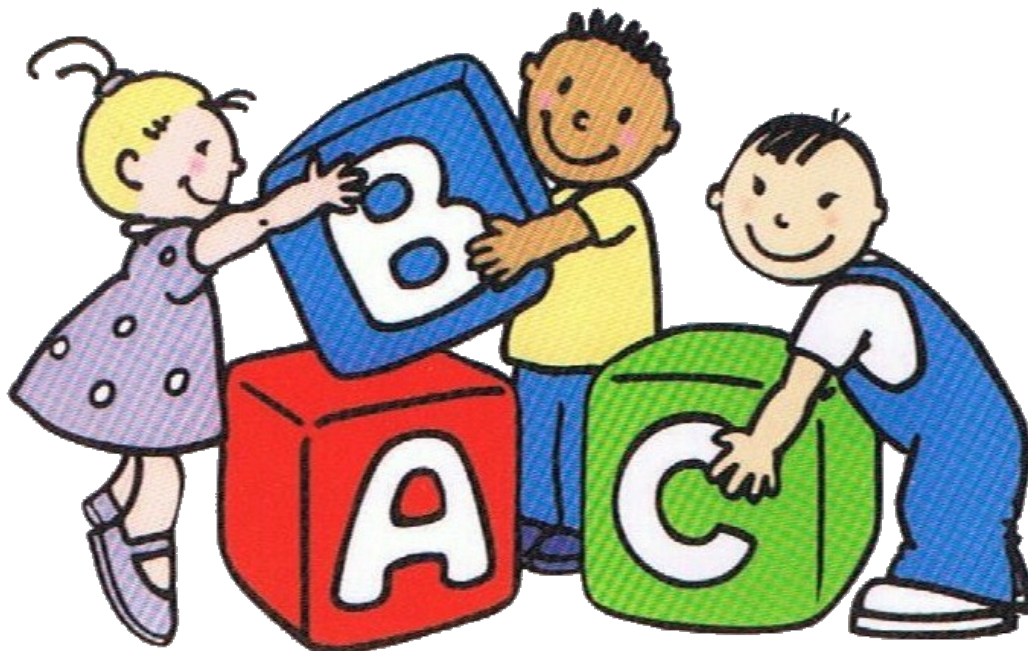


**Journey of Faith Christian Learning Faith Center
Operational Policies
PARENT HANDBOOK
205 W. Belt Line Rd., Cedar Hill, TX 75104
469-454-6120
469-744-2366 (Cell)**



Children's Behavior Philosophy

I will respect myself as well as others.

**I will respect their bodies, their minds, their works
and their personal goods.**

Dear Parent,

We welcome you, and your child, to Journey of Faith Christian Learning Center. We look forward to developing a strong and positive relationship with you. We believe that communication between parents and our staff, is essential to fully meeting your child’s needs. Journey of Faith Christian Learning Center is honored to provide a nurturing, environment with friendliness and encouragement. Our developmentally appropriate programs support imagination and a natural love of learning. Our programs combined with our trained staff allows your child’s physical, social, emotional, and cognitive development to progress smoothly and naturally. Journey of Faith Christian Learning Center prides itself on hiring and maintaining well trained, quality, professional staff members.

Thank you for your interest in Journey of Faith Christian Learning Center as a partner in the early-education and care of your child. Journey of Faith Christian Learning Center embraces the scripture from [Proverbs 22:6](#), “*Train up a child in the way he should go and when he is old, he will not depart from it.*”

Our mission is to make the world a better place through young children; to love every child in our care and show them the love of Christ. We aim to educate children in the following areas of development: physical, social, emotional, spiritual, and intellectual and to build a social reputation in the community for doing all of the above.

Journey of Faith Christian Learning Center philosophy on early education is that each child is unique and special with the potential to grow and learn. Our developmentally appropriate environment is designed to provide learning opportunities that encourage curiosity, creativity, and spontaneity. These experiences are extended and enhanced through the guidance of our staff. As childcare professionals, we understand the importance of the formative early years of childhood. The valuable experiences and opportunities for first-time achievements that are presented to young children lay the foundation for higher learning.

It is our objective to create a happy, warm and disciplined environment for our students. Therefore, we will strive to teach good manners, fairness, courtesy, and respect for others, while remaining constantly alert to the well-being of our students.

Again, thank you for your interest in Journey of Faith Christian Learning Center. We look forward to the opportunity to partner with new families in the exciting journey of growing and equipping your child for the future in Christ.

Please review the following information and keep this handbook for future reference. We look forward to a long relationship with you and your child.

Thank You,

Journey of Faith Christian Learning Center

Center Hours:

Monday 7:00a – 6:00p Tuesday 7:00a – 6:00p Wednesday 7:00a – 6:00p
Thursday 7:00a – 6:00p Friday 7:00a – 6:00p
Saturday CLOSED Sunday CLOSED

Holidays:

Christmas Eve Day, Christmas Day, New Year’s Day, Memorial Day, July Fourth, Labor Day, and Thanksgiving Day.

January- December Monday – Friday

Full-time care hours are 7:00 a.m. until 6:00 p.m.

