

# CALVARY

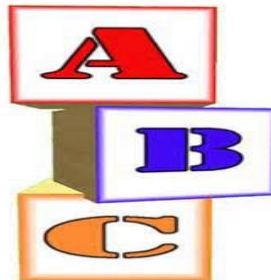


# Christian School

A Ministry of Calvary Baptist Church

## 2025-2026

### ECC PARENT / STUDENT HANDBOOK



“But seek first the kingdom of God and His righteousness,  
and all these things shall be added to you.” Matt. 6:33

1815 N. 7<sup>th</sup> Street \* Harlingen, Texas \* (956) 425-1425

[www.calvaryharlingen.org](http://www.calvaryharlingen.org) Fax (956) 412-0324

*Approved by the Calvary Christian School Board of Education*

*January 23, 2025*

## Table of Contents

Table of Contents	1
Calvary Christian School Mission Statement	3
Philosophy of Calvary Christian Early Childhood Center (ECC)	4
Introduction	
Letter from Our School Board	6
Letter from Our Director	7
Admission Requirements	8
Financial Information	
Registration Fees	9
Education Fees and Other Fees	9
Daycare Drop-Ins	10
Daycare Late Pick-Up Charges	10
Miscellaneous Fees	10
Payment Information	11
General Information & Procedures	
Annual Training of Caregivers	11
Asbestos Policy	11
Animals	11
Breastfeeding Policy	11
Chapel	11
Class Placement Policy	11
Classroom Visits	12
Clothing	12
Complaint Procedures	13
Conferences	13
Curriculum	13
Daily Activity Plan	14
Daily Health Checks	14
Disasters	15
Discipline and Guidance Practices	15
Dismissal	15
Distribution of Materials	16
Drop Off/Release	16
Emergency Drills	16
Emergency Evacuations	16
Field Trips (Preschool)	16
Field Trip Drivers/Chaperones	17
Field Trips (Summer/Holiday Daycare)	17

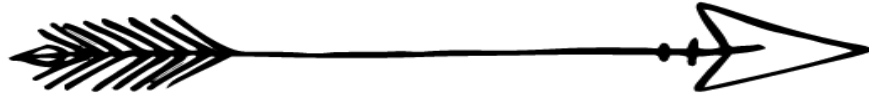
Gang Free Zone	17
Head Lice	17
Health Screenings	18
Hours/Holidays	18
Inappropriate Language	18
Insect Repellant and Sunscreen	18
Insurance	18
Library	19
Loading/Unloading	19
Lost and Found	19
Lunch/Snack Program	19
Medication and Illness	20
Medical Emergencies	20
Naptime	21
Parents and Teachers For Awareness (PTFA)	21
Parent Participation	21
Pest Control	21
Potty Training	21
Room Parent and Parties	21
Summer Program	21
Telephone/Cell Phones	21
Toys	22
Vaccine Preventable Diseases Policy	22
Visitors	22
Volunteers	22
Water Activities	23
Withdrawal of Students	23

Texas Department of Family & Protective Services (Child Care Licensing)

Community Organizations	24
Protecting Children from Sexual Abuse	25
Reporting Violations of Minimum Standards	26
10 Quick things you can do when you feel stressed	27

# CALVARY CHRISTIAN SCHOOL

## *Mission Statement*



THE MISSION  
OF CALVARY CHRISTIAN SCHOOL OF  
EXCELLENCE IS TO PROMOTE A CLOSE  
RELATIONSHIP WITH JESUS CHRIST  
FOR A LIFETIME OF GODLY INFLUENCE  
AND TO PREPARE EACH STUDENT WITH  
A SOLID FOUNDATION OF ACADEMIC  
EXCELLENCE.

PHILOSOPHY OF  
**CALVARY CHRISTIAN  
EARLY CHILDHOOD CENTER (ECC)**

We recognize that the first classroom is the family home. The family is the basic training ground for the education and development of the child. We believe that the home and the school, as they work together in God's design, are a solid working foundation for the teaching, developing, and maturing of each child.

The parents have primary responsibility for their child's education; therefore, a close home/school relationship is vital. Open channels of communication and involvement are extremely important for the total well-being of the student.

Calvary Christian ECC believes in:

1. Spiritual Salvation, Growth, and Development

- To lead each child to a personal acceptance of Jesus Christ as Savior
- To develop a well-balanced and Christ-like character
- To awaken the realization that God has a purpose for each life
- To develop, from Scripture, the ability to find help independently
- To give knowledge, love, and understanding of the Bible
- To instill a sense of responsibility for the lost that will lead to Biblical witnessing

"For all have sinned and fall short of the glory of God." Romans 3:23

We believe the only hope of salvation is through the sacrifice of Jesus Christ on the cross at Calvary – as indicated in the following scriptures:

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." Romans 6:23

"But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us." Romans 5:8

"Therefore, having been justified by faith, we have peace with God through our Lord Jesus Christ." Romans 5:1

"For by grace you have been saved through faith and that not of yourselves; it is the gift of God, not of works, lest anyone should boast." Ephesians 2:8-9

## 2. Christ-centered Academic Development

- To offer a high standard of Christ-centered academics
- To encourage the student to think clearly, logically, and independently
- To equip the student for his life's ministry
- To stress wisdom, understanding, discernment, and knowledge of the Word of God

"And Jesus increased in wisdom and stature and in favor with God and men." Luke 2:52

## 3. Social Development

- To build Christian character into the life of the student
- To live uprightly with his fellow man
- To build a Christ-controlled personality
- To practice good citizenship
- To respect authority
- To teach that marriage is a sacred union between a man and a woman

