

Calvary Weekday Ministries

We are wild about kids!



The LORD will reign forever. Psalms 146:10

Parent Handbook
Policy and Procedures

DEVELOPMENTALLY APPROPRIATE EDUCATION:

1. Learning is something a child does; not something done to the child.
2. A child learns through experiments and social interaction (often called play).
3. A child always learns more than one thing at a time. Curriculum and teaching decisions will reflect this.
4. The child's maturity level and readiness determine the teaching tactics and approaches used.
5. Learning tasks are oriented toward children's interest and desires. They are relevant and meaningful to the child.
6. Concrete and sensory materials are the natural learning media of children and will be purposefully used in their education.
7. A variety of learning experiences using visual, audio and tactile methods are used to teach basic skill development.
8. Thinking, problem solving, initiative, and self-reliance are promoted in an atmosphere of trust and structured freedom.

GOALS AND OBJECTIVES

1. To create a learning environment which enable children to develop intellectually, emotionally, socially, physically, and spiritually.
2. To develop a foundation for achieving the potential that God created in them.
3. To develop an understanding of God, Bible stories, and verses as well participate in a sound academic program.
4. To develop and prepare each child to become a functioning member of society.

HOURS OF OPERATION

Parents Day Out hours are 9:00am-2:45pm, Monday-Thursday. Preschool, Pre K, Kindergarten hours are 9:00-12:00, Monday-Friday, and optional extended hours Monday-Thursday from 12:00-2:45pm. Optional early drop off is available at 8:30 am Monday-Friday and late pick up at 3:30pm Monday-Thursday. We are open September through the end of May.

RELEASE OF CHILDREN

Your child can be released to any adult that is listed on the release form in your child's permanent folder in the Weekday office. Any adult will need to show a driver's license to the teacher. They must have prior written permission from the parent, if not listed in child's permanent record.

HEALTH

Communicable diseases can spread quickly in classrooms. In the interest of every child's well-being, please do not bring your child if he/she has symptoms of illness such as:

- *vomiting within the past 24 hours
- * fever now or anytime during the last 24 hours
- * heavy nasal discharge
- * a persistent cough
- * fussy, cranky, and generally not himself/herself
- * unreasonably tired or listless
- * has symptoms of a communicable disease (sniffles, reddened eyes, sore throat, headache, abdominal pain, etc.).

If symptoms develop, the child will be isolated and the parents will be notified to pick up the child as soon as possible. ***For this reason it is imperative that we know where you can be reached at all times. Be sure we always have your current telephone number.*** Your child may return once he/she is symptom free without the use of fever reducing medication for 24 hours or a note from their physician.

DISPENSING MEDICATION

Medication will not be given to your child without a written note giving us the authority to do so. It must include the date, amount and time to be given to the child and a parent's signature. For Parents' Day Out, written permission must be given to apply diaper ointment, powder, etc. This is also the case with sunscreen.

MEDICAL EMERGENCIES

When there is a medical emergency, the parents and/or 911 will be notified. We will call the emergency phone numbers listed on your child's enrollment form or we will have the ambulance take your child to the hospital listed on your child's form, located in the Weekday office. A staff member will complete the injury/illness form and sign it. If your child has a severe allergy, asthma, diabetes, or other serious medical condition, please fill out the appropriate medical plan which we will provide for you.

DISCIPLINE

To avoid disruptive behavior, a policy regarding discipline has been established. We will make every attempt possible to interact with your child in a loving, positive manner. Your child will be encouraged to solve problems in a constructive way and we often use a reward based system for desired behavior. Unfortunately, this action does not always achieve the desired results.

Discipline procedure:

Give a verbal warning

Remove child or toy (object) from situation/redirect

Take privileges away

Notify parents

Please be aware that we will make every effort possible to communicate with you and we encourage you to do the same with your child's teacher. Cooperatively, parents and the teacher will decide on appropriate action to take, when necessary. After all steps have been taken and it is deemed in the best interest of the child and other children in the class, the child may be asked to take a leave of absence or withdrawal from Weekday Ministries. The Weekday director will work with the family to develop a contingency/transitional plan.