Drop In – Rates \$15 per hour and must give 24-hour notice or approval by director.

| | | <u>Rates</u> | <u>Registration</u> |
|------------------|-----------------------|---------------------|----------------------------|
| Infant | 0 – 17 months | \$225 weekly | \$100 EVERY 6MOS. |
| Toddler | 12 – 17 months | \$225 weekly | \$100 EVERY 6MOS. |
| Preschool | 18 – 23 months | \$225 weekly | \$100 EVERY 6MOS. |
| Pre – K2 | 2 Years | \$200 weekly | \$100 EVERY 6MOS. |
| Pre – K3 | 3 Years | \$200 weekly | \$100 EVERY 6MOS. |
| Pre – K4 | 4 Years | \$190 weekly | \$100 EVERY 6MOS. |
| 5 Years | | \$190 weekly | \$100 EVERY 6MOS. |

Late payments – A \$25 late payment fee (per child) applies for any payment not received on the Friday before the following week begins. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.

Journey of Faith Christian Learning Center is in Cedar Hill, Texas. We have created a faith-based environment to provide a nurturing, high quality, safe and fun learning environment that is fit for the child’s overall growth and development. Our staff has been trained to enhance physical and intellectual skills through age-appropriate curriculums. We provide students with an education that enables them to reach their fullest potential with joy and laughter in a stress-free atmosphere.

The Mission of **Journey of Faith Christian Learning Center** is to provide a quality, person-centered Christian education to children by offering them the opportunity to reach their maximum potential academically, emotionally, socially, and spiritually. Journey of Faith Christian Learning Center also strives to provide services and resources to support families in the community.

VISION

Journey of Faith Christian Learning Center

To become the leading private school of choice for families who value an education with a Christian posture for their children.

MISSION

Our center provide students a superior education in a nurturing Christian environment that enables them to reach their highest potential in life and apply a Christian perspective that impacts the community.

Children's Behavior Philosophy

I will respect myself as well as others. I will respect their bodies, their minds, their works, and their personal goods.

JOFCLC school uniform will consist of RED POLO SHIRT, BLACK PANTS or SKIRT and BLACK SHOES. We ask that a BLACK SWEATER or BLACK light weight jacket for indoor.

School uniforms create a level playing field among students, reducing peer pressure and bullying.

When all students are dressed alike, competition between students over clothing choices and the teasing of those who are dressed in less expensive or less fashionable outfits can be eliminated. Wearing uniforms probably gives children a sense of belonging and a feeling of being socially accepted.

EDUCATION & CURRICULUM

Journey of Faith Christian Learning Center is an educational learning and childcare center designed to provide your child with a Christian atmosphere where education, spiritual growth, love, and self-esteem are of prime importance.

Our staff's responsibility focuses on meeting the needs of the whole child and providing learning and living experiences in which each child can achieve success. The center is operated on a non-discriminatory basis without regard to race, national origin, and creed.

Classes are grouped according to age, and groups will be kept at or under the limits required by the Minimum Standards. All activities and materials are educationally designed to stimulate your child's development.

Your Child Will Receive...

- Quality care for your child by qualified and trained staff; all teachers are required to receive training in child development throughout the year.
- Educational class times structured to meet the needs of each child according to his/her abilities. Learning will include cognitive skills, social interactions, sense awareness, science and health, arts and crafts, music and rhythm. Classes will be relaxed and designed to help your child succeed.
- Physical development through indoor and outdoor play.
- Emotional development through positive reinforcement, encouragement, & love.

Features of Journey of Faith Christian Learning Center

- Chapel Service

Journey of Faith Christian Learning Center

- Abeka and Frog Street Curriculum taught in classrooms for children 18 months – Pre-K
- Highly Qualified staff – all staff complete a minimum of 30 hours of training annually
- Safe & loving environment
- Hot breakfast, lunch and nutritious snacks
- Fun and educational activities

Weekly Schedule Focus

Monday – Alphabet project that encourages growth & learning (Reading and Writing)

Tuesdays – Number project that encourages their growth and learning (Math)

Wednesdays - Science-based project or experiment that encourages their curiosity and learning.

Thursdays – “Dramatic play” and music.

Fridays - hands-on craft or art project that supports the weekly theme and lesson.

Daily Focus

Chapel - learning Bible scriptures. Chapel day gives children an opportunity to learn and grow in Christ.

Daily Chapels

Our chapels are theme-based and provide an outlet for our students to experience God and worship together as a student body. Students learn the Word of God and are equipped to apply biblical truths to their everyday lives.

Communication

We will send emails with important information about deadlines, events, and current events at your child’s school. Also, watch the bulletin board out front.

Visitors & Tours for Prospective Families

We love visiting with prospective families and consider it a blessing when we can give you our attention and assistance. Our best time for tours and enrollment is between 10:00am and 2:00pm.

A Positive Learning Experience:

Journey of Faith Christian Learning Center specializes in pre-school education. Children from the age of 6 weeks old to 5 years of age are accepted for enrollment. When there are no vacancies; families may join a waiting list for future enrollment of their children. The waiting list is first come, first serve.

