

CALVARY

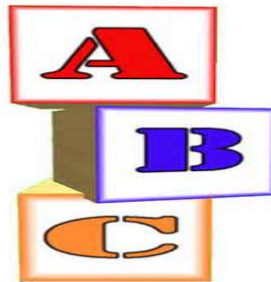


Christian School

A Ministry of Calvary Baptist Church

2021-2022

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

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Approved by the Calvary Christian School Board of Education

January 19, 2021

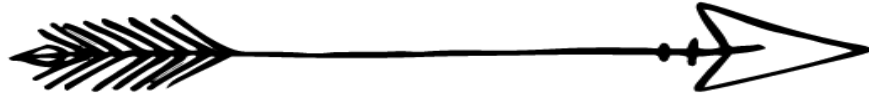
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CALVARY CHRISTIAN SCHOOL

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

HISTORY OF CALVARY CHRISTIAN SCHOOL

The congregation of Calvary Baptist Church had a vision of having a Christian day school long before they began one. In 1962, the present site of the church was chosen because it would be a good place for a church and school.

In the fall of 1975, Calvary Christian School began classes with 35 students in Junior and Senior Kindergarten. Each succeeding fall, the school added a grade until it reached the sixth grade in the fall of 1981. Enrollment in the early 1980s was around 240.

The first teachers developed their own curriculum. On April 27, 1978, the school board approved the use of the Abeka Science curriculum.

Calvary Christian School became accredited by the Texas Education Agency in 1982 and became a charter member of ACTABS in 1986.

In the early years of CCS the parent organization was established. It is currently called PTFA (Parents and Teachers for Awareness). PTFA helps promote the school in many ways. Parents and staff are always encouraged to be a part of PTFA.

In the spring of 1990, Calvary Baptist Church voted to open a seventh grade in the fall of 1990 and eighth grade was opened in the fall of 1991.

Seeing the need for a Christian high school, Calvary Baptist Church voted to open ninth and tenth grades in the fall of 2005. Eleventh grade was added in 2006 and twelfth grade in the fall of 2007. Due to enrollment not meeting expectations, the high school was closed at the end of the 2007-2008 school year.

Due to demand from our school families and community, the school board approved adding a full day Kindergarten class for the 2011-2012 year.

Calvary Christian Early Childhood Center (ECC) is proud to provide quality, Christ-centered education to Harlingen and the surrounding areas.

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 making appropriate arrangements through the school office.

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 School 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 Sunday and 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 '20-21

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. Suzie Neasman
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 policy, 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 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 certified copy of the student's 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.
- Tuition 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.

Tuition and Fees

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

- Tuition and daycare fees are due on the 1st of each month and considered past due on the 16th. A late fee charge of \$25 will be added to all accounts not paid by the 16th.
- 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 tuition 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% 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 17th 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 tuition must be paid even if a child does NOT attend that month.
- 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 – tuition, EZ lunch accounts, fundraisers, etc.
- Tuition will be prorated for students enrolling on or after the 16th of any month. No refunds will be made for early withdrawal.
- A 5% discount will be applied to the annual tuition amount paid in full by cash or check on or before the 1st day of school. A 2% discount will be applied to the annual tuition amount paid in full by credit card (Discover, MasterCard, VISA, American Express) on or before the 1st day of school. In case of early withdrawal, the discount will be lost; any excess tuition will be refunded.
- All tuition rates are based on an annual cost. Full monthly tuition is due each month, regardless of the number of days school is in session that month.
- All tuition accounts 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 tuition.

Payment Information

Parents may sign up to receive monthly email statements reflecting their current balance.

Parents may also request for 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

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.

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.

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

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

MAXIMUM CLASSROOM size per Teacher and Caregiver

Infant Room 1	8 infants: 2 caregivers
Infant Room 2	10 infants: 2 caregivers
Toddler Room	9 toddlers: 1 caregiver
2 year olds	11 students
3 year olds	15 students
4 year olds	16-18 students

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

Parents must label all clothing that the child may remove during the day. Children should wear clothing that is comfortable and suitable. Clothing that is difficult for a child to manage should be avoided. **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. An extra change of clothes is required in case of accidents. Place clothes in a plastic bag marked with the child's name.