"Be strong in the Lord and in the power of His might." Ephesians 6:10

## 4. Physical Development

- To develop a respect for the body as the temple of the Holy Spirit
- To teach intelligent care of the body
- To participate in wholesome forms of recreation
- To teach Biblical purity and Biblical sexuality

"Do you not know that you are the temple of God and that the Spirit of God dwells in you?"  
I Corinthians 3:16

## Letter from Our School Board

Dear Parents,

Thank you for entrusting us with the education of your child. This is a responsibility that we at Calvary Christian School do not take lightly. We believe that children are a blessing from the Lord, and we believe that the Lord has truly blessed us in bringing your children here. We desire to not only give them a firm academic foundation but also to give them a solid spiritual foundation. Everything that we do here at Calvary Christian Preschool and Early Childhood Center is under the banner of the Lordship of Jesus Christ, and it is the knowledge of His saving grace and love that we strive to impart to every student. With God's help, we pray that each student will leave Calvary with not only a quality education but also with firm confidence that God exists and that He loves them.

On behalf of Calvary Baptist Church, we invite you and your family to worship with us here at Calvary Baptist Church. We have Sunday school for all ages, children's church for ages 3-12, AWANA on Sunday evenings, and Ignite youth group on Wednesday evenings. We desire to be a church that glorifies the Lord Jesus Christ in all that we do. We would love for you and your family to be a part of what God is doing at CBC.

In Christ,

CCS School Board

Calvary Christian School is operated under a nine member school board that is interested in the operation and growth of the school. The school board administers the affairs of the school under the leadership of Calvary Baptist Church. Each school board member is a member of Calvary Baptist Church and serves for a term of three years. Any parent wishing to contact the school board may do so by email to [schoolboard@calvaryharlingen.org](mailto:schoolboard@calvaryharlingen.org) or by making appropriate arrangements through the school office.

## **Letter from Our Director**

Dear Parents,

On behalf of the staff of Calvary Christian Preschool and Early Childhood Center, I welcome you to a new school year. Every year brings with it new challenges and new opportunities for growth for our students, teachers, and staff.

We, at ECC, are a loving family, and we look to our Lord Jesus Christ daily for His strength, guidance, and wisdom. The preschool years of a child are very important, and our aim is that each child will be introduced to and will grow in the knowledge and love of our Lord Jesus Christ.

The purpose of our handbook is to provide parents with complete information that will help them in understanding the policies and procedures of ECC. We want parents to be an important part of ECC, so we ask that parents become familiar with the information in this handbook.

If you have any questions, please feel free to contact me at (956) 425-1425. I will do my best, with the Lord's help, to serve the families here at Calvary Christian Early Childhood Center.

Serving Christ,

Mrs. Rocio Vazquez  
ECC Director



## ADMISSION REQUIREMENTS

Calvary Christian School and the Early Childhood Center do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, and other school administered programs.

The ECC Director reserves the right to deny admission based on the admission policies that have been adopted by the school board. We do not require families to be affiliated with Calvary Baptist Church to be considered for admission.

The age requirements for admission are as follows:

Infants 1	6 weeks*
Infants 2	12 months*
Toddlers	18 months*
2 yr. Preschool	2 yrs. on or before Sept. 1*
3 yr. Preschool	3 yrs. on or before Sept. 1*
4 yr. Preschool	4 yrs. on or before Sept. 1*

*\*Unless otherwise approved by the ECC Director.*

- Before applications can be approved, parents, guardian(s), or the custodial parent must sign all processing papers and agreements. It is the parent's responsibility to keep contact information up-to-date in the ECC office. Having current phone numbers on file is very important. The registration fee must accompany the application.
- A student must be fully immunized against certain diseases as specified by the Texas Department of State Health Services (DSHS) or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by ECC. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamped validation.
- If a student should not be immunized for medical reasons, the parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any family member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.
- A copy of the student's certified birth certificate is required.

- A health statement, SIGNED BY A PHYSICIAN, is required for all new students.
- The discipline and guidance policy must be signed.
- A website release form, allowing or declining permission to use your child's picture or school work, must be signed.
- All parents of four-year-old preschool students must sign the internet acceptable use policy agreement form.
- Education Fees and other fees must be paid.

ECC is not equipped to teach children with any of the following conditions:

- Mental or Physical Disabilities
- Emotional Disturbances
- Incurable Behavior
- Learning Disabilities

If a problem in any one of these areas develops, the school reserves the right to drop the student from the roll.

## **FINANCIAL INFORMATION**

### **Registration Fees**

Every student must pay a NONREFUNDABLE registration fee. It must accompany a student's application for admission. Existing student accounts **must** be current in order to register. Parents needing extended childcare services during the school year must complete an *Extended Care Request* form at the beginning of each school year and update it as necessary when changes are needed. Infants will pay a registration fee upon enrollment and another registration for the Toddler Room when the child turns 18 months.

### **Education Fees and Other Fees**

The Calvary Christian School Board calculates Education Fees and other fee rates based upon the current and projected enrollment and operating costs for the school year. Education Fees are the means by which CCS and the Early Childhood Center meet their financial obligations incurred during the year.

- Education Fees and daycare fees are due on the 1<sup>st</sup> of each month and considered past due on the 16<sup>th</sup>. A late fee charge of \$25 will be added to all accounts not paid by the 16<sup>th</sup>.
- Summer Daycare rates begin the last week of May, through the second week of August. Summer fees and policies are detailed on the summer fee sheet, which is provided in the spring.