Non-Discriminatory Policy

JOFCLC accepts students of any race, nationality and ethnic origin and gives access to all the rights, privileges, programs and activities generally afforded or made available to students at the school.

No child at JOFCLC shall be denied benefits or discriminated against because of religious belief, color, nationality, or gender.

Our goal for each family entering our school is to leave feeling that their child has personally benefited by attending and that our learning environment has been a positive and rewarding experience.

Assignment of classrooms:

Age and developmental stage determine how children are assigned to classrooms. Each class has a primary teacher. Our program is based on each child's social, emotional, and physical developmental needs. When a child is ready for an older group, parents are advised as to when the child should be transferred to another class. We believe that children are happy and secure when they have plenty of opportunities to succeed each day. This promotes self-confidence and as a result they develop into accomplished adults.

CURRICULUM

Our learning program uses the Frog Street and Abeka curriculum. We incorporate learning experiences in our play-based learning centers, storytelling, songs and educational games.

MATH

Students learn to identify numbers, count and create patterns. Shapes are identified and relationships, measurements and numeracy are introduced.

SCIENCE

Our science program encourages experimentation and instills a sense of curiosity and wonder. Students learn scientific principles through observing, comparing, classifying, measuring and predicting.

MUSIC & MOVEMENT

Students are taught music, movement and rhythm to develop sensory motor skills and bring out a child's natural sense of creativity. The following basic music concepts are explored: steady beat, sound sources, rhythmic speech and movement and voice.

PHYSICAL ACTIVITY

Fun, age-appropriate activities are built into our physical education classes to promote wellness and motor skill development. Students learn the basics of flexibility, endurance and hand-eye coordination. Tricycles are a part of the child's daily recreational and physical education experience.

SERVE WITH US

Parent Teacher Fellowship (PTF) provides a strong school-to-home partnership and structured opportunities for parents, grandparents, and family members to serve our JOFCLC family. All parents are encouraged to volunteer. All volunteers must undergo a background check before participating in any events with our students. If you are interested in becoming a volunteer, please fill out the background check application and submit to the school front desk.

Infants:

Babies are enrolled in the **Infant Classroom** at six weeks of age and generally will move out at approximately one year of age. Infants are on their own schedule. They will eat when they are hungry and sleep when they are

Journey of Faith Christian Learning Center

tired. Parents are responsible for bringing diapers, wipes, formula, and food. Each baby has his or her own crib. Sheets are changed daily, and toys are disinfected daily as well. Parents should fill out the daily infant sheet when they arrive in the morning and pick up the sheet when they leave at night. The Infant curriculum centers around large motor skills, fine motor skills, music, and language. There is a great deal of floor time spent with every baby every day. **Please make sure your Infant's feeding schedule is updated and signed once every 30 days.**

PKT

Children will enter PKT at approximately the age of 12 months and will remain until approximately 17 months. PKT will transition from the infant's schedule to the main schedule. Lunch is served at 11:30 AM. PKT will nap on mats at 12:30. The parent is still responsible for diapers, wipes and food. PKT toys are disinfected daily. PKT curriculum centers on physical skills promoting and developing motor skills. Music and story time are very important at this age.

PK1

Children that are 18 months to approximately 24 months are in the PK1 class. PK1 are now on the center's schedule and food. They are served breakfast, an afternoon snack and a prepared nutritional lunch daily. Parents are still required to supply diapers and wipes. Nap time is at 12:00PM and sleep **PK1** will sleep on mats. In PK1, the curriculum starts working on memorization and flash cards. Simple words, letters of the alphabet, and numbers are introduced. Music class is two days a week and Bible stories are taught every day. PK1 will receive daily physical education classes.

PK2

The children are generally 24 to 36 months old. Most potty training takes place in the two's class. Parents will find that pull-ups, rather than diapers, work best in this classroom. Parents are still responsible for supplying wipes. Class starts at 8:30 AM, and parents are encouraged to have their children in class at that time. The Abeka Christian Curriculum is the core academic program we use. Art is now a major part of learning and is taught 3 days a week.

Pre-Kindergarten

To enter the Pre-K, class a child must be a minimum of three years of age and must be completely potty trained. The Pre-K Class has children that are ages three and four. The older children help to teach and mentor the younger children. This helps the younger children learn much faster and allows the older child to develop very important leadership and teaching skills, while at the same time solidifying what they have already learned. This is a great opportunity for the children to demonstrate mutual respect towards each other and with the adults they come in contact with throughout the day. The Christian based Abeka Curriculum are used in the Pre-School Classroom. The works in the room are designed to develop a specific skill in each child.

Classroom Environment:

Our center is clean, safe, and well planned. Our administrators and teachers are responsible for ensuring this. 100% of our staff is First Aid and CPR certified. We provide activities specially designed for each child's developmental level. Your child will be enriched with age-appropriate toys, art, books, and computers. There will be no outside toys allowed to teach "SHARING IS CARING", social skills and independence.