FOOD SERVICE

Calvary Weekday Ministries does not offer meals or provide food service for your child. We do serve a light generic snack in the mornings and it is listed outside the teacher's door. If your child is staying for lunch please send an appropriate lunch which does not require any heating.

IMMUNIZATION REQUIREMENTS

A copy of current and accurate immunization records are required at the time of enrollment. They are to be maintained at age-appropriate levels, required by the state, and signed by a physician.

No specific vaccinations are required for staff by Calvary Weekday Ministries; however, all employees are encouraged to follow the recommendations of their primary care physician regarding immunizations for teachers of young children.

TB TESTING

TB testing is not required in Lubbock County. Therefore, it is not required to enroll your child in the Weekday program.

VISION AND HEARING REQUIREMENTS

All four and five year olds are required to have their vision and hearing tested. If your child does not successfully meet the standards that are required to pass, we will notify the parent, in writing. At that time, we will recommend that your child see their doctor. Basic testing will be done by trained personnel at the school or outside professionals will be hired to do a basic assessment.

ENROLLMENT PROCEDURES

Enrollment procedures include completion of the required documents and appropriate paperwork, as well as the payment of the required registration fee. We will follow the guidelines provided by Texas Department of Regulatory Services. If any changes are made in enrollment procedures, you will be notified in writing within one week. An additional parent signature will be required.

Children who are 6 months—3 years by September 1st are eligible for Parents' Day Out. Children who are 3 years (potty trained), 4 years, or 5 years old by September 1st are eligible for our preschool or Kindergarten programs. An

enrollment form, immunization record, birth certificate, and registration fee must be turned in to the director to secure your child's place in any class. **The registration fee is Non-Refundable.**

ABSENCES

Please call as soon as you know that your child will not be attending class so the teacher and classmates are not left waiting. Please make every effort to have your child in class regularly — however, be mindful of your child's health and any illnesses.

PERSONAL BELONGINGS

Please be sure that any jacket, sweater, backpack, lunchboxes, etc. has your child's name on it. For Parents' Day Out children, please be sure to label with your child's full name, bottles, sippy cups, diapers, etc. — there are often duplicate items among classmates, and we want to keep things with the right child! (Please refrain from sending toys from home, except at the teacher's request — these often cause difficulties in the classroom.) Please dress children in clothing that is okay to get dirty. Children play and get dirty and that means they are having fun! Please always have an extra change of clothes available in your child's backpack.

LATE PICK—UP CHARGE

IF YOUR CHILD IS NOT PICKED UP BY 12:05PM, OR 2:50PM, YOU WILL BE CHARGED A LATE FEE OF \$10 AND ADDITIONAL \$1 PER MINUTE TILL YOUR CHILD IS PICKED UP.

HOLIDAYS/WEATHER DAYS

We attempt to observe all public school holidays and snow days. Please see school calendar for details. In the event of bad weather, tune to **local channels/websites** for cancellations or delays. If LISD delays two hours, then we delay 2 hours. Please note that the two hour delay begins from our start time of 9 am. If there is a two hour delay on a Friday, Friday classes will be cancelled.

MONTHLY TUITION

Payment for each month is expected on the **15th of the previous month. A \$10 late charge will be added for any fees received after the 20th and an additional \$5 will be charged for each business day until payment is paid in full.** All accounts not paid by the beginning of the month, will forfeit their child's spot in the program until paid. Online payments are available on our website, www.calvarylubbock.org, click **give here** button and fill out form accordingly. This is setup by the parent with parameters on when to stop and start the automatic payments. Please be sure this is updated every year to reflect the current tuition amounts.

Enrollment changes

If you need to make a change to your child's enrollment, changes must be made before the first of the month. We cannot make changes in the middle of a billing cycle. Please note we may not be able to accommodate every change request. Your bill reflects the number of days you are registered for regardless of your child's attendance. For example, if your child attends

a 3 day a week class and you decide to attend only 2 days, you will still be billed for 3 days unless there is a class change.

TRANSPORTATION

Durham transportation provides all of the field trip transportation to and from a designated location. Prior approval is necessary for all transportation. A request must be filled out by a staff member and filed in the Directors' office 2 weeks prior. Permanent permission forms are required and stay on file in each child's enrollment packet. Parents are notified of planned field trips.