- Monthly Education Fees or daycare payments may be made by cash, check, automatic bank draft\*, or credit or debit card (Discover, MasterCard, VISA, and American Express). A 3.8% fee is charged on each credit/debit card transaction. Credit card payments must be made in the CCS Financial Office or a payer may request a secure link to be emailed. There are drop boxes for check payments located in the ECC office as well as the school office. Receipts will be given for cash payments. *\*Bank drafts may be set up directly with your banking institution.*
- In the event that an account is unpaid for two consecutive months, childcare services may be suspended on the 17<sup>th</sup> of the second month until the balance is clear.
- When the student has been removed from the school, the account will be turned over to the CCS School Board President who will become the official contact for the account.
- The monthly Education Fees must be paid even if a child does NOT attend that month. Unless the office has been notified in writing that the student is withdrawing.
- A \$35 fee will be charged for all returned checks. Checks will automatically be re-presented to our banking institution as allowed by the returned item policy. In the event that your account has two checks returned as unpaid by your financial institution, your account must be paid via cash or credit card in the future. This will apply to all payments – Education Fees, EZ lunch accounts, fundraisers, etc.
- Education Fees will be prorated for students enrolling on or after the 16<sup>th</sup> of any month. No refunds will be made for early withdrawal.
- A 5% discount will be applied to the annual Education Fees paid in full by cash or check on or before the 1<sup>st</sup> day of school. A 2% discount will be applied to the annual Education Fees paid in full by credit card (Discover, MasterCard, VISA, American Express) on or before the 1<sup>st</sup> day of school. In case of early withdrawal, the discount will be lost; any excess Education Fees will be refunded.
- All Education Fees are based on an annual cost. Full monthly Education Fees are due each month, regardless of the number of days school is in session that month.
- All Education Fees are payable in 10 monthly installments.

**Daycare Drop-Ins**

The fee for drop-ins will be \$10 per hour and must be approved by the ECC director.

**Daycare Late Pick-Up Charges (beginning at 5:31 pm)**

5:31 pm — 5:45 pm .....\$10.00  
 5:45 pm — 6:00 pm.....\$10.00 + \$1.00/minute late  
*(Example: If a child is picked up at 5:50 the fee would be \$15. (\$10 + \$5))*  
 After 6:00 pm.....\$50.00

**Miscellaneous Fees**

Miscellaneous fees (field trips, special chapel, classroom parties, art fees, etc.) are intended to pay for special events and activities in which students participate that are not

covered by Education Fees.

### **Payment Information**

Parents may sign up to receive monthly email statements reflecting their current balance. Parents may also request a secure credit card link to be emailed automatically to them on a monthly basis. Tax statements will be emailed to all students enrolled in daycare by January 31.

## **GENERAL INFORMATION & PROCEDURES**

### **Annual Training of Caregivers**

All ECC staff is required by the state to take annual training focusing on prevention, recognition, and reporting of child abuse and neglect. These classes include the following information: factors indicating a child is at risk for abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; internal procedures for reporting child abuse or neglect; and community organizations that have training programs available to childcare center staff members, children, and parents.

### **Asbestos Policy**

ECC is maintaining compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the Calvary Christian School Principal's office.

### **Animals**

Animals will not be allowed at the childcare center. Although it is fun to show classmates a new pet, health precautions must be considered.

### **Breastfeeding Policy**

Mothers have the right to breastfeed in the lobby of the ECC or the infant room. The infant room is located in the main building of the ECC. Mothers also have the right to provide breast milk for their children.

### **Chapel**

Chapel services are held each Wednesday at 9:15 am. Parents and friends are welcome and encouraged to attend. Special chapel services presented by preschool and elementary classes are conducted periodically throughout the year. Parents will be notified of special chapel dates and times. They are also listed on the website.

### **Class Placement Policy**

The Class Placement Committee, made up of the ECC Director and faculty, will place students in classes. Students will be placed to ensure an equal boy to girl ratio.

Students will not be placed in classes until a completed school registration packet is returned with a registration fee.

A student registering after the class rosters have been determined during the summer will be placed in a class by the ECC Director as follows:

\*Smallest class

\*Ratio of boys to girls

\*Administrator's decision

**The Class Placement Committee reserves the right for final class placement.**

MAXIMUM CLASSROOM size per Teacher and Caregiver

Infant Room 1	4 infants: 1 caregiver
Infant Room 2	5 infants: 1 caregiver
Toddler Room	9 toddlers: 1 caregiver
2 year olds	11 students: 1 caregiver
3 year olds	15 students: 1 caregiver
4 year olds	16 students: 1 caregiver

**Classroom Visits**

Parents will have opportunities to visit the classrooms. A parent orientation is held a few days before school begins, and an open house is held in the spring. Parents are encouraged to visit during these times. Parents wishing to visit the classroom at other times must make their request known to the ECC Director. The visit will be allowed only at the convenience of the teacher, and at no time will there be more than one parent in the classroom. Visits of this nature are distracting to the teacher and to the students. The teaching/learning atmosphere must be maintained at the highest level possible.

**Clothing**

Please make sure students are dressed for practicality and fun. Avoid difficult-to-remove items such as overalls, tights, etc. that must be removed by the student when using the restroom. "When seconds count between a successful bathroom break and an unfortunate accident, children need "dash-n-go" style clothing."

Place a seasonally-appropriate change of clothes (including socks and underwear) in a gallon-size Ziploc baggie, mark your child's name on it, and place it in your child's backpack. Just be sure to replace this extra set of clothes as your child grows.

To protect their modesty, girls must not wear halter tops, spaghetti straps, or shirts that expose their midriff. Short shorts are not permitted. Girls should wear a pair of shorts under flowy dresses, so that they are fully covered during P.E. and other vigorous activities.

TENNIS SHOES ARE STRONGLY RECOMMENDED. Young children learning to walk need supportive shoes, and children walking need to protect their toes and ankles when

climbing on the playground equipment. Dress shoes and boots slip on the playground equipment and do not give children the support needed.