Positive Guidance/Discipline:

Our program is designed to encourage independence and self-control. We focus on positive reinforcement. If minor behavior problems occur the child's behavior will be redirected. We will help each child to understand what they feel and use appropriate methods to handle those feelings. When necessary, parent conferences may be requested. Discipline at our center is aimed on teaching the child self-control. When a child refuses to cooperate with the teacher that child is placed in "thinking time" where they can observe but not participate with the group. The child will be allowed to return to the group when they are willing to cooperate. The Journey of Faith Christian Learning Center staff will work with parents in solving behavioral problems. A discussion of inappropriate action or behavior to help the child understand what is and is not appropriate will occur. Corporal punishment is prohibited by parents while on center grounds.

Discipline must be: [Subchapter L, Discipline and Guidance §746.2803](#)

- (1) Individualized and consistent for each child [Medium];
 - (2) Appropriate to the child's level of understanding [Medium-High];
 - (3) Directed toward teaching the child acceptable behavior and self-control [Medium]; and
 - (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, [Medium-High] including the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior [Medium-High];
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements [Medium-High];
 - (C) Redirecting behavior using positive statements [Medium-High]; and
 - (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. [Medium]
5. Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. **If a child or parent persists in behavior which is detrimental to other children or the center that family may be dismissed from enrollment with same day notice.**

We reserve the right to suspend, expel or withdraw any child with disruptive or aggressive behavior. We also reserve the right to disenroll due to inappropriate or aggressive behavior, and or profane speech from parents AND AUTHORIZED PICK-UP PERSONS if a matter can not be resolved with a SIGNED WRITTEN AGREEMENT from both JOFCF and PARENT(S)

Our Staff:

Members of our staff are carefully selected, trained, and evaluated to ensure they conform to Journey of Faith Christian Learning Center philosophy of childcare. Each teacher must have the skills to meet the early education needs of children. Our teachers receive ongoing training to reinforce their childcare and early

Journey of Faith Christian Learning Center

education skills. We also provide training for CPR and First Aide certification. We support the professional development of our staff. Every staff member is required to complete training goals each year of their employment. Each goal is directed to improve curriculum, social interaction, and health and safety.

General Policies

Developmental Activities and Activity Plan:

JOFCLC has created a physical development plan to encourage the confidence in children to build and increase the large and small muscles skills. We have an organized environment with select toys, and materials along with a daily schedule to accomplish the goals of the child in promoting their physical development.

JOFCLC commits to 2 hours per day of outdoor play when the weather permits. Children will have access to balls, hula hoops, tricycles and other age-appropriate toys and materials. We will also encourage indoor physical activity on the days of unfavorable weather conditions such as, “Head, shoulders, knees & toes”, “If You’re Happy & You Know It”, Parachute Play, Dance and Stretching. Children should wear comfortable clothing and nonskid shoes to the center to allow free movement for physical activities.

Each room’s daily schedule includes two outdoor periods. If the temperature is 60 degrees or above, wind chill is taken into consideration, and the ground is not damp or wet, the children will go outside twice a day. In the

summer months, if the temperature is not more than 90 degrees, the children will go outside, for at least a portion of their outside time.

Nutrition:

Children are fed nutritionally on a daily basis – breakfast, lunch and a snack as required through enrollment with the family and workplace connection food program – See enclosed information and enrollment form for your child. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian, all other foods and beverages are provided by me. Breakfast will be served each day from 7:00 AM to 8:00 AM. Breakfast, lunch, and snacks are provided to each child enrolled at no additional cost. Menus for breakfast, lunch, and snacks are posted on the bulletin board and on the internet for your convenience. You may also pick up a copy at the front desk. Lunch is served at 11:30 AM and snack is served at 2:30 PM. Parents that breast feed may bring breast milk for their child to consume throughout the day or may breast feed in their child’s classroom at any time.

Safe Sleep

To reduce the risks of SIDS, infants should be placed for sleep in a supine position (completely on the back) for every sleep by every caregiver until 1 year of life. Side sleeping is not safe and not advised. Consider offering a pacifier at nap time and bedtime. The pacifier should not have cords or attaching mechanisms that might be a strangulation risk.

Cribs

746.2405 An individual crib to sleep in for each non-walking infant younger than 12 months of age [Medium-High];

An individual crib, cot, bed, or mat that is waterproof or washable for each walking infant [Medium]

746.2409 (1) A firm, flat mattress that snugly fits the sides of the crib and that is specifically designed for use with the crib model

number. The mattress must not be supplemented with additional foam material or pads [Medium-High];

(2) Sheets that fit snugly and do not present an entanglement hazard [Medium-High];

(3) A mattress that is waterproof or washable

Cribs must be sanitized before a different infant uses it and when soiled. [Medium - High]

746.2425 An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive. [Medium]

Documentation that each crib meets the applicable federal rules at Title 16, Code of Federal Regulations, Parts 1219 or 1220, concerning “Safety Standards for Full-size Baby Cribs” and “Safety Standards for Non-Full-Size Baby Cribs,” respectively, or documentation that each crib is a medical device listed and registered with the U.S. Food and Drug Administration [High];

Nap Time

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless there is a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. [High]

Journey of Faith Christian Learning Center

You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary. [High] Helpful Information