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 principal 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 Principal, 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.

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.

Disasters

In case of a hurricane or any natural disaster, our school will operate on the same schedule as the Harlingen Consolidated Independent School District. Parents need to follow instructions on television and radio that pertain to the Harlingen school district. Fire drills are conducted every month. Lockdown and sheltering drills are also conducted.

In the event of a government mandated shutdown, CCS information will be distributed through email.

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 in the ECC classroom. 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 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 emergency 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 scheduled field trips. Parents will be notified in advance and will be asked to sign a permission slip allowing the student to go on the trip. Children without permission slips will not participate. If a parent would like to transport students, the parent must have a volunteer form filled out with a current driver's license and proof of insurance on file in the ECC office. The ECC will run a background check. Field trip drivers may not bring extra children on 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. If a child is not able to attend a field trip for whatever reason they will be allowed to remain behind in another classroom. All students must be dressed in a field trip t-shirt.

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 are also checked. Parents of the infected child are contacted and a notice is sent home with all other students 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 lice-free and 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 4th – If this falls on a Saturday or Sunday, the center will be closed on Monday.
- Memorial Day
- Thanksgiving Day and the Friday following.
- Early Release Days (12:30 pm): Thanksgiving Eve, December 23
- 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.

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 classes of 4-year-olds 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

Lost and Found

The school maintains a lost and found area. Every student should check periodically to retrieve lost clothing, lunchboxes, etc. 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.*

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. ECC provides mid-afternoon snacks for children of preschool age. 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. If a student forgets to bring lunch, they will be provided one, and the student's account will be charged. 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 tuition 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.

Naps

There will be an age-appropriate rest time provided after lunch for those students staying for daycare. Each child is responsible for bringing a sleeping mat and blanket.

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. There is an annual membership fee per family for those who choose to join.

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 Mother/Father and Parties

Each class needs a room mother/father. This parent will help with parties, field trips, and other events. There will be parties for Christmas, Valentine's Day, Easter, and at the 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.

Telephone/Cell Phones

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

A CCS/ECC student may carry a cell phone on campus. The phone **MUST** remain in the off position from 7:15 a.m. to 5:30 p.m. (if in daycare). A student who violates this policy will have his phone confiscated, turned in to the ECC office, and returned only to a parent. The student may lose the privilege of carrying a phone.

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.

Visitors

The ECC has an open door policy. Parents may visit the ECC any time during the day, but for safety reasons, parents are asked to stop by the ECC office before going to the classroom at times other than "drop off" or "pick up". 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.

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 statement will be given to the parent. All fees must be collected prior to the withdrawal date.

ACADEMICS

Annual Training of Caregivers

All ECC staff is required 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 member, children, and parents.

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.

Summer Program

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

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.

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

Breastfeeding Policy

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

Daily Health Checks

A visual check of each child is conducted every day upon arrival. If something is noticed, it will be documented on the daily cuddle gram or toddler gram. If something serious is noticed, a parent will be notified immediately.

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 Family & Protective Services-Child Protective Services 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.

Child Abuse & Neglect:

Calvary Christian ECC is required to have 1 hour of training in the following areas:

- Warning signs of child abuse & neglect
- Prevention techniques for child abuse & neglect
- Strategies for coordination between the center and appropriate community organizations
- Actions that a parent of a child who is a victim of abuse and neglect should take to obtain assistance and intervention.

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. Phone a friend.
3. Ask someone in the room for help.
4. Put your child in a crib, playpen, or other safe place and leave the room.
5. Have a responsible adult take care of your children while you go for a walk or drive.
6. 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.
7. Change your body language. Are you yelling, waving your arms, or frowning? Try a calmer, more controlled posture, like standing with your hands on your hips, or sitting side-by-side with your child.

8. Play your favorite song and sing along to it.
9. Cuddle with the family pet.
10. Make yourself a healthy snack.

HelpGuide.org offers parents healthy stress reduction tips for all the senses.

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

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 are false or lack 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.

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. 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, 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.

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.