



2020 – 2021

Student and Parent Handbook

Preschool Edition

Toddlers (12 months) through Four Years Old (K4)

*“Train a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6*

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## **LETTER TO THE PARENTS**

It is a pleasure to welcome you to Calvary Learning Center. We consider it a privilege to serve you and your child. The purpose of this handbook is to answer many of your questions about policies and procedures.. Please feel free to contact me in the school office between the hours of 9:00 A.M. and 5:00 P.M. for any questions you may have that have not been answered for you in this handbook. I am also available by appointment for conferences during the same hours.

Sincerely,

Nichele Docken  
Director

## **ORGANIZATION**

Calvary Learning Center (CLC) in Fort Worth, TX, operates within the structure of the Constitution and by-laws of Mercy Culture Church.

## **MERCY CULTURE MISSION STATEMENT**

Mercy Culture Church's mission is to take people from corporate encounters with God to personal encounters with Him by knowing God, His ways, and by finding favor with Him.

## **STATEMENT OF PURPOSE**

The mission of Calvary Learning Center is to provide a Christ-centered Biblical perspective to early childhood education and care for each child's physical, cognitive, social, and spiritual development. We use Abeka curriculum which is biblically based to prepare children for their future.

Jeremiah 29:11 states that God has a plan and purpose for every individual. Our goal is to provide opportunities for each child to begin to develop skills which will be a foundation for learning and preparing for their destiny.

## **STATEMENT OF FAITH**

- The Bible is the inspired, infallible, and authoritative Word of God. (II Timothy 3:16-17)
- There is one God manifested in three persons: Father, Son, and Holy Spirit. (I John 5:4-7)
- All men have sinned which makes necessary a rebirth through confession and belief in the Lord Jesus Christ. (Romans 3:23-25)
- The Holy Spirit is the Spirit of God Who leads us and guides us into all truths and His gifts are in operation today. (John 16:13), (I Corinthians 2:12), (I Corinthians 12:7; 28)
- The local church is necessary in the maturity of the believer. (Hebrews 12:25)
- There is a resurrection of believers into everlasting life and an everlasting punishment for those who do not believe. (John 3:16)

## **ADMISSION POLICY**

Calvary Learning Center admits children of any race, color, national or ethnic origin to all rights, privileges, programs, and activities, generally accorded or made available to children at this center.

Before admitting any child to Preschool, an interview must be scheduled with the director and the complete admissions packet must be submitted before your child starts. The packet includes:

- Completed application form
- Signed Statement of Faith and Statement of Purpose
- Health verification (physician's signature is required)
- Copy of immunization records (physician's signature is required)
- Signed payment policy
- Signed parent handbook statement
- Emergency medical release
- Copy of birth certificate

Fees and the first week of tuition are due prior to the student's first week of school.

## **ROOM ASSIGNMENTS**

Calvary Learning Center uses the traditional date of September 1<sup>st</sup> for cut off when grouping the children. We accept children ages eighteen months to four years old. Classes are generally divided and identified as 'One's', 'Twos', 'Threes', and 'Fours' or K4. Staff-to-child ratios are in accordance with the Texas State Licensing Requirements.

NOTE: In order to be enrolled in the Three Year Class, children must be three years old by September 1<sup>st</sup> and be completely potty trained.

In order to be enrolled in the One Year Class, children must be walking unassisted by an adult.

## **HOURS OF OPERATION**

Calvary Learning Center opens at 7:00 A.M. and closes at 6:00 P.M., Monday through Friday, twelve months a year. This center will be closed to observe the following holidays:

- New Years Eve
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

## **TUITION**

Tuition at Calvary Learning Center is billed monthly but may be paid on a weekly, biweekly, monthly, or annual basis. Payment is due the first day of attendance each week/ month respectively. Tuition will not be prorated. Tuition is not set on an hourly or daily basis. Failure to pay tuition and fees in a timely manner will result in dismissal of your child until all charges are paid.