Journey of Faith Christian Learning Center will provide a supervised sleep or rest period after the noon meal for all children 18 months of age or older who are in care five or more consecutive hours, or according to the child's individual physical needs. We provide sleep or rest for each child who attends the child-care center for fewer than five hours and whose individual physical needs call for a rest period while the child is in care. [Medium-High]

The sleep or rest period must not exceed three hours. [Medium]

Babies should sleep alone in a crib with no bumper pads, bedding, pillows, or toys

Restrictive Devices

An infant may not sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary. [High]

Journey of Faith Christian Learning Center will NOT:

- (1) Force a child to sleep or put anything in or on a child's head or body to force the child to rest or sleep [Medium]; or
- (2) Confine a child in a restrictive device to make the child rest or sleep. [Medium-High]

Programs:

Open House is held once a year. During open house, the children present their academic and art work. Time is made available for parents and family to visit with all staff members. School parties are scheduled annually usually around Holidays or Special Events. Parents are encouraged to participate by attending or by helping with the party menu.

Transportation:

Journey of Faith Christian Learning Center does offer transportation for children.

Enrollment Forms:

Parents must supply Journey of Faith Christian Learning Center with the following information: completed application, permission to participate in water activities, authorization to obtain emergency medical care and emergency transportation, statement of special needs, permission for sibling under age 18 to pick up. Also needed are name, address, and telephone number of child's physician, health and immunization records. Immunization records must be always current or an exemption from the Texas Health and Human Services Department must be on file.

Vision and Hearing Screening:

In October, of the year the child turns four before September 1, every parent must supply Journey of Faith Learning Center with a form stating that their child has been screened for vision and hearing by a health care professional.

Policy, Procedures and Communication:

If at any time, you have any questions or concerns regarding the classroom or our policies, please contact a director. We are happy to sit down and discuss any problems you may have and solve them to the best of our ability. Each parent will receive a copy of Policy and Procedures Journey of Faith Christian Learning Center / Parent's Handbook. Upon signing, you will agree that you have read and will adhere to the policies set forth. The policies and procedures are subject to change. In the event of any changes, a two-week notice will be given to parents in writing. Each family must sign a document stating they received the notice of policy change. Notices and information will be mailed, emailed, placed in the child's cubby, or posted on the web site.

Visiting Policy:

Journey of Faith Christian Learning Center has an open-door policy and a parent may visit at any time. We encourage each parent to get involved with his or her child's classroom. School parties are scheduled annually, and parents are encouraged to participate. We also hold Open House once a year so that children can case their educational skills, art and teamwork. Teachers can be available, upon request, for any parent-teacher conferences.

Minimum Standards:

A Copy of the State Minimum Standards is available at the Front Office and also online for parent viewing. A copy of each licensing review is posted at the parent communication center in the school.

Dallas Child Care Licensing

8700 North Stemmons Freeway, Suite 104, Dallas, Texas 75247 | (214) 583-4253 | (800) 582-6036

www.HHSC.state.tx.us

The abuse hotline:

Texas Department of Protective and Regulatory Services is 1-800-252-5400

We understand that from time to time, a parent feels the need to contact TDFPS. However, keeping the children safe, happy and the parents satisfied is very important to us. Please try to resolve your problem with the JOFCLC director first.

Child Abuse:

It is the responsibility of our staff and parents at Journey of Faith Christian Fellowship Christian Learning Center to report any sign of child abuse to the proper authorities. In some instances, the state may direct us not to inform the parents of the report. Please understand we are legally obligated to comply with these guidelines. **Texas law requires that any person suspecting that a child has been abused or neglected must immediately make a report. If there is an emergency, call 911 and then call the DFPS Texas Abuse Hotline at 1-800-252-5400. You can also [make a report online External Link.](#)**

Professionals must make a report no later than the 48th hour after first suspecting a child has been abused or neglected or is a victim of an offense under Section 21.11, Penal Code.

Journey of Faith Christian Learning Center

A professional may not delegate to or rely on another person to make the report (Texas Family Code, Section 261.101).

Professionals are not required to follow up their oral reports with a written report as they were in the past.

Professionals include teachers, nurses, doctors, day-care employees and others who are either licensed by the state or work in a facility licensed or operated by the state and who have direct contact with children in the course of their job (Texas Family Code, Section 261.101).

It is important to make the report as soon as possible. The more time that passes between the incident and your report, the more difficult it is for CPS to conduct an appropriate and thorough investigation and to gather the information needed to protect the child. Over time, bruises can heal; physical evidence may disappear or be obscured; memories may fade; and children, parents and other individuals may change their minds about what to say to CPS.

In some situations, you may be aware of a family's ongoing problems over a period of time before you begin to suspect that the situation has worsened into abuse or neglect. DFPS encourages you to report if you think that a child has been abused or neglected. You are not expected to prove that abuse or neglect has definitely occurred. Delaying your report to check the situation or to gather more information can result in more serious harm to the child.

Animals:

Journey of Faith Christian Learning Center does not have animals on the premises.

Water Activities:

Journey of Faith Christian Learning Center offers only a Splash Day during the summer months for Children age two and older. There are no other water activities at Journey of Faith Christian Learning Center.

