shorts, shirt, underwear, & socks labeled with child's name)
3. Child-sized kinder mat, labeled
4. Small blanket and small pillow, labeled

You will receive a school supply list from a Director upon registration. Everything you send with your child must be labeled, with the exception of the large boxes of tissues and the small school supplies. (*Note: We cannot accept full sized mats, blankets, or pillows due to space restriction*)

## Arrival and Attendance

Parents are issued a key card entrance pass to enter the building. It is necessary that you enter using your key card for the protection of your children. As you enter the Preschool entrance, you will need to sign your child in. You must clock them in and out on the computer in the main building. To sign in a child, the person dropping off the child will type in the code provided by the preschool. If your name does not appear on the welcome screen, please notify the front desk and they will inform you of your log-in code.

It is important that your child arrive in time to join the group and participate in all of the day's activities. Each class follows daily lesson plans and a curriculum, which is mostly taught in the morning hours between 8:30-11:30. Please try and make every effort to have your child here by **8:20 AM**, so that he/she may advance at the same level as the other children in the class. Irregular arrival times create confusion and a feeling of being left out of the group. If you should arrive at school before 8:30AM, your child will automatically be on our lunch count. **If your child will be arriving after 8:30AM you must call the school *before* 8:30AM to place him/her on the lunch count. If you do not call before 8:30AM, your child will need to bring a lunch that day. ALL children need to be here by 10:00 AM unless cleared by the Administration Office.**

**Please make sure your child disposes of any chewing gum or caffeinated beverages before entering the classroom.**
Please remember our covered drop-off area is for pick-up and drop-off only. If you need to be longer than a few minutes, please park in the parking lot.

## Mid-day/Afternoon Pick up

When arriving in the afternoon, please sign your child out in the same method as drop off. Only authorized persons may pick up your child. If someone other than the parent comes to pick up the child, that person must be listed on your Child Identification Sheet. If a child is to go home with someone not on the form, a parent must call (and be able to state your child's code). Anyone you wish to permanently add to the form must be done in person at the front desk. The staff will ask for a form of photo identification and match it to a name on the Child Identification sheet before releasing the child. For your child's safety, please do not send in older siblings to pick up his/her younger sibling. Children are not allowed to be picked up by anyone under the age of 18. Once your child has been released from the classroom by the teacher to the person picking him/her up, the staff is no longer responsible for that child/children.

## Withdrawal and Re-Admittance

If a child is withdrawn from the Center for any period of time in which no tuition is paid, and the child returns, there will be a full re-enrollment fee of $100.00 due. We do not issue refunds on any fees paid for any reason and all fees must be kept current for admittance.

**Please give at least two weeks notice** so a replacement can be found for your child's spot and the income of the Center can remain stable. If you withdraw without notice or after a week has

already begun, your account will be charged for the week's tuition. You will be responsible for paying for that week. The success of our business depends upon the prompt payment of all accounts.

**Summer time withdrawals** will be as follows: You must enroll prior to the new school year. We are a first come first serve facility. To maintain this facility and meet our obligations, we will require a holding fee during the summer of two hundred dollars ($200.00) per month for those that withdraw their child/children for the summer months of June and July. Parents that pay the holding fee will not be required to pay a re-enrollment fee in August. This will offset turning children away during these months.

## Dismissal

Our concern is for our children. If for any reason we feel our school is not in the best interest of the child, we will dismiss your child. We have the right to dismiss any child without prior notice. We also have the right to refuse a child from entering our Center if we are unable to accommodate them or feel that it is in the best interest of our children.

## Curriculum Goals

Parkview Christian Childcare & Preparatory Academy uses a faith based curriculum called Abeka. The mission of Abeka is to support and equip students, teachers, and parents by providing effective Pre-K through Grade 12 academic resources. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject give you all the tools you need to make learning interesting and memorable.

## Child's Schedule

A schedule of classroom activities is posted in each room. Each child will have the opportunity to participate daily in inside/outside activities, active/passive activities, and group/individual activities.
Infants follow individual schedules to fit their daily needs.

