

CFC BILINGUAL ACADEMY

"I will teach all of your children and they will enjoy great peace".

Isaiah 54:13

ELEMENTARY- HIGH SCHOOL Parent Handbook 2017-2018

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CFC Bilingual Academy

Dear Parents:

We are excited to welcome your child to our Elementary Program. Learning actually starts long before students even step into a classroom. It starts in the most important place of all-your home. Positive parental participation is essential in order to ensure the best education of each student. CFC Bilingual Academy welcomes and encourages you to become involved in your child's education.

Please read the rest of this packet to be informed on all our School Policies and Procedures. We know this will be a great year for your child, and our promise to you is that we will strive to aide in the development of the "whole" child: mind, body and spirit.

For this reason, we have chosen ACE (Accelerated Christian Education) as our Curriculum. It focuses not only on academics but teaching our students about God's Word and how to apply it to their lives. We pray you will join us as we embark in this great adventure, guiding your child to learn how to set goals and achieve them in a timely manner; learning how to be independent and responsible learners which will prepare them for the present and the future, and learning how to look for God's guidance in His Word to live out their faith.

Our First Day of School will be Tuesday, August 22nd, 2017. Students will need to be at the School Main Entrance (Preschool area) at 7:45 am. A Staff member will be in the hallway to walk you through our clock-in, clock out system. You may accompany your child to his/her classroom (only for the first day). Students should be dressed in School Uniform (School polo with logo, and khaki pants/skirt with belt) and bring their backpack, lunch bag with a fruit snack, lunch and water bottle and P.E. Uniform. Please see dress code on page E-16

We would like to thank you for sharing your child with us and for choosing "**CFC BILINGUAL ACADEMY**". Please do not hesitate to call should you have any questions.

Respectfully,

Patricia Dvorak

Program Director

Email: dvorakpatricia@gmail.com

(CFC) Christian Family Center with a Passion for God and Compassion for our Neighbors

CFC BILINGUAL ACADEMY

2017-2018 SCHOOL CALENDAR ELEMENTARY/MIDDLE/H.S.

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7-18 Teacher Workdays
- 18 Parent Orientation 12pm
- 18 Last day to turn in Completed Registration Forms/ Book Fee Due
- 21 Teacher Workday
- 22 First Day of School

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

- 6 Tuition Due
- 14, 15 Valentine's Day Celebration
- 19 Presidents' Day Holiday/ Teacher Workday
- 23 Go Texan Day Celebration

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Labor Day Holiday
- 6 Tuition Due
- 11 Pinewoods Screenings Vision and Hearing
- 27 See you at the Pole 8 am

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 6 Tuition Due
- 9 FIELD DAY
- 12-16 Spring Break
- 28 "He is Risen" Chapel Celebration
- 30 Good Friday Holiday

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Tuition Due
- 6 Student Holiday/ACE Training Staff
- 20 End of 1st Quarter

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 1 Easter Sunday
- 9-13 IOWA Testing
- 6 Tuition Due
- 21 "Bike-A-Thon" Fundraiser 10-12 pm
- 22 Earth Day
- 30 Turn in Science Projects

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Tuition Due
- 17 Thanksgiving Lunch (Picnic Sack Lunch/non-perishable Food donation)
- 20-24 Thanksgiving Break

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Science Fair 12 pm - 3 pm
- 4 Tuition Due
- 7-11 Teacher Appreciation Week
- 10,11 Muffins for Moms/ Donuts for Dads
- 13 Mother's day
- 25 Last day of School/End of 4th Quarter/Class Party
- 28 Memorial Day Holiday
- 29 Award's Ceremony/Art Sale 7 pm
- 30 Teacher Workday
- 31 Parent/Teacher Conferences

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 6 Tuition Due
- 14 Early Dismissal 12 pm Christmas Prog. 7pm
- 15 Student Holiday/ Teacher workday
- 18-29 Christmas Break

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 17 Father's Day
- June 18 - July 13 SUMMER SCHOOL

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 New Year's Day
- 2 Teacher Workday/Student Holiday
- 3 First Day of School
- 5 Tuition Due
- 12 End of 2nd Quarter
- 15 M.L. King Day Holiday
- 16 Parent/teacher Conferences/Student Holiday

JULY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 4 Independence Day

CFC Bilingual Academy

Parents, please allow yourself time to read the following policies carefully.

PROGRAM OVERVIEW

CFC Bilingual Academy Program is offered on school days at the premises of the "*Centro Familiar Cristiano*" on the corner of West Bellfort and Dairy Ashford. The hours of operation are Monday through Friday from 7:45 am to 3:00 pm/3:45 pm for 5th-High School Students Tuesdays and Thursdays.