Emergency Preparedness:

The emergency plan for Journey of Faith Christian Learning Center is available for review at the front office. Please ask the center Director for the document.

TUITION AND FEES:

A 30 DAY NOTICE WILL BE COMMUNICATED VIA EMAIL, TEXT and LETTER CORRESPONDENCE when there's an increase in tuition.

Childcare fees are paid in advance on a weekly basis – **the Friday before the week begins or the last scheduled day of attendance for the week.** Payment obligation is based on the hours agreed to use childcare, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate your check for the up coming date due and make payment before you leave.

Late payments – A \$25 late payment fee (per child) applies for any payment not received on the Friday before the following week begins. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.

A personal check or cash will be accepted for payment, however if **a check is returned for any reason and any bank charges from the return of your check, those charges will be added to the following weeks daycare fee additionally AND late fee for payment also applies. After 2 check returns, all further payments must be made in cash. Non-payment or consistent late payments is cause for termination immediately without 2 weeks notice.**

Activity & Supply Fees:

Parent/guardian will provide diapers, diaper wipes, powder, any ointment (i.e., Desitin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring a package of each item to leave at daycare. We will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes daily or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

We will supply, sleeping mats, cribs/playpens, pillows (if age appropriate), and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

Breakfast:

Breakfast will be served each day at 8:00 AM. Breakfast is included in the weekly tuition.

Late Pick Up:

Hours of operation are 6:00AM - 6:00PM. Parents are responsible for having their child picked up no later than 6:00PM. **After 6:00PM the late charge is \$10.00 per minute, per child and must be paid when you pick up.**

Children will not be accepted for care until the fee or arrangements are made with the Director.

Holidays:

The school is closed for the following holidays: Christmas Eve Day, Christmas Day, New Years Day, Memorial Day, July Fourth, Labor Day, and Thanksgiving Day. All holidays are observed according to the Federal Holidays Act. For purposes of tuition and vacation all Holidays count as a full day of attendance.

Vacation:

Children enrolled in our Full Time Educational Program are allowed vacation time. Part time children do not receive vacation time. A Full-time family will receive two vacation weeks per calendar year after the child has attended for six months. Vacation time does not

carry over from one calendar year to the next. Vacation week tuition is 70% of the regular tuition. A child cannot attend the center during a vacation week.

Leaving the Program:

To allow the center to have a smooth transition of classes and to notify parents on the waiting list a two-week written notice or two weeks tuition with written notice is required for a child to withdraw. Tuition will continue to be charged until written notice is Received. There are no exceptions to this policy. If your child is continually disruptive to the classroom, purposely hurts other children or the staff, or destroys school property they can be expelled from the program with no notice. Any tuitions or fees that are prepaid will not be refunded.

Daily Operations:

Journey of Faith Christian Learning Center *is open year-round Monday through Friday, from 7:00 AM to 6:00 PM.* Childcare is available Monday through Friday with the exception of closings as referred to in this handbook. Actual days and hours are determined by the parent/guardian's individual needs. Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine – **please call if you know that you will be more than 15 minutes late.** Our contracted pick-up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal as well as day care room), shoes on etc.

Bad Weather Days:

We will be open for business on bad weather days. If the public school district, that the center is in, closes due to bad weather or opens late, we will open Journey of Faith Christian Learning Center at 8:30 AM and close at 5:00 PM. Please call ahead to assure that an employee has arrived to open the center or check the website.

Emergency Relocation

In the event of an emergency evacuation Journey of Faith Christian Learning Center will relocate to the Zula Bryant Wylie Library Central Library 225 Cedar St, Cedar Hill, TX 75104 [\(972\) 291-7323](tel:9722917323)

[A complete emergency plan is available for you to review in the front office.](#)

HEALTH AND SAFETY

Illness & Medication:

Please notify the staff when your child will be absent. If the child is ill, please notify the staff of the nature of the illness, especially if the disease is contagious.

To protect all children from illness we will not accept children

- If they appear ill
- If your child has a temperature of 100 degrees or more, he/she should be kept home.
- If your child becomes ill you will be notified immediately so that he/she can be picked up within the hour.
- If your child is sent home with fever they must not return to the center the following day. They must stay home for 24 hours.

Journey of Faith Christian Learning Center

- If your child is free of fever or vomiting for 24 hours and is not contagious, we will again accept the child in the program.
- We will administer medication once time day at 12:30 PM. Please plan on giving your child the morning dose based on the 12:30 PM time for the afternoon dose.
- You must sign and date an authorization form, upon arrival in the morning. This form must be signed each day that medication is to be administered. For long term recurring medications, you must sign a permanent medication authorization. Medications must be in the original container and must be taken home each day. You must label all medications clearly with the child's name and the current date. If you child receives the same medication for several days the date must be changed each day.

WE ASK THAT IMMUNIZATIONS BE SCHEDULED ON A FRIDAY TO GIVE CHILDREN THE COMFORT OF BEING HOME IN CASE THERE IS SORENESS or FEVER AFTERWARDS. IF YOU ARE UNABLE TO SCHEDULE ON A FRIDAY, PLEASE PLAN FOR THE CHILD TO BE OUT FOR THE REMAINING OF THE DAY.