### **Complaint Procedures**

The steps for handling a complaint:

1. The parent, with a spirit of reconciliation, meets privately with the teacher to seek a resolution.
2. If reconciliation has not been achieved, the parent, teacher, and the director meet with a spirit of reconciliation to seek a resolution.
3. If reconciliation has not been achieved, the problem will be turned over to the Executive Committee of the School Board. This committee will call upon the parties involved as necessary. Reconciliation will be sought.
4. The problem, if not reconciled, will then be presented to the entire School Board. The board will seek to bring about reconciliation. All complaints to the School Board will be presented in written form.

#### **Please remember:**

- Express your complaint only to the individual involved. Solve each complaint with the persons directly involved at the lowest level possible.
- Express it clearly and in love.
- Don't share a bad report.

Parents who refuse to follow these complaint procedures will be called for a conference with the ECC Director. Should problems continue following the called conference, the matter will be brought to the attention of the Principal and the School Board. If the parent fails to cooperate with the Director, the lack of cooperation may lead to the dismissal of the student by the School Board based upon the recommendation of the ECC Director and the CCS Principal.

### **Conferences**

Parents wishing to have a special conference with the teacher or ECC Director must make arrangements ahead of time by calling the ECC office to schedule an appointment. Parents of preschoolers coming to the school before 8:15 a.m. or after 12:00 p.m. for a conference or meeting are asked to make arrangements for their children. If children must be brought to the ECC campus, they will need to go to the Extended Daycare and a fee will be charged. We cannot allow children to be unattended at any time on our campus.

### **Curriculum**

Calvary Early Childhood Center uses a treasury of textbooks and teaching materials that reflect the very best in scholarship, design, practicality, and spiritual fidelity. ECC provides a scriptural foundation for academic excellence and good character training. Students in the 2-year-old through 4-year-old program use the ABeka curriculum. All 2–4-year-old students will participate in PE classes daily. Music and library are also part of the weekly

curriculum. Students in the 4-year classes will attend computer classes weekly.

### **Daily Activity Plan**

Calvary Early Childhood Center and Daycare offers a variety of indoor and outdoor activities to aid in addressing emotional, social, intellectual, and physical development. Weather permitting, we encourage outdoor play to ensure students are actively using both small and large muscles for physical growth.

The infants ages 6 weeks through 12 months will be taken on a buggy ride for 30 minutes each morning at 9:00 and each afternoon at 1:00, or as long as can be tolerated.

When the weather is too cold and/or rainy, infants will be encouraged to have playtime on the carpeted activity area in the classroom or have a walk around the gymnasium.

Teachers will incorporate tummy time for the younger infants, movement in the bouncers, and practicing walking for the older infants.

The infants ages 13 months through 17 months of age will be taken outside to the playground or on a buggy ride for 30 minutes at 9:00 and then again at 4:00.

The toddlers will be taken outside to the playground for approximately 40 minutes at 10:00 and then again for 30 minutes at 4:45.

The pre-kindergarten classes will have PE class for 20 minutes each morning with an additional 10 minutes of recess before lunch. In the afternoon, the students will receive an additional 30 to 45 minutes of outdoor playground time. Students will also have the opportunity for moderate play indoors for another 30 minutes to ensure that they receive a minimum of 90 minutes of active play.

Calvary Early Childhood Center and Daycare will incorporate group and individual activities to create a balance of active and quiet play, both indoors and outdoors.

The toddlers will receive 60 minutes of moderate to active play to include: playing on the playground, moving and dancing to music, and stretching and exercising during active carpet time.

The pre-kindergarten classes will receive 90 minutes of moderate to active play to include: playing on the playground, moving and dancing to music, stretching and exercising during active carpet time, and playing games indoors. All equipment, materials, and supplies needed for such activities will be provided for the child.

Child-initiated activities are offered during "center time" and will promote team building and communication skills. Materials such as building blocks, farm sets, race cars, dolls, etc. will all be within reach of the children during those times.

Meanwhile, caregiver-initiated activities will be geared towards promoting movement (i.e. exercising, dancing, stretching, etc.)

### **Daily Health Checks**

A visual and temperature check of each child is conducted every morning. If something is noticed, the nurse is called to conduct a wellness check. If the child is sick, parents will be notified immediately.

## **Disasters**

In case of a hurricane, natural disaster, or other emergency, CCS/ECC will communicate any messages from the School Board about school closings or other information through GroupMe, Remind, or email.

## **Discipline and Guidance Practices**

The ECC staff will follow the discipline and guidance practices stated in the Minimum Standard Rules for Child-Care Centers:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-esteem.

*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:

1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive and appropriate discipline for the child's age and development. Redirection 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:**

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## **Dismissal**

Children may be dismissed for:

1. Biting or physically hurting other children continuously. (See ECC biting policy)
2. Having continuous discipline problems that are not corrected.
3. Caring for children requires a harmonious relationship between the employees of ECC and the parents of the children. When there fails to be a harmonious relationship, the student will be dismissed from ECC.
4. Parents failing to pay the fees.



## **Distribution of Materials**

Any outside information must be approved by the ECC Director before distribution.

## **Drop off/Release**

Parents or authorized persons are required to deliver children to a staff member at the ECC gate. The parent must stay at the gate until their child is safely inside the closed gate. The parent or authorized persons must come to the ECC to receive the child in the evening for checkout. Once a child is released to the parent or authorized person the child is then the sole responsibility of the parent or authorized person. If the child becomes unruly, uncontrollable, or runs from the parent or authorized person, the child is no longer the responsibility of the ECC staff or its agents and shall be considered under the parents' responsibility. Calvary Baptist Church, Calvary Christian School, or Calvary Christian Early Childhood Center (ECC) staff cannot be held responsible if harm or injury occurs to the child. ECC must ensure that a child is released only to a parent or a person designated by the parent. If a parent calls to authorize the emergency release of a child, the ECC will verify that the caller is actually the parent. The center must have and follow a plan to verify the identity of a person authorized to pick up a child when the person is unknown to the staff.