## Screen Time

Activities using TV/video, computer, or video games are prohibited for children under the age of two years.
TV/video, computer, or video games may be used to supplement, but may not be used to re-place, the activities for children ages two years and older.
If we use TV/video, computer or video games as an activity for children, we ensure that they:

1. Are related to the planned activities;
2. Are age-appropriate; and
3. Do not exceed 30 minutes per day.

## Outside Play

We feel daily outside play (weather permitting) is a must for all children. The Texas Department of Protective and Regulatory Services requires that we take the children outside thirty minutes per day. Due to seasonal weather, please ensure your child is appropriately dressed to play outside. Children who are too ill to go outside should be kept at home.

## Dress

**** No flip flops, boots, heels, high wedges, backless crocks, or other backless shoes. Girls must wear shorts under dresses.***

*Remember to change out your child's extra change of clothes, as seasons change.*

## Bringing Things to School

Parkview Christian Childcare & Preparatory Academy is not responsible for the loss or damage of things brought from home. However, sometimes it helps a child to feel more secure if he/she brings a favorite toy or stuffed animal from home. The following is our policy concerning things brought to the Center:

1. Bring one (1) item
2. Nothing with small pieces
3. The item must fit inside the child's cubby and still allow room for school supplies.
4. If it is something you don't want other children handling, please don't bring it to school.
5. All things brought to school, including coats, hats, mittens, blankets, etc., must be clearly labeled with the child's first & last name.

The following are things we **do not allow** children to bring to school:

1. War toys (guns, swords, knives, or anything representing a war or a fighting theme)
2. Action figures (regardless of whether they represent good, evil or neither; i.e. movie figures, Batman, Power Rangers, etc.)
3. Barbie dolls (or any Barbie type doll, including accessories)
4. Money
5. Ink pens
6. Permanent markers
7. Any type of electronics (cell phones, tablets, gaming devices, etc.)

## Potty-Training Guidelines

We are more than happy to encourage potty-training as long as the child is ready (typically between 2 and 3 years old). Communication between parents and the childcare provider is imperative for a successful transition from diapers to toilet.

**POTTY-TRAINED-** Potty-trained is when a child has the ability to ask the teacher to use the restroom, has the ability to use the restroom properly without assistance, and can cleanly wipe his/herself.

In order to transition our students from the 2-year-old classes to the 3-year-old classes, they must be fully potty-trained. **We currently do not have a program for 3 or 4-year olds who are not fully potty-trained.** Our 3 and 4-year-old classrooms are getting prepared for public school. The Abeka curriculum demands their full attention and the teachers cannot interrupt their teaching for individual bathroom breaks, as it disrupts the learning cycle.

***If your child begins at our center and is not fully potty-trained, we will be happy to put them in our older 2-year-old class (only if we have room) for a period of no more than one month. If your child is still not fully potty-trained after one month, they will need to be excused from our***

***center until they are fully potty-trained. If you would like to hold their spot while they are out, tuition would still have to be paid weekly.***

## Accidents

Sometimes accidents happen when children have a disagreement with a playmate. Even though our teachers are alert and attentive, accidents can still occur. Minor bumps and bruises will be cared for by the teacher and noted on an accident form presented to the parent at the end of the day. These forms are signed by the parent and returned to the front desk. A copy of the form can be given to the parent if desired. If a serious injury should occur, you will be notified immediately. Therefore, up-to-date emergency contact phone numbers must be kept in your records at all times.

***Hold Harmless Provision that must be signed states the following:***

By signing the Handbook Acknowledgment, the parent or guardian hereby indemnifies and holds harmless Parkview Christian Childcare & Preparatory Academy, its staff, associates, and/or its affiliates in the event a health emergency and/or personal injury to a child should arise while in the care of PCCPA. PCCPA will make its best effort to ensure the safety of the children in its care and it adheres to the strict guidelines set forth by the Texas Department of Human Services. The parent or guardian also understands that they are responsible for maintaining adequate health and liability coverage for their child/children that is/are enrolled in PCCPA. Students enrolled in PCCPA are not covered by medical or accidental insurance while participating in Center activities. Additionally, the parent or guardian understands that PCCPA does not provide health or liability insurance for the child/children while under the care of PCCPA."