WATER ACTIVITIES

The only water activities that are permitted are water play, water guns, water balloons, sprinklers, splashing/wading pools, aquatic playgrounds, etc. There will be NO swimming of any kind.

FIELD TRIPS

They will require adequate supervision, so be aware that you may be asked to accompany your child's class. Also, field trip will require a permission form signed by the parent. Each child will have one on file. This is in the registration packet.

ANIMALS

Animals that are common pets (puppy, kitten, rabbit, fish) will be allowed for a brief period to visit the classroom. The animal must be accompanied by an adult. There will be no permanent animals in the classroom.

QUESTIONS AND CONCERNS

If a need arises, you are always welcome to schedule a conference time to visit with the directors about any questions or concerns you may have. Simply stop by the office to make an appointment or call 794-4120 to set up a time that is convenient.

VISITORS

Calvary Weekday Ministries have an "open door" policy regarding visitors coming in to observe or participate in daily activities. You may drop by, unannounced, it is not necessary to make an appointment. For the safety of all, we do ask that you do check in at the office and make us aware that you are in the building.

PARTICIPATION OF PARENTS

Parents are always welcome. Please visit with your child's teacher regarding field trips, special activities, parties, etc. Parent volunteers are always welcome.

REVIEW MINIMUM STANDARDS

You may, at any time, ask to see the Texas Department of Regulatory Services minimum standards that are followed by the Weekday Ministries. A copy of the most recent report, as well as all inspections is available upon request.

CONTACTING LOCAL LICENSING OFFICE

If you have any questions and would like to contact the local licensing office, the child abuse hotline or visit the websites, please use the following information:

Local licensing office: 806-698-5500

5121 69th Street Lubbock, Texas 79424

Child Abuse Hotline: 1-800-252-5400

Protective & Regulatory Website: www.tdprs.state.tx.us

Office of Consumer Relations: - 1-800-720-7777

These important numbers are also listed on the bulletin board outside the Weekday office which is close to a phone.

Emergency Drill and Evacuation Plan

Fire drills will be practiced monthly and severe weather and lock down drills will be practiced twice a semester throughout the school year. Each classroom has an evacuation plan on the back of the door with the closest exit to take. Teachers will have student information in hand.

Students who are under 24 months of age, who have limited mobility or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be relocated to the designated safe area or shelter by:

- *Placing child in a mobile crib
- *Placing child in a stroller or bye-bye buggy
- *A designated Calvary staff carrying or assisting child

In the event the building needs to be evacuated to an off-site location, staff and students will meet behind the Rockbridge shopping center directly across Aberdeen Street on the east side of the church.

Staff and students will remain there until the “all clear” is given or until parent reunification has been organized and parents have been notified when and where to pick up.

EMERGENCY COMMUNICATIONS

If an emergency occurs during school hours:

*Do not drive to the school unless it is safe to do so and /or you have been directed by school staff to pick up your child.

*It may be difficult to get through to the school via phone because of damage to phone lines or cell phone towers, staff will contact parents as soon as possible.

*Tune to news media for emergency instructions.

In times of emergency, information about the status of the school will be communicated through a variety of media. The preschool requests that parents do not call the school or church office in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up children or may require that children be picked up at another location other than Calvary Baptist church.

The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

*local media

*remind 101

*phone calls/texts from school/teachers

A copy of Weekday's emergency preparedness plan is available upon request.

Security

The South East doors located by PDO will be the only doors used for drop off/pickup. There are doorbells located outside the doors. These doors are locked.

In the event of a “lockdown” situation, such as an intruder in the building, teachers will lock classroom doors and move all children to a location away from the door. Children and teachers will remain there until it is safe to come out. Teachers will have student information in hand.

Gang Free Zone

Under Texas Penal Code any area within 100 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Preventing and responding to abuse and neglect of children

Including:

1. Required annual training for employees
2. Methods for increasing employee and parent awareness.
3. Methods for prevention of child abuse and neglect.
4. Strategies for coordination between the center and appropriate community organizations.
5. And actions that the parent of the child who is a victim of abuse or neglect should take to obtain assistance and intervention.

Breastfeeding

It is now required by state licensing that we provide a comfortable place with a seat in our center or within a classroom that enable a mother to breastfeed her child. In addition, we must inform you, that you have the right to breastfeed or provide breast milk for your child while in our care

Health Checks

Calvary Weekday Ministries does not conduct health checks. Calvary DOES require a health statement from the child’s physician.

Biting Policy

Biting is a common behavior among toddlers. Even in high quality settings where staff is vigilant and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures, and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting is handled in a way that respects both families involved in the incident.

We handle biting incidents as follows:

The child who is bitten is attended to immediately. The child is taken to a quiet area and the bite is examined and the child comforted. First Aid will be given as necessary to the bite. Depending on the severity of the bite, the child's parents may be contacted to let them decide if they wish to seek medical consultation. After the child that is bitten is taken care of, we focus on the biter. Removing the child from the area of play to another area to communicate that biting hurts and we need to be gentle. We will explain and demonstrate what gentle and acceptable behavior means.

The parent(s) of the bitten child and biter will be verbally informed and given an incident report. With respect to confidentiality, we do not share the name of the biter or the bitten child with either parent(s).

We have reference and resource materials for the parents of the biter and the bitten child to better understand the biting behavior.

The Weekday director will consult with the parent(s) of a habitual biter to develop strategies that can be used in class and in the home so we are working together.

After all steps have been taken to address the biting behavior, and it is deemed in the best interest of the child and other children in the class, the child may be asked to take a leave of absence or withdrawal from Weekday Ministries. The Weekday director will work with the family to develop a contingency/transitional plan.

Napping

Children in PDO and 3year old preschool are required to have a rest/nap time. If you know in advance your child will not rest quietly/nap and may disrupt the classroom, please consider picking your child up at noon. We make every attempt to help your child rest/nap and provide quiet activities if needed during this time. However, please note that if your child is disruptive, you may be asked to pick up your child.

Safe sleep practices

Unless you have completed a Sleep Exception Form that includes a signed statement from a health care professional stating that the child's sleeping position is medically necessary, the following practices will be followed:

Except for a tight fitting crib sheet, the crib must be bare for an infant younger than 12 months of age (No loose linens or blankets).

Infants may not sleep in a restrictive device, i.e. car seat, swing, stroller, bouncer, etc. If an infant falls asleep in a restrictive device, the infant will be placed in a crib as soon as possible.

Infants not yet able to turn over on their own must be placed on their back in their own designated crib.

We cannot lay a swaddled infant down to sleep or rest on any surface.

Infants cannot have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time to help them fall asleep.

Allergies

If your child has a severe allergy, you will be asked to fill out an Allergy Action Plan and have it signed by a medical professional.

If your child is in a class with a student who has a life threatening food allergy, we will ask your help in providing all students with a safe school environment.

Some ways you may be asked to help are: washing hands and face before entering classroom, not bringing the allergic food item to class, varying who your child sits next to at lunch to reduce the chance of allergen exposure, special consideration of snacks at class parties, and other needs as they arise.

It is our goal to provide the safest environment for our students and to not exclude or single out any one student.

We appreciate your support in keeping our school safe for everyone.

Parking Lot

Please park only in designated parking spots and not along the sidewalks. Drop off and pick up times are very busy. Please drive slowly and watch closely for small children and other cars. Please stay off your cell phone while driving in the parking lot.

Pictures

Class pictures or pictures of any Calvary student who is not your own may not be displayed anywhere or posted on any social media site i.e., Facebook, Instagram, etc. without the consent of each child's parent or guardian.

PRESCHOOL 3s, PRE K 4s AND KINDERGARTEN SCHOOL REGISTRATION REQUIREMENTS

STUDENTS MUST BE 3 (PRESCHOOL 3s), 4 (PRE K 4s), AND 5 (KINDERGARTEN) BY SEPTEMBER 1ST. ALSO, STUDENTS MUST BE **FULLY POTTY TRAINED** PRIOR TO THE BEGINNING OF SCHOOL.

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