*For example: View the picture of the person's driver's license or DPS identification card and record the person's name and card number. The center keeps this identifying information for 24 hours.*

## **Emergency Drills**

Fire drills are conducted once a month. Lockdown and sheltering drills are also conducted.

## **Emergency Evacuations**

In the event that the ECC would have to evacuate their classrooms, the children would go to the school's gymnasium. The staff will take a clipboard with the current roster and all the emergency information of students in their care. The director/designated person in charge will contact the local authorities and Child Care Licensing. All parents would be notified to pick up children at that location. The ECC Director and staff will notify parents by phone if there is an emergency. All other notifications will be sent home with the child in writing.

## **Field Trips (Preschool)**

Occasionally, ECC (Pre K3 & Pre K4) will take part in educational field trips.

- Children under the age of 8 are required to be in car seats.
- The student may bring one from home; ECC has a limited number of booster seats to loan.
- All students must be dressed in a field trip t-shirt.

### **Field Trip Drivers/Chaperones**

- All field trip drivers and chaperones must be parents or teachers unless prior approval is received from the principal.
- A copy of Drivers' License and current insurance must be on file in the school office.
- A background check will be run. The principal must be notified within three calendar days of any occurrence or offense that would affect a background check.
- The driver/chaperone must be at least 21 years of age.
- The driver/chaperone may not use tobacco in the presence of, or within sight of, students.
- The driver/chaperone may not use or possess alcohol, illegal drugs, or weapons.
- Cell phones should NOT be used while driving.
- The driver must adhere to the approved travel route. No unauthorized stops may be made, and scheduled stops must be taken. The driver must not leave the entire group to take a small group elsewhere.
- Vehicle should be filled with fuel and ready to leave upon arrival at school.
- Students must wear the appropriate safety restraints.
- Movies and music in vehicles must be appropriate for Calvary students. If it is not appropriate for classroom use, it is not appropriate for field trip vehicles. Check with the principal if there are any doubts.
- The driver must abide by the traffic laws for the safety of our students.
- Extra children may not attend school trips.
- Staff members will administer discipline. A clear chain of command will be communicated to all chaperones and must be followed. Notify staff members immediately if discipline issues arise.
- The driver must take permission slips for the students in his vehicle.
- Field trip chaperones will be limited to the number the teachers deem necessary.

Private/personal birthday parties do not qualify as a school-approved field trip.

### **Field Trips (Summer/Holiday Daycare)**

Field trips are scheduled occasionally during the school year and regularly during the summer months. Information will be posted and a special permission form will be required for field trips. Additional staff will be available for field trips when necessary. Students are required to wear an ECC identifying shirt. The Calvary Baptist Church van will be used to take children to and from field trips. An appropriate child/staff ratio will be enforced. Transportation is only used to and from field trips.

### **Gang Free Zone**

Any area within 1000 feet of a child care center is considered to be a gang free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Head Lice**

Whenever a case of head lice is discovered, the affected child is immediately removed from the classroom. All other students in that classroom and the affected child's siblings

and their classrooms are also checked. Parents of the affected child are contacted and a notice is sent home with all other students in the affected child's classroom alerting parents that a case of lice has been discovered. A child may return to school only after being treated with the special shampoo from the Health Department or local pharmacy. The Health Department is also able to instruct on how to rid the home and car of lice to avoid re-infestation. To return to school, the student must be proven to be lice-free; he must be accompanied by a parent to the school nurse's office to be cleared before returning to the classroom.

### **Health Screenings**

If your child is four by September 1 of the current school year, he will be administered both a vision and hearing screening. Parents will be notified of any problems.

### **Hours/Holidays**

ECC offers care to infants (6 weeks old) through 4 years old, Monday through Friday, between the hours of 7:15 a.m. and 5:30 p.m. Any child remaining in the Center after the closing time will be charged a late fee. Calvary ECC will be closed for the following holidays:

- New Year's Day – If this falls on a Saturday or Sunday, the center will be closed on Monday.
- Good Friday
- Labor Day
- Christmas Eve and Christmas Day – If this falls on a Saturday or Sunday, the center will be closed on Monday.
- July 4<sup>th</sup> – If this falls on a Saturday or Sunday, the center will be closed on Monday.
- Memorial Day
- Thanksgiving Day and the Friday following.
- Two maintenance/cleaning days

During in-service, spring break, and other holidays, our center will operate on a regular schedule. Additional fees are required except for toddlers and infants.

### **Inappropriate Language**

Absolutely no swearing or foul language will be tolerated.

### **Insect Repellant and Sunscreen**

Parents should provide any insect repellant and/or sunscreen for their child. The teacher will apply the product prior to any outdoor activities or as needed.

### **Insurance**

Calvary Christian School and the ECC do not carry medical insurance for students. However, accidental insurance is available for purchase online through Texas Kids First website (<http://www.texaskidsfirst.com>), or by calling 1-800-366-8354. Calvary Christian School or the ECC cannot be responsible for injuries incurred on school property or during school-related functions.