The daily program will begin with opening exercises, including Prayer, Scripture Memorization and Worship. Our ABC's Class will have Circle Time activities and Learning Centers will be used throughout the day. All grades will work on their individual PACES during the School Day. Also included in our weekly schedule are Spanish, Music, and Art. Students will also have P.E. and other outdoor activities. Homework should be expected every day whether it's PACE work, Science and Social Studies Individual Projects, Book Reports and Reading.

PHILOSOPHY

We believe our Program is an extension, reinforcement, and partner with the home, assisting the parent in fulfilling their God-given responsibility to "train up a child in the way he should go" (Proverbs 22:6). Jesus said: "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14. We strongly believe it is our calling to teach children with our words and actions about God's love for them and to love God with all their hearts. We aspire to provide a rich, nurturing, and challenging environment for our students. We strive to create an atmosphere where each student is respected and encouraged in a safe, well supervised and clean environment. We provide experiences for our students in the areas of language, social, emotional, cognitive, physical, creative, mental and spiritual development, according to their individual needs.

DECLARATION OF FAITH (See Appendix)

DISCRIMINATION POLICY

Enrollment in our program is open to all families of our community. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. We operate on a non-discriminatory basis.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

CFC Bilingual Academy complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for students who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the student's file. Whenever we deem it appropriate to the needs of the student to have a student with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that student. Any questions about the accommodations of the student should be referred to the leadership staff.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. CFC Bilingual Academy complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

OUR STAFF

At CFC Bilingual Academy we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about education and the needs of students. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an education setting.

ADMISSION POLICIES

ADMISSION REQUIREMENTS

Only the student's parent or legal guardian may enroll a student (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend CFC BILINGUAL ACADEMY. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up their child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. CFC BILINGUAL ACADEMY must be informed of any custody situation in advance and will request that the proper paperwork be in the student's file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

ADMISSION

Parents wishing to enroll their children in CFC Bilingual Academy are required to set up an appointment with the School office for a tour and to meet the Director and their child's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:30 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the schedule of your child(ren)s average day. At this time we will give you any forms necessary to enroll your child(ren). All students shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn.

PAPERWORK, FORMS AND ANNUAL RENEWAL

We are required by the State to have current and updated information on each student in our School. This is also for your child's safety. As mentioned above, we require all forms to be filled out for each student prior to their initial attendance at CFC Bilingual Academy. Also, each year when registering for a New School Year we will have parents/guardians fill out new registration forms. Annual registration fees and annual book fees will also be added each year at this same time.

IMMUNIZATION REQUIREMENTS

All students enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. Here is the link to apply for exemption: <https://corequest.dshs.texas.gov/>

VISION, HEARING AND ACANTHOSIS NIGRICANS SCREENING REQUIREMENTS

Who must be screened for Vision and Hearing: as required by Texas State Law:

All students who are 4 years old as of September 1, 2016

All kindergartners, first, third, fifth and seventh graders

All first time entrants from another Texas school who are not in the above categories unless he/she can bring written documentation from the other school.

All first time entrants (4 years through 12th grade) from an out-of-state school

Who must have the Texas Risk Assessment for Type 2 Diabetes for Children (Acanthosis Nigricans, or AN screening); as required by Texas Bills 2989 & 2721

- All students in first, third, fifth and seventh grades; other grades are optional

CFC Bilingual Academy contracts Pine Woods Screening Services to provide hearing and vision screening for our students that require this service. Parents simply have to complete an application authorizing Pine Woods Screening Service to screen their child and pay the fees directly to them. Hearing and Vision screening will take place on **Thursday, September 17, 2015** during School hours.

Any student who does not have a Screening Report on file by that date will be required to be screened by Pine Woods Screening Services.

EMERGENCY MEDICAL CONSENT FORM

This form will give us your consent to call an ambulance or your child's doctor if he/she needs emergency care. Please list your child's doctor, and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on the Registration Form. If your child has any allergies or is on any medications, please include this information on the form. All of these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and update or re-do this form.

ATTENDANCE POLICIES

ATTENDANCE

A written excuse, stating reason for absence or tardy, signed by a parent or guardian must be presented to the office when a student returns to school after an absence. Otherwise it will be considered unexcused. If the absence is foreseeable, a note must be sent in advance to consider it excused. If your child is absent (3) three consecutive days they will need a doctor's excuse. All appointments for doctor, dental, or any other reason, are to be scheduled after school hours.

In an effort to maintain a credible reputation for our school, a student which accumulates more than (5) five unexcused absences in one semester will receive a written notice to meet with Administration. Ten (10) ten tardies in a (9) nine week period will constitute (1) one absence. Absences for reasons other than sickness or emergency will be excused only if arrangements are made in advance with the administration and the student is sufficiently advanced in his/her work.

Students should clock in at 7:45 am in order to be present for opening exercises at 8 am. Students arriving to school after 8 am are considered tardy. Continual tardiness will necessitate a conference with parent and administration and possible leading to revocation of student privileges or suspension which automatically will appear in your student's permanent records . Any student receiving (10) ten