Journey of Faith Christian Learning Center is NOT licensed to provide get-well care and will not allow an ill child to attend the child-care center if one or more of the following exists:

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play [Medium];
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care¹⁹⁸
- (3) The child has one of the following (**unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities**):

(A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium];

(B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old [Medium];

(C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness [Medium]; or

(D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill [Medium]; or

(4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious. [Medium]

Tissues will be provided for children with runny noses. Children will be reminded to wash their hands after wiping their noses. In cases of mild coughs, without other symptoms, children will be given more fluids to help alleviate symptoms.

When contagious diseases are recognized at Journey of Faith Christian Learning Center, staff will post a notice to parents describing the type of illness and symptoms to look for. This information will give parents advance notice to plan alternate care arrangements for sick children. **Names of sick children are not public information and will be kept confidential.** Children with head or body lice will be isolated until the parent can pick the child up. The child may return the following day, after treatment has been administered.

The school administrator shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The conditions and readmission criteria are as follows:

Texas Department of State Health Services (DSHS) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Schools)

- (1) amebiasis--exclude until treatment is initiated.
- (2) campylobacteriosis --exclude until after diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;
- (3) chickenpox--exclude until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions occurring.
- (4) common cold--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (5) conjunctivitis, bacterial and/or viral--exclude until permission and/or permit is issued by a physician or local health authority or until symptom free;
- (6) fever--exclude until fever free for 24 hours without use of fever suppressing medications;
- (7) fifth disease (erythema infectiosum)--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (8) gastroenteritis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
- (9) giardiasis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications;
- (10) hepatitis A--exclude until one week after onset of illness;
- (11) infections (wounds, skin, and soft tissue)--exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised;
- (12) infectious mononucleosis--exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications;
- (13) influenza--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (14) measles (rubeola)--exclude until four days after rash onset or in the case of an outbreak, exclude unimmunized child for at least 21 days after the last date the unimmunized child was exposed;
- (15) meningitis, bacterial--exclude until 24 hours after start of effective treatment and approval by health care provider;
- (16) meningitis, viral--exclude until fever free for 24 hours without the use of fever suppressing medications;
- (17) meningococcal infections (invasive disease)--exclude until 24 hours after start of effective treatment and approval by health care provider;
- (18) mumps--exclude until five days after the onset of swelling;
- (19) pertussis (whooping cough)--exclude until completion of five days of appropriate antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier;
- (20) ringworm--none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun;

(21) rubella (German measles)--exclude until seven days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least three weeks after the onset of the last rash;

(22) salmonellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;

(23) scabies--exclude until treatment has begun;

(24) shigellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications;

(25) streptococcal sore throat and scarlet fever--exclude until 24 hours from time antibiotic treatment was begun and fever free for 24 hours without the use of fever suppressing medications;

(26) tuberculosis disease (suspected or confirmed), pulmonary or laryngeal--exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained; and

(27) typhoid fever--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications; and 3 consecutive stool specimens have tested negative for *Salmonella* Typhi.

(b) The school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of the Department of State Health Services (commissioner) as cause for exclusion until one of the criteria listed in subsection (c) of this section is fulfilled.

(c) Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

(1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;

(2) submitting a permit for readmission issued by a local health authority; or

(3) meeting readmission criteria as established by the commissioner.

Medical Emergencies / First Aid:

100% of our staff members are CPR and First Aid Certified. In an emergency appropriate action will be taken and parents will be notified. If your child is injured at the center first aid will be administered. For minor bumps or scrapes an accident form will be filled out and signed by the teacher. This will include the nature of the injury and treatment. The form will be presented to you upon pick up for your signature. If further treatment is needed the parent, and/or doctor specified by the parent, will be contacted immediately. In an emergency you will be contacted and your child will receive the necessary medical treatment. Parents must sign the *Authorization for Emergency Treatment and Transportation* when enrolling their children.

Accident Insurance:

Journey of Faith Christian Learning Center accident insurance covers any accidents secondary to the parent's own health insurance. In the case of a claim the accident must be filed with the parent's health insurance first and then with the Journey of Faith Christian Learning Center Insurance Company.

Fire and Tornado Drills:

Journey of Faith Christian Learning Center performs fire drills (monthly) and tornado drills (quarterly) throughout the year. The exact dates are noted on monthly activity calendars.

Gang Free Zone:

Gang activity within 1000 feet of any childcare center or school is in violation of Texas State Law. Anyone engaging in such activities within this area is subject to harsher penalties.

PARENTAL RESPONSIBILITIES:

Uniform

JOFCLC school uniform will consist of RED POLO SHIRT, BLACK PANTS or SKIRT and BLACK SHOES. We ask that a BLACK SWEATER or BLACK light weight jacket for indoor. (INFANTS EXCLUDED)

School uniforms create a level playing field among students, reducing peer pressure and bullying.

When all students are dressed alike, competition between students over clothing choices and the teasing of those who are dressed in less expensive or less fashionable outfits can be eliminated. Wearing uniforms probably gives children a sense of belonging and a feeling of being socially accepted.