## Library

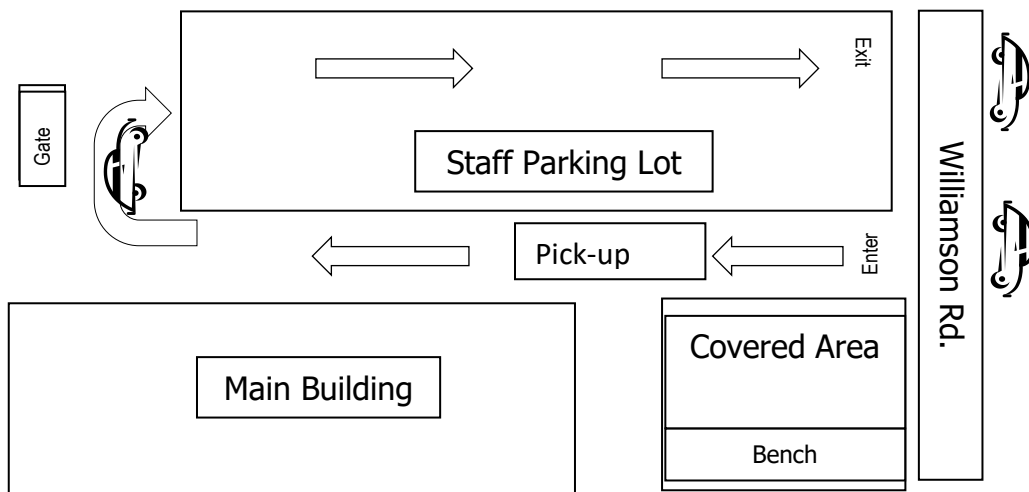
Preschool of 3-year-olds and 4-year-olds classes visit the library once a week for story time.

## Loading/ Unloading

- Parking for ECC parents is located in the back parking lot on Williamson Street.
- All ECC children are dropped off and picked up by the ramp up to the ECC gate alongside the covered church van area on Williamson Street

- **Preschool Unloading in the Mornings**

- **Preschool Loading at 12:00 p.m.**



## Lost and Found

The school maintains a lost and found area. Parents should contact their child's teacher if they are missing something. Items not claimed may be donated to a local charity. *Labeling clothing and supplies with the child's name will help facilitate the return of items.* CCS/ECC is not responsible for lost items.

## Lunch/Snack Program

Preschool classes have snack leaders who provide snacks during preschool hours. Parents must check with the teacher about food allergies in the classroom when providing snacks. Parents may bring a special snack on a child's birthday. Children are not allowed to bring candy or gum. Mid-afternoon snacks for afternoon daycare are provided. Infants and toddlers must bring their own morning and afternoon snacks.

Each student staying for daycare will need to bring a lunch or purchase one through the EZ School App. Student lunches must be ordered by 4pm the previous day on the EZ School App. If a student forgets to bring lunch, parents will be notified and must bring a lunch.

Cash or check may be sent to be applied to the child's lunch account, or parents may add funds directly through the EZ School App. Checks must be made payable to CCS and not be included with Education Fee payments.

Many students have food restrictions, some with the potential for serious medical repercussions. Food should not be shared. If a child is allergic to milk or any food, ECC must have a signed statement from the doctor.

### **Medication and Illness**

Childhood diseases are unavoidable in a school. If parents will report promptly any illness/exposure a child has had, it will help keep illnesses to a minimum. If a child should become ill during the day the child will be isolated and a parent notified. If a child is sick, the parents must keep the child at home. **A child should be free of fever for 24 hours without the aid of any medication before coming back to the ECC.**

Children with a fever of 100.4 or higher and other symptoms of contagious disease will not be allowed to stay at the ECC. Parents will be called and the child ***MUST BE PICKED UP*** as soon as possible. This is for the protection of ***ALL*** children. An illness report will be completed when such a situation occurs. Both the ECC Director and parent will sign it recognizing the child has a fever. Parents will be notified in writing of any contagious diseases occurring on campus.

The ECC staff will administer medication to children under the following State Law Standards:

1. Prescription medication must be in the original container labeled with the child's name, date, directions, and the physician's name.
2. ECC staff can administer the medication as stated on the label directions.
3. ECC staff cannot administer medication after the expiration date.
4. ECC staff will not administer non-prescription medication unless a doctor's note has been turned in for the child stating the amount to be given and frequency.
5. ECC staff must document each dose of medication administered showing the child's name; the name of the medicine; date, time, and amount administered, and the name of the staff administering the medicine. The record must be kept for two weeks.
6. Parents must fill out and sign a medication form on all medications. This form will be good through Friday of that week. A new form must be filled out if the child is still on the same medication the next week.
7. Medication from Mexico will not be administered by any school staff unless there are U.S. physician's orders on file approving the substitution of medication from Mexico. The medication must be labeled by the pharmacy in English.

### **Medical Emergencies**

In the event of a medical emergency, the ECC staff will contact emergency medical services (911), give the child first-aid treatment or CPR when needed, and contact the child's parent.

## **Naptime**

There will be an age-appropriate rest time provided after lunch for the students staying for afternoon daycare. Each child is responsible for bringing a sleeping mat and blanket with their name clearly labeled on each. Mat covers, pillow cases, and blankets will be sent home with the child at the end of each week to be washed and clean for the next week. Calvary ECC Staff will **never** force a child to sleep or put anything in or on a child's head and body to confine or force the child to rest or sleep. Once a child has quietly rested or slept for one hour, the teacher will provide a quiet activity at the child's table until naptime is over for the other children.

## **Parents and Teachers For Awareness (PTFA)**

PTFA holds various fundraisers throughout the year to raise money for school improvements and teachers' needs. Parents are encouraged to participate in these activities.

## **Parent Participation**

Parents are welcome to be involved in special activities at the ECC. It is the responsibility of the **staff** to handle discipline and guidance. If a parent has a concern, the parent should address the staff and not the child.