LATE FEE - \$10.00

RETURNED CHECK FEE - \$15.00

### **FAMILY DISCOUNT**

For parents with two children in the child care, we offer a 5% discount off the youngest child's tuition. Tuition is calculated by adding the discounted tuition to the oldest child's tuition.

### **FEES**

Calvary Learning Center requires a Curriculum Fee(Annually) and a one-time Registration Fee at the time of admission. If not attending in the summer then a re-enrollment fee would be applied to hold the child's space for the following year.

### **REFUNDS**

In the event you decide to withdraw your child from Calvary Learning Center, the Curriculum Fee will be refunded if the withdrawal date is no more than two weeks from the date on the application. The Registration Fee is **non-refundable**. Tuition paid during the first two weeks from the date on the application **will not be refunded**. In the event you withdraw your child or children before the end of a month the accounting department will apply appropriate credits to your account for any weeks that are not used.

### **WITHDRAWAL POLICY**

If you withdraw your child from Calvary Christian Academy Preschool, you must notify the office **two weeks in advance**. This notice must include the date of the last day of attendance for your child or children. If we do not receive this notice, you will be held responsible for any amount billed to your account.

### **VACATION**

Calvary Learning Center allows two, one-week tuition free vacations per year. This policy is intended to allow your family vacation time without the added expense of keeping your child's place at preschool. To insure proper credit, please email the director with written notice before a planned vacation.

### **EXTENDED LEAVE**

If you choose to keep your child home for an extended period of time due to mother's maternity leave or other circumstances, Calvary Learning Center will agree to hold a place for your child or children for \$50.00 per week. This request will need to be submitted in

writing and approved by the director in advance. Total payment will be billed prior to the child's leave.

### **SIGN IN/OUT PROCEDURE**

When arriving at preschool, you will **bring your child to the classroom and sign in on the daily log**. When picking up your child, you will **sign out on the daily log**. Before leaving, be sure to check your child's folder/cubbies for any work, memos, belongings for the day.

Each classroom begins teaching the curriculum by 8:15 AM; children who arrive after that time miss the lessons which are part of their program.

### **LATE PICK-UP**

The hours of Calvary Learning Center are from 7:00 a.m. to 6:00 p.m. A late fee of \$1.00 per minute will be charged for each minute after 6:00 p.m. that your child is in the center.

### **RELEASE OF STUDENTS**

The classroom must have on file the name, phone number, driver's license, and relationship of each adult whom you have designated to pick up your child. We cannot release a child to unauthorized adults. If someone other than the parents or legal guardian will be picking up your child, the center must be notified in advance. A picture ID is required for anyone not regularly picking up your child. This procedure will be enforced for the safety of your child.

### **PARKING**

Parents must park in the designated **VISITOR PARKING SPACES**. Per the city fire marshal, vehicles are not to be parked along the curb and left unattended in the **marked fire lane**. That is a violation of city ordinances. Vehicles parked in the fire lane may be ticketed and/or towed at the city fire marshal's direction. Calvary Christian Academy/ Calvary Learning Center has no discretionary power and assumes no liability for illegally parked vehicles.

### **SNACK**

A mid-morning snack will be provided. Afternoon snacks are provided after naptime. A monthly snack menu will be posted in each room and sent home.

### **LUNCH**

A hot lunch is provided for the children everyday and meets nutritional requirements by licensing. Menus are sent home and are posted in the classrooms. You may send a lunch with your child on any given day. **Please do not send soda, grapes, seafood in your child's lunch**. If your child has any allergies to certain foods, please bring this to our

attention in writing. If your child will be arriving after 9:00 AM, you will need to call your child's teacher to let them know if your child will be eating school lunch. The orders are taken to the cafeteria at **9:00 AM**.

## **DRESS CODE**

Children will go outside everyday weather permitting; tennis shoes are required for the playground. Please send a jacket with your child during the cooler weather months and please label it with your child's name.