## Biting Policy

We understand that it is frustrating when a child bites another child. There are many different reasons why children bite, but sometimes it may become excessive. When a child has bitten three times in one day, that child will be sent home for the remainder of the day. If the same child bites again three more times in the same week, they will be sent home for another three consecutive days. If the behavior continues, the child will have to be removed from the center for five consecutive days. If the child is still exhibiting the behavior, Administration will request that you attend a conference.

## Illness

The following is our policy concerning the exclusion from attendance due to illness or injury:

1. When a child has diarrhea or is vomiting – This is defined as two or more loose, watery bowel movements or two or more vomiting episodes within a one-hour period.
2. When a child has a temperature of 101 or greater when checked in the ear.
    a. **Before returning to the Center, the child must be free of fever, vomiting and diarrhea for 24 hours prior, without the use of fever reducing medicines. If a child is sent home with fever, vomiting, or diarrhea, he/she must be excluded from attendance the next day without exception.**
3. When we **suspect** pinkeye (*Symptoms: Inside lower lid is tomato red in color. The white of the eye is pink and cloudy, and/or there is discharge and matting.)*
    a. **Your child may return to the Center when he/she has been out for two (2) days. We require written consent from a physician stating that the child may return to school.**

4. When a child has a ringworm or staph infection. (These are highly contagious.)
5. When a child feels bad enough that he/she is unable to participate in the daily activities, whether or not the child has an elevated temperature or symptoms.
6. Parkview Christian Childcare & Preparatory Academy has a ***No Nit Policy.*** This means that a child with head lice or nits shall be excluded from the Center and shall not be re-admitted while ***any nits*** remain on the head. Before being re-admitted to the classroom, the child and his/her parent must go to the office to be checked.

## Communicable Disease Regulations

The following chart provides updated guidelines to help determine when your child should return to the school after an illness.

| Disease | Symptoms | Re-Admission |
|---|---|---|
| Chicken Pox | 2-3 weeks | 7 days after onset of rash and when all lesions have scabbed over and dried |
| Cold | 1-5 days | 24 hours after fever subsides |
| Conjunctivitis (pink-eye) | Bacterial: 1-3 days<br>Viral: 12 hrs-12 days | After starting effective treatment and a physician's statement is brought |
| Ringworm | 10-14 days | When physician's statement is brought or lesion is healed |
| Streptococcus | 1-3 days | 24 hours after effective antibiotic treatment has begun and fever subsides |

This table does not include all of the communicable diseases that would prevent your child from attending our center. You can find the full list online at the Texas Department of State Health Services.

## Illness Pickup Policy

If it becomes necessary for the Center to call and ask that your child be picked up due to illness, injury, or inability to participate, arrangements need to be made for your child to be picked up **within 30 minutes of the call**. Ill children will be separated from their class and kept in the front office until parents arrive. In case of sickness or emergency, it is crucial that all phone numbers be kept current in your child's file and on their identification sheet.
*Note: There is no credit on tuition due to illness, injury, or non-attendance due to the fact that you are not paying for days of attendance, but rather for your child's place in our facility. If your child must be out longer than two weeks and you want his/her place reserved, you may continue to pay the weekly tuition fee.*

## Medication

For the safety of your child, Parkview Christian Childcare & Preparatory Academy does not administer medications. It is a legal liability for us to administer medications without certified medical personnel. If your child is in need of medicine throughout the day, we ask that you make arrangements to administer it. The staff apologizes for any inconvenience.

## Medical Emergencies

Emergency information for each child is kept on file at the childcare center. In case of illness or injury, this information will be used to notify you of your child's status. If your child is injured while at our facility, first aid will be administered. If treatment by a doctor is necessary, we will

contact you. In any case, an incident report will be filled out and signed by you, the child's teacher, and the Director that was notified. It is important that all emergency contact information is kept up to date and correct.
If, at any moment, a child has a medical emergency, the Center will proceed in the following manner:

1. Call 911.
2. Apply CPR, First-aid, and AED to the child, if needed.
3. Look at child's ID sheet and notify parents or the adult who is next on the list if the parents cannot be reached.