## **Pest Control**

Once a month, a pest control company sprays the center. If a child has any sensitivity to certain chemicals used for pest control, parents need to advise the ECC Director.

## **Potty Training**

**All students entering the 3-year-old program MUST be potty trained before attending school.**

## **Room Parent and Parties**

Each class needs a room parent. This parent helps with parties, field trips, and other events. There are parties for Christmas, Valentine's Day, Easter, and end of the school year. Others may be announced. ECC does not celebrate Halloween. No Halloween clothing or costumes may be worn. Please do not send any type of Halloween treats.

## **Summer Program**

Summer fees and activity notices will be made available to parents in the spring.

## **Telephone/Cell Phones**

A student may not receive/make telephone calls in the office during school hours unless it is an emergency. Parents may leave messages for their child(ren). The school staff reserves the right to discern whether the matter is important enough for the student to make a telephone call.

## **Toys**

ECC is not responsible for lost, missing, or broken toys brought from home. ECC has a large range of age-appropriate toys to play and learn with at the center. Toys brought from home will be put in the child's cubby or, if need be, placed in the ECC Director's office.

## **VACCINE PREVENTABLE DISEASES POLICY**

Immunizations are not just for children. Childcare providers have a unique opportunity to protect children in their care and lessen the spread of vaccine-preventable diseases by getting immunized. Vaccine-preventable diseases (VPD's) are conditions that are preventable through vaccines available to protect against specific diseases. A list of the VPD's can be found at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). CALVARY CHRISTIAN DAYCARE staff members that work in the infant, toddler, and 2-year-old rooms are required to receive and stay up-to-date on Pertussis, Influenza, and Hepatitis A vaccines.

If a staff member should not be immunized for medical reasons, religious reasons, or reasons of conscience, the staff member must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the staff member or any family member of the staff member's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

## **Visitors**

The ECC has an open door policy. Parents may visit the ECC any time during operating hours, but for safety reasons, parents are asked to schedule a visit at the ECC office. Caregivers will answer any questions you have, **but** the care of the children is of utmost importance. If you need to speak to your child's teacher at length, please make an appointment to do so. If a parent's visitation becomes disruptive to the activities of the classroom or center, the parent will be asked to come back at a better time. All visitors must check-in with the ECC office and will be issued a visitor's pass to wear while on campus.

## **Volunteers**

It is essential for all school volunteers to adhere to a professional code of ethics. We ask that volunteers abide by the following:

- **Confidentiality**—Volunteers may not discuss school matters or information concerning students outside the classroom with anyone other than designated staff members.
- **Dependability**—Volunteers must arrive on time and notify supervisors if they are delayed or not able to come.
- **Communication**—Volunteers must communicate with the appropriate person if they have questions about policies or procedures.

**Appearance/Attire**—Volunteers should set a good example for students. Volunteers should abide by the same uniform rules as those of the students.

- **Discipline**—Only staff members may administer any corrective discipline.

Communicate problems with our staff.

- **Attitude**—Volunteers must remain impartial towards students and have a positive attitude.

### **Water Activities**

Occasionally during the summer program, children will be given the opportunity to be involved in a "water day". Small wading pools, no more than two feet deep, water slides, (for ages 5-12), and sprinklers will be used. Parental permission must be given in advance in order for children to participate in "water day". The childcare enrollment form has a section concerning water activities.

### **Withdrawal of Student**

Parents wishing to withdraw children must follow the appropriate withdrawal procedures:

- A request to withdraw must be presented to the ECC Director. A teacher is not allowed to withdraw a student. ECC requests a week's notice when a parent is withdrawing a child.
- A withdrawal form must be filled out.
- A closing financial statement will be given to the parent. All fees must be collected prior to the withdrawal date.



## **TEXAS DEPARTMENT OF FAMILY & PROTECTIVE SERVICES (CHILD CARE LICENSING)**

### **Community Organizations**

One of the best ways to protect children from the harmful effects of maltreatment is by staying informed about resources that can provide valuable information for child care providers and administrators, parents, and even children about both abuse and neglect. There are many organizations that operate on the local, state, and national levels to distribute information and help connect concerned parties to resources, including the organizations listed below.

The following is a small sample of what's available:

### **Texas Department of Health and Human Services**

<https://www.hhs.texas.gov/>

This page has hundreds of programs and services that help more than 7 million Texans a month live better lives, improving the health, safety and well-being of Texans with good stewardship of public resources.

### **Texas Department of Family & Protective Services-Child Protective Services**

[www.dfps.state.tx.us/child\\_protection/](http://www.dfps.state.tx.us/child_protection/)

In addition to information about reporting suspected cases of maltreatment in Texas, this site has information about preventing and recognizing abuse and neglect for adults who want to protect children.

### **Texas Attorney General-When You Suspect Child Abuse or Neglect: A General Guide**

<https://www.texasattorneygeneral.gov/victims/childabuse.shtml>

This page gives information about legal considerations related to abuse and neglect, such as mandated reporting and legal protection for good faith reports. It also gives tips for what to do if you suspect a child is being abused or neglected and warning signs of different types of maltreatment.

### **Prevent Child Abuse Texas**

<http://www.preventchildabusetexas.org/>

This organization provides fact sheets about different issues related to abuse and neglect that can be used in training for caregivers, parents, or other individuals concerned with children's well-being. They also provide fee-based face-to-face training programs.

### **ChildHelp**

<http://www.childhelp.org/> or 1-800-4-A-CHILD (1-800-422-4453)

This organization provides support to anyone involved in cases of abuse and neglect nationwide, including offering assistance for children in abusive situations. Individuals

who call the hotline can give information and receive advice anonymously if they choose.