## **NAPTIME**

Following lunch, children will be provided with a nap or rest period. Each child needs a quad fold mat and small blanket; pillows are not permitted. Nap items must be taken home every Friday to be laundered.

## **SUPPLIES**

Each class has a Supply List written specifically for that age group. All items need to be brought to Preschool the day your child starts. All children need to have a spare change of clothing at the Preschool. Children ages 18 months through 4 years old should have one complete change of clothes. Please include socks. **Clearly label each article that is brought to the facility. No toys.**

## **HEALTH**

According to State Law, children must be current on all required immunizations. Annual health reports **signed by a physician** will be kept on file. **If we do not have this information at the time of enrollment, your child will not be allowed to attend until the proper records are received.** A list of required immunizations can be obtained in the director's office or by contacting your private physician or the health department.

A child who appears ill will not be admitted to child care unless **approved in writing by a physician**. The following symptoms will be used as guidelines for dismissal, but are not all-inclusive:

- Fever within the last 24 hours
- Vomiting
- Undiagnosed rash
- Mouth sores
- Infected sores
- Two or more bowel movements within an hour, indicating the possibility of diarrhea
- Persistent cough
- Severe itching of body or scalp; or scratching of the scalp

- Unusually dark or tea-colored urine
- Sore throat or trouble swallowing
- Pinkeye – conjunctivitis, viral or bacterial
- Tearing and redness of eyelid lining
- Yellowish skin or eyes – these may be signs of hepatitis
- Difficult or rapid breathing

Children are not to return to preschool until there has been a 24 hour waiting period of the child being fever-free. The temperature must be taken **before** administering any fever reducing medicine. This also applies to any vomiting or diarrhea. There must be a time lapse of no vomiting or diarrhea before the child returns to the center.

The preschool will notify parents when an illness needs attention or is contagious. The child will be isolated until the parent can pick up the child. A doctor's note stating that your child is not contagious will be required for your child to be readmitted into the center.

It is imperative that parents contact the school when their child has been diagnosed with a contagious illness. Once identified, a notice will be sent home indicating the type of illness, symptoms to look for and other pertinent information a parent will need to know. The name of the ill child will not be made public.

## **MEDICATIONS**

In order to be able to administer medications as required by the State of Texas, the following procedures will be followed:

1. Parents must sign an authorization and include times for the child-care center employees to administer each medication according to label directions.
2. Prescription medications must be in the original container labeled with the child's name, date, directions, and the physician's name. The center must not administer medication after the expiration date on the container.
3. Non-prescription medications must be labeled with the child's name and the date the medication was brought to the center. Non-prescription medication must be in the original container. Medications will be administered according to the directions on the label. A doctor's note must accompany the medication.
4. Due to Tylenol's ability to hide existing illnesses, we no longer administer Tylenol except with a doctor's written permission and a statement that the child is not contagious.

## **MEDICAL EMERGENCIES**

In the event there is a medical emergency, 911 will be activated if warranted. If deemed necessary, your child will be transported by ambulance to the hospital you listed on the Emergency Form. A copy of this form will accompany the staff person who goes with your child. The preschool staff will make every effort to contact you until you are reached. **Please be sure to keep all phone numbers home, work, and cell current.**

## **HEARING AND VISION REQUIREMENTS**

Texas Health and Safety Code, requires a screening or a professional examination for vision and hearing for first-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 prior to completion of the first semester of enrollment or within 120 calendar days of enrollment. A licensed or certified screener or a health-care professional must conduct the screening.

## **CHILD ABUSE REPORTING**

Under Texas law, the staff and administration of Calvary Learning Center are obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: "A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported." Calvary Learning Center will comply with the law.

## **DISCIPLINE**

We believe that our students are “disciples taught of the Lord and great is their peace and undisturbed composure.” (Isaiah 54:13) We understand that children are not perfect, and there may be times when they will require discipline. The disciplinary procedures are as follows:

1. The child will be reminded of the rule that was broken.
2. The child will be redirected to a different activity.
3. Time out (no longer than one minute per each year age of the child ) may be implemented to help a child regain self-control.
4. A child may need to be sent to the director’s office.
5. If the behavior persists or escalates, a conference will be scheduled with the parents, the teacher, and the director.