## Discipline and Guidance Practices

At Parkview Christian Childcare & Preparatory Academy, we provide positive methods of discipline and guidance that encourage self-esteem, self-control, self-direction, and Christ-like behavior which include at least the following:

1. Using praise and encouragement of good behavior rather than focusing solely upon unacceptable behavior.
2. Daily reminding a child of behavior expectations by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief, supervised separation or timeout as appropriate to the child's age and development.

If the above disciplining procedures have been taken and the child continues to engage in disruptiveness, the parents will be called.
We **DO NOT** believe in using corporal punishment, threats, or ridicule as a means of discipline with the children.

## Child Abuse

We are required by law to help the Department of Family Protective Services (DFPS) become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors, as well as day care/child care workers, are mandated reporters. Thus, it is the policy of Parkview Christian Childcare & Preparatory Academy to report any and all suspected cases of child abuse and/or neglect to DFPS immediately by telephone. Our center will offer full cooperation of its staff during the investigation of the reported incident.

## Infant Activity and Sleep Practices

- Crib sides must be checked to ensure they are locked and secured.
- When being placed in a crib, infants must be placed on their back
- After being placed on back to sleep infants may then be allowed to assume any comfortable sleep positon when they can easily turn themselves from the back position.
- Infants are **never** to nap in car seats, bouncy seat, infant seat, swing, jumping chair, stroller, or highchair.
- Infants who arrive in a car seat asleep must be moved to a crib specifically designed and approved for sleep.
- Infant sleep positioners may only be used under a doctors' authorization
- Pillows, comforters, sheepskins, stuffed toys, and other soft items are not allowed in cribs or rest equipment for infants.

- Blanket are not allowed in cribs
- Infants head must remain uncovered during sleep
- Lightweight swaddling material may be used if wrapped securely an no higher than the child's shoulders.
- Cribs with meeting SPSC standards are provided for infants to sleep.
- When infants wake, they must be removed from their crib

## Breastfeeding

Parkview Christian Childcare & Preparatory Academy supports breastfeeding by providing space to store breastmilk in refrigerators, accepting breastmilk in ready to feed containers, coordinating feeding times with the mother, and providing a comfortable space if she would like to breastfeed on site. Each bottle/bag is labeled by the parent with the child's name, date and time the milk was expressed. Bottles are gently mixed by swirling, not shaking the milk before feeding to preserve special infection-fighting and nutritional components in the human milk.

## Meals

Parkview Christian Childcare & Preparatory Academy believes that each child should be provided with meals that fulfill their growth and energy needs. We provide the following:

- Morning Breakfast Snack
- Lunch
- Afternoon Snack

We consider all meals and snacks teachable time and encourage conversation and positive interactions at the table.

- Liquids and food hotter than 110 degrees F are kept out of reach.
- All staff are educated on food allergies and they take precautions to endure children are protected.
- Prepared food that is brought into the center to be shared among the children must be commercially prepared or prepared in a kitchen that is inspected by local health officials.
- Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.

** A schedule of meals to be served is posted on the bulletin board at front office.*
** The menu is a six-week rotating menu during the school year and a five-week rotating menu during the summer.*

### *Morning Breakfast*

Each morning, a light breakfast is served accompanied by a serving of fruit and milk. You are more than welcome to send breakfast with your child/children; however, any food brought should be disposable. Please refrain from sending items that must be washed, refrigerated or microwaved. **Breakfast is served between 8:00 and 8:30 am, so we ask that you not allow your child to bring food into the classroom after this time as it causes a distraction. If your child has unfinished food or drink, he/she will need to finish it before going to class.**

### *Lunch*

A nutritious lunch is served each day between 11:00AM and 11:30AM. Each lunch meal is

nutritionally balanced and includes at least one serving of meat, vegetables, fruit, and a beverage. Please check the menu each week to ensure that your child doesn't have any food allergies to any meal served that week. If your child has a food allergy, please notify the Administration Office and **an alternate lunch will need to be provided by you**. All staff are educated on food allergies and take precautions to endure children are protected. Parents provide information regarding any allergies at registration. A food allergy form is completed by parents at enrollment for those who do have an allergy. That information is listed in child's folder and updated every year. A list of all allergies is posted on the wall of each classroom so that each teacher is made aware of all food allergies.

Liquids and food hotter than 110 degrees F are kept out of reach.
Prepared food that is brought into the center to be shared among the children must be commercially prepared or prepared in a kitchen that is inspected by local health officials.

**Lunches from Home**

If you choose to send lunch with your child, we ask that you please make sure it includes the recommended daily amounts of fruit, vegetable, grain and dairy, including 2 vitamin D rich foods per week. PCCPA is not responsible for the nutritional value of the child's daily food needs when brought from home. An example of a nutritious lunch would include the following:

**Greater Variety of Vegetables and Fruits**
The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
Juice is limited to once per day, across all eating occasions.

**More Whole Grains**
At least one serving per day across all eating occasions must be whole grain-rich;
Grain-based deserts no longer count towards the grain component; and
Ounce equivalents (oz eq) are used to determine the amount of creditable grains (starting October 1, 2019).

**More Protein Options**
Meat and meat alternates may be served in place of the entire grain component at breakfast a maximum of three times per week; and
Tofu counts as a meat alternate.

**Less Added Sugar**
Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

We will always make sure that food brought from home is kept at appropriate temperatures. Please do not send lunches or snacks that must be microwaved. Lunches from home need to be sack-type lunches and must be well-balanced. Please ensure that your child's name is on all lunch boxes, lunch sacks, and sippy cups sent to school.

Lunch visitors are always welcome! However, visitors must be 18 or older. All visitors must check in with the front desk upon arrival. In order to receive a lunch from the school, you must notify the school no later than 8:30AM on the day you wish to receive a school lunch. The charge for receiving a school lunch is $3.25.

### *Afternoon Snack*

Afternoon snack will be served every day after nap time from 2:30 - 3:00. The afternoon snack is included in our menu and follows the same nutritional guidelines as the morning snack and lunch that is served.

## Nap Time

A rest period from 12:00pm-2:30pm will take place in each classroom. Please let us know ahead of time if you will be picking your child up during nap time and we can prepare for them to leave early.

## Immunization Requirements

Each child enrolled here, from birth through 5 years of age, must meet applicable immunization requirements. We must have a current shot record in their file by their enrollment date. **No exemptions or exceptions.** Also, please bring an updated shot record after each well-child visit from the doctor. The following information must be on the immunization record:

1. Child's name and birth date
2. Number of doses and vaccine type
3. Month, day, and year your child received each vaccination
4. Signature of the physician or general practitioner who administered the vaccine.

## Vision and Hearing Screening

All children who are four years of age or older must have on file proof of vision and hearing screenings conducted by a licensed or certified screener or a health-care professional. A signed statement from the child's parent that the child's screening records are current and on file at another program or school the child attends away from the center will also suffice. The statement must be dated and include the name, address, and telephone number of the other program or school that is attended.

## Communication and Visitation

Parents are always welcome to visit the Childcare Center to observe their child at any time during the Center's hours of operation; however, we ask that you please sign in at the front desk. Someone will gladly show you around and let you observe. Observations should be thirty (30) minutes or less.

Classroom participation is appreciated. Please make an appointment with your child's teacher to help in the class with a special project or have lunch with your child.

Please check with the teacher in advance if you are planning an extended stay due to lesson plans and curriculum. We welcome you and hope you will schedule as many extended stays as possible. Teachers can always use an extra pair of hands. If you are staying any day for an extended period of time (30 minutes or more), it is policy that you check in at the front desk first.

## Birthdays

Birthdays are special times for children. If you choose to bring special treats, we encourage you to bring something easy to serve such as cupcakes, cookies, or fruit. If you bring a cake, we ask

that you also bring plates and plastic spoons or forks. If you have birthday party invitations and every child in the class is invited, you may give them to the teacher to distribute. If you are inviting a limited number of children, please hand them out in person, through mail, Facebook, or email.

## School Parties

Notification of school parties and special events will be sent out in advance with special instructions. Teachers may have a sign-up sheet to request food items for the party or ask that you bring money to put towards the event. We appreciate your participation and generosity at these times.

## Parent Conferences

Parent conferences may be conducted at any time upon the parent's request or the request of the center to discuss developmental progress, behavior problems, or any other issues that need to be addressed. If you choose to arrange an appointment for a person to person or phone conference with your child's teacher or administration, please contact the Administration Office for details on a date and time.

## Family Participation

We have a plethora of events that our families are encouraged to participate in. These events include the following:

- July 4th parade
- Grands for Grands (Pillsbury Grands biscuits for grandparents)
- Trunk-or-Treat during Halloween
- Thanksgiving meal
- Christmas pageant
- Valentine's Day parties
- Trike-a-thon
- Easter parties
- Muffins for Moms for Mother's Day
- Donuts for Dads for Father's Day

## Animals

We do not have animals at our Center.

## Miscellaneous Procedures

We currently provide the parents with a monthly newsletter to keep them informed of preschool events, improvements, and updates. We also use remind101 for communication purposed. (See page 6).

Our open-door policy welcomes parents to call or drop by with any questions or concerns about the policies and procedures here at the Center. These can happily be reviewed and discussed with the Center's Administration Office. An appointment may need to be made as our Administration Staff may have other obligations.

We have surveillance cameras installed in the 6-week-old to 2-year-old classrooms.

If there are any changes in the child's home situation, we ask that parents please let the Administration Office know. We understand that this could affect the child's behavior, and notification of major changes will enable the teacher to find a positive means of addressing them.

If we are asked to supply a large amount of records or paperwork on your behalf, or are subpoenaed for any reason, including court cases, we charge a $125 research fee.

Since August of 2017, we have been using a Key Card System to access our buildings. This system helps us keep our doors locked at all times, therefore providing a safe environment for our children. Parents are issued 2 cards; one for each parent. If grandparents or anyone else come to pick up the child/children, they will have to come to the front desk with their picture ID ready, or use your personal key card. If you would like to purchase an extra card for another family member, you may have one at the cost of $25.00. You will be responsible for having your card to get in. Promptly at 5:45 PM, your card will deny you access to get in. You MUST pick up your child/children by that time. **Please notify us immediately if your card is lost or stolen. We will need to deactivate it and issue you a new card at the cost of $25.00. When your child/children graduate or leave PCCPA permanently, you will need to return your key card/cards to the office with your final balance paid in full.**

Parents will be notified of policy changes via personal letters and memos.

*Note: Please look daily for any notes, reminders, or receipts addressed to you in your child's cubby or pocket located in your child's room.*

## Postings

- Information about Minimum Standards for Childcare Centers is available at the front desk. Parents are welcome to view it at any time during operational hours.
- You will find posted on the wall, behind our receptionist, our latest licensing, fire, health, and gas inspection reports.
- A complete list of all our current employees is posted close to the entrance bulletin board.
- Parkview Christian Childcare & Preparatory Academy is a "Gang Free Zone."

## Confidentiality

Parkview Christian Childcare & Preparatory Academy will maintain confidentiality and respect the family's rights to privacy. We will refrain from disclosure of confidential information. However, in the event that staff members are concerned about a child's welfare, we will reveal confidential information to agencies or individuals who are empowered to act in the best interests of the child.
If you have concerns or questions, please feel free to schedule a conference with the Administration and your child's teacher.

# Parkview Christian Academy and Parkview Christian Childcare & Preparatory Academy

**PROCEDURES RELATED TO KNOWN REGISTERED SEX OFFENDERS**

The Parkview Christian Academy School Board and the governing body of Parkview Christian Childcare & Preparatory Academy are committed to the safety of students and other persons on school property. It is because of that commitment that the following policy has been put into place and added to the Parent and Student School Handbooks.

To the extent that the Administration of Parkview Christian Academy and/or Parkview Christian Childcare & Preparatory Academy has actual knowledge of a person's status as a registered sex offender, that registered sex offender person shall not be permitted or allowed to enter the property of Parkview Christian Academy or Parkview Christian Childcare & Preparatory Academy except for that person qualifying as follows:

1. The registered sex offender is a parent or legal guardian pursuant to a valid and current court order, and a certified copy of which is first provided to and on file with Parkview Christian Academy and Parkview Christian Childcare & Preparatory Academy.

2. The presence upon the property is strictly for the purpose of (a) attendance at a school sanctioned event or activity; (b) dropping off or picking up his or her child if provided for and allowed by the court order; or (c) attendance at a parent or administrative conference.
The qualified registered sex offender shall comply with the following rules, requirements and procedures for each time he or she enters the school or childcare property as well as other property as provided below. Failure to comply shall be justification for the refusal to allow contact with the child, removal from the property and/or notification of the authorities.

A. For attendance at a parent of administrative conference, the qualified registered sex offender shall:

   1. Coordinate with the campus administration no less than 24 hours prior to entry upon the property to schedule a meeting.
   2. Upon arrival on the property, immediately report to the office, obtain a visitor's badge and remain in the office.
   3. Be escorted by an authorized school employee during the entire time he or she is on campus.
   4. Have no access to any area of the property where students other than his or her child are present.
   5. Be escorted back to his or her vehicle at the conclusion of the visit.

B. When dropping off or picking up a child, the qualified registered sex offender shall:

   1. For each occasion, make prior coordination with the administration to schedule the time of drop off or pick up of his or her child.
   2. Drop off or pick up the child in the presence of an authorized school employee.
   3. Except for drop off and pick up of preschool student, remain in the vehicle at all times.
   4. For drop off and pick up of preschool child, be escorted at all times by an authorized school employee at the time of exit from the vehicle to reentry of the vehicle.

C. For attendance at extracurricular events or activities, the qualified registered sex offender shall:

1. Coordinate with the administration no later than 24 hours before the start of the event or activity and give actual notice of his or her intent to attend the event or activity.
2. Immediately upon arrival at the event or activity, sign in at a location designated by the principal or other authorized administration employee.
3. Be escorted at all times during the event or activity by an authorized school employee to and including reentry of his or her vehicle.
4. Sign out at a place designated by the principal or other authorized administration employee prior to departing the event or activity.

D. When picking up or dropping off a student at an extracurricular activity, on or off school property the qualified registered sex offender shall:

1. On each occasion, coordinate with the administration to make arrangements for the time and location for dropping off or picking up the child.
2. Remain in the vehicle at all times.

A parent or legal guardian who is subject to these rules, requirements and procedures is prohibited from transporting any child other than his or her own child to or from Parkview Christian Academy and or Parkview Christian Childcare & Preparatory Academy campus or school sponsored event or activity without first providing the administration with an original (not a copy) written permission from the parent or legal guardian of any other child to be transported. Any person subject to these rules, requirements and procedures is prohibited from working as a volunteer for Parkview Christian Academy and/or Parkview Christian Childcare & Preparatory Academy including but not limited to volunteering for any school related activity.

As used in these rules, requirements and procedures "Parkview Christian Academy and/or Parkview Christian Childcare & Preparatory Academy property" includes all property owned, used, leased, or in any way operated by Parkview Christian Academy, Parkview Christian Childcare & Preparatory Academy and/or Parkview Baptist Church, including but not limited to the school campus and buildings, athletic fields, parking lots, playgrounds, vehicles, school buses and any other property owned, used, operated or controlled by Parkview Christian Academy, Parkview Christian Childcare & Preparatory Academy and/or Parkview Baptist Church.

As used in this policy "Parkview Christian Academy and/or Parkview Christian Childcare & Preparatory Academy events or activities" includes but is not limited to any field trip or function on or off campus including sporting events and other school related functions, whether such event, activity or function occurs before, during or after school hours.

## Contact Information

The phone number to our center is 254-753-0327 and our fax number is 254-753-0619. If our phone lines are down at any time for any reason, you may also call the following numbers if needed:
Tom- (254)709-4441
Alissa (254) 716-0342
Sara- (832) 928-7967

Parents can contact the local licensing office at **(254) 750-9344**. You can also contact the Protective Regulatory Services (PRS) at their website - http://www.dfps.state.tx.us.

If you see any child abuse and need to report it, please contact the child abuse hotline at **1-800-252-5400**, and the Administration Office.

# We reserve the right to make changes to our handbook at any time.