## **Protecting Children From Sexual Abuse**

Sexual abuse is perhaps a parent's greatest fear for their child, but there are many ways we can help protect our kids. It starts with awareness, and it succeeds with courage.

### **What Can Parents Do To Protect Their Children From Sexual Abuse?**

- **Talk to your child.** Communication is key. Know your child's friends and their friends' parents. Know their teachers. Keep an open line of communication with your child so they know they can come to you about whatever is happening in their life. Talk to your child about their world - both *physical* and *online* - and ask three specific questions for both:
  1. Where are you going?
  2. Who are you hanging out with?
  3. How long are you going to be?
- **Ask specific questions.** Has anyone ever touched you in a way that made you feel uncomfortable? Has anyone ever asked you to keep a secret from me? Has anyone ever invited you into their home?
- **Listen to your child.** Trust your gut and your child's gut instinct as well. If your child tells you they feel uncomfortable around a particular person or in a particular place, believe them and ask questions. If your child tells you they have been abused, believe them, and take action by making a report. Make sure children understand that no matter what has happened, they can tell you without fear of being blamed or punished.
- **Educate your child.** Teach your child from a very young age about their bodies, and when age-appropriate, about sex. Tell them which parts of the body are private and should not be touched by others. Explain that their mouth is also a private part. Use examples of situations and people in their lives. Explain these touching boundaries are for *everyone* - even parents, family members, older youth, babysitters, and friends. Teach children the proper names for their body parts. Teach them they have your permission and the right to say "NO" to unwanted or uncomfortable touch. Demonstrate appropriate boundaries by never forcing them to give affection if they say no.
- **Minimize Opportunity.** Eliminate or reduce isolated, one-on-one situations to decrease the risk of sexual abuse. More than 80% of child sexual abuse incidents happen in these isolated, one-on-one situations.

### **Are There Signs That Parents Can Look For?**

Look for physical injuries or problems around the:

- Mouth
- Genitals
- Anus

Physical signs are not common but have your child immediately examined by a medical professional if you notice anything different.

**Changes in emotions and behavior** are more common signs of abuse.

If your child is acting very differently and something seems wrong, try talking to them and find out what is happening in their life. Sexual behavior and language that are not age-appropriate can also be red flags.

### **Is There A Way To Tell If Someone Will Abuse A Child?**

Children are often abused by **people they know** and not always by adults:

- 30% by family members
- 60% by people the family knows and trust
- 40 % of sexual abusers are older, more powerful children

People who sexually abuse children look for settings where they have easy access to children like:

- Sports leagues
- Faith centers
- Clubs
- Schools

Never assume that a person isn't the "type" to abuse a child and instead focus on eliminating isolated, one-on-one interactions. Watch for "grooming behaviors," where potential offenders test the waters and gradually work on getting closer to the child.

### **What Should Parents Do If They Suspect Or Know A Child Has Been Abused?**

- Call the Texas statewide child abuse hotline at [1-800-252-5400](tel:1-800-252-5400).
- Call 911 if there is an **immediate threat of danger**.

You do not need to have proof of sexual abuse to make a good faith report.

The [Center for Child Protection](#) offers educational opportunities to professionals, parents, and community organizations on the identification, reporting, and prevention of child physical abuse, sexual abuse, and neglect. These programs are offered free of charge and are available in English and Spanish.

Much of the information provided in this article comes from the [Stewards of Children training program by Darkness to Light](#). You can schedule training for yourself or your school, company, church, or organization through the Center for Child Protection - visit our [website](#) to learn more.

### **For More Information**

Download and print [Talking to Children About Sexual Abuse](#), a tip sheet from our [Parent Resource Library](#).

### **Reporting Violations of Minimum Standards:**

The child care operation is regulated by the Texas Department of Family and Protective Services. If you have concerns about this operation's compliance with minimum standards, you may contact your local licensing office or call the DFPS hotline at 1 (800)252-5400. Falsely reporting complaints about an operation's non-compliance with minimum standards is a crime.\*

**TEXAS DEPARTMENT OF  
FAMILY AND PROTECTIVE SERVICES**

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**601 W. Sesame Dr.  
Harlingen, TX 78550  
(956) 316-8275**

**\*Human Resources Code; Chapter 42**

**Sec. 42.0447. FALSE REPORT; CRIMINAL PENALTY**

(a) A person commits an offense if the person knowingly or intentionally files a complaint alleging that a child-facility or registered family home failed to comply with the department's minimum standards and the person knows the allegations is false or lacks factual foundation. (b) An offense under this section is a Class A misdemeanor unless it is shown on the trial of the offense that the person has previously been convicted under this section, in which case the offense is a state jail felony.

## **10 Quick things you can do when you feel stressed:**

No one said being a parent was easy! But it's very important to take care of yourself as well as your children. When you feel overwhelmed with crying babies, squabbling kids, busy workdays, or parent-to-parent problems, take a quick break for one of the following:

1. Take a deep breath and count to 10.
2. Turn to God in prayer.
3. Meditate on the Word of God.
4. Phone a friend.
5. Put your child in a crib, playpen, or other safe place and leave the room.
6. Have a responsible adult take care of your children while you go for a walk or drive.
7. Take a short nap. Just like you have a hard time dealing with your children when you're tired, remember that it's hard for your children to deal with you when they are sleepy. Make sure you set a bedtime or naptime routine for everyone to follow.
8. Play your favorite song and sing along to it.
9. Cuddle with the family pet.
10. Spend time giving thanks and praise. This will take your focus off of your problem and turn it to God.

*Calvary Christian ECC reserves the right to change any of the rules and regulations at any time, including those relating to admission, instruction, policy, and calendar events. Policy changes will be available in writing to the parents. If a parent has a question or concern about any policies and/or procedures, call the ECC office.*