Arrivals and Departures:

Every child in attendance must be signed in every morning and out in the afternoon. **Please be sure that anyone authorized to pick up your child is listed in your child's file.** No child will be released to anyone not on the list. Persons authorized to pick up your child will be required to show two types of identification before a child is released. If someone is picking up your child, who is not on the pick-up list, you must fill out the change of pick-up form located at the sign in area or call the center and speak with a director.

When you authorize another adult to pick up your child from Journey of Faith Christian Learning Center you must include their name, phone number, address, and give the person the last four digits of your social security number. The person picking up must see a director and have state issued identification. **You must notify school staff in advance, in writing by email.** Your child will not be released without prior authorization. In the event you call a pick-up authorization into the school because you are unable to submit your authorization in writing, we will use your personal information from this packet to verify your identity. If you must pick up your child after closing time, you will be charged a late fee per every 15 minutes or portion of 15-minute period, per child, until the child(ren) is/are picked up. **Per state licensing regulations, we may be required to contact local authorities after a certain amount of time. We will start with your emergency contacts after 30 minutes. Please see your director for additional information.**

Communication:

Monthly curriculum and menu calendars are distributed on the first of each month. Parental notices will be posted on the classroom door, placed in the child's cubby, posted on the bulletin board, personally distributed, mailed, or emailed. Sign-in sheets for authorization to give medication are located at the front desk. The authorization list to have your child picked up by someone other than yourself or those listed on the child's enrollment form is located at the front desk.

Volunteers:

Journey of Faith Christian Learning Center invites parents to volunteer their time to help oversee students during special events, parties, and programs. Sign-up forms are available at the front office. Those parents who wish to share special talents and cultural heritage with students are welcome.

Change of Address / Information:

It is the parent's responsibility to keep Journey of Faith Christian Learning Center notified of any address, phone number, or email address changes. Notify us immediately if you move, change any phone numbers, (including work and emergency numbers) or your email address.

What to Bring For Your Child:

Older children should wear clothing that is comfortable and that they can manage without help. Items such as jackets, backpacks, and sweaters should be marked with the child's name. Students dress should be modest, clean, neat, and weather appropriate. A child must wear appropriate clothing with no offensive slogans or writing. Shoes should be comfortable and suitable for any situation. Tennis shoes are the best. For safety reasons flip flops are not allowed. Even older children may have spills or accidents and soil their clothes. **Please furnish your child with an extra complete set of clothing. Please label each article of clothing with a permanent marker.**

Birthday Parties:

Your child's birthday is a special day! Parents are welcome to bring cupcakes, cakes, or cookies to celebrate with the class. Please notify the teacher or director in advance before planning any celebration for your child. Journey of Faith Christian Learning Center will furnish guidelines for parties in your child's classroom. **Please do not send invitations for the children in your child's class to attend a party, unless all children are invited.**

Smoking:

Smoking is not permitted in the building or on the grounds of Journey of Faith Christian Learning Center.

AUTHORIZED PICK UP

When you authorize another adult to pick up your child from **Journey of Faith Christian Learning Center** you must include their name, phone number, address, and give the person the last four digits of your social security number. The person picking up **must see a director and have state issued identification along with another form of identification. We will make copies to keep on file.**

Please be sure that anyone authorized to pick up your child is listed in your child's file.

Persons authorized to pick up your child will be required to show driver's license or state identification and take an instant photo. We will record the driver's license number and car tags before a child is released.

A written consent must be submitted on the morning of drop off to release your child to someone on the list. In the event you call a pick-up authorization into the school because you are unable to submit your authorization in writing, we will use your personal information from this packet to verify your identity. **Your child will not be released without prior authorization.**

NAME _____ PHONE
NUMBER _____

NAME _____ PHONE
NUMBER _____

NAME _____ PHONE
NUMBER _____

EMERGENCY EVACUATION

Print Name: _____ I (we) also authorize the school to evacuate in case of emergency. I understand that the evacuation site is posted in the school and listed in the Handbook.

Parent/Guardian Signature: _____

Date: _____

AUTHORIZATION FOR TRANSPORTATION AND FIELD TRIPS

The school may plan carefully arranged, supervised special trips for the children away from the school that do not require bus transportation. You will be notified in advance of all trips. These include children taking walks and infants strolling in their buggy. I give the school permission to take my child on these field trips.

Parent/Guardian Signature: _____

Date: _____

AGREEMENT: I have read and accept the policies stated above, as well as; the Parent Policies enrolment application. I agree to pay Journey of Faith Christian Learning Christian Center all fees and tuitions that come due. In the event a third party offers to pay my families' tuition I understand I am still the sole person who is financially responsible. I am paying my registration fee and first week's tuition in advance. Both, the registration fee and first week's tuition, are non-refundable. The Children's Academy reserves the right to modify or change the above policies, procedures, and tuitions, as well as the Parent Policies Enrolment Application with two weeks written notice. Your child's attendance, on or after that date, will be considered your acceptance of the new policies, procedures and or tuitions.

Parent Signature

Date

Items in blue are requirements of The Texas Department of Family and Protective Services (Minimum Standards)