According to Texas state law, it is prohibited for childcare centers to use corporal punishment (inflicting any physical pain on a child as a means of controlling behavior).

Teachers are trained and expected to use positive reinforcement in as many situations as possible. Positive guidance techniques include anticipating trouble, giving gentle reminders, redirecting, offering choices, clarifying messages, pointing out natural consequences, and giving plenty of praise and encouragement for all the good choices made by the child.

## **PROGRAMS**

Calvary Learning Center implements programs that are designed to educate the whole child: spirit, mind, and body. We are cognizant of the fact that each child is unique and grows and learns at his/her own pace. We plan skills and activities that are age appropriate for the developmental level of the class.

Spiritually, our children are taught Biblical principles everyday. Praise and Worship, prayer and scripture memory verses (three/four year class), are an integral part of the day. Children are encouraged to apply principles that pertain to them.

Cognitive development is encouraged through learning centers, language, math, science, social studies, cultural awareness, music, art and books (classroom library).

Literacy Skills are an integral part of the early childhood program. As teachers read, tell stories and engage the children in various activities, children are developing listening skills, building vocabulary, developing comprehension skills and learning to enjoy reading.

Fine and gross motor skills are developed as children practice skills designed to develop

these areas. Outside play is part of the children's daily routine. Children go outside to their playground at least twice a day.

Social skills and skills designed to encourage independence are developed throughout the day as children learn how to share, take turns, interact during play time and perform simple tasks on their own.

## **REPORTS**

Teachers will send home a **Daily Report** to keep you informed of your child's day. A **Progress Report** will be sent home twice annually in order for you to know how your child is progressing in the skills being taught at his/her level. A Kindergarten Screening is administered to all children who will be attending Calvary Christian Academy's Kindergarten.

## **OPEN DOOR POLICY**

Calvary Learning Center has an open door policy. This means that you as parents are welcome to visit and observe in the classroom whenever you desire. Please check in with the central office for a visitor badge before proceeding to the classroom.

Parents desiring to review minimum state standards or our recent License Inspection Report are required to schedule an appointment with the director. To contact the local Licensing office, you can call 1-800-582-8286; or visit their website at [www.tdfps.state.tx.us](http://www.tdfps.state.tx.us).

## **POLICY ON HALLOWEEN**

October 31<sup>st</sup> is traditionally recognized as Halloween. Calvary Learning Center does not recognize this day in room décor, art projects or in any type of celebration. Believing that this is a pagan holiday, we will not recognize this day in any way.

## **BIRTHDAY PARTIES**

If you wish to celebrate your child's birthday at the center, please make arrangements with the Teacher in advance.

## **FUNDRAISING**

Calvary Learning Center will be providing an annual fundraiser to benefit the child-care center.

## **LICENSE AND ACCREDITATION**

Calvary Learning Center is licensed through the Texas Department of Family and Protective Services, Child Care Licensing Division.

## **EMERGENCY DRILLS**

In accordance with the state license requirements, Calvary Learning Center conducts monthly fire drills and a severe weather drill at least once every six months.

## **VISITORS**

**Only current parents, legal guardians, grandparents, alumni, guest speakers, Mercy Culture staff and approved vendors and contractors are allowed on the campus as guests.**

Visitors are required by policy to check in at the school office and secure permission to be on campus. Visitors must wear an identification badge that allows staff and students to know that the visitor is approved to be on campus. Visitors are required to check out at the school office upon departure.

## **WEATHER POLICY**

In the event of inclement weather a FACTS parent alert text message will be sent out as well as an email. Please note Calvary Learning Center will follow Calvary Christian Academy which follows Fort Worth ISD.

# **Calvary Learning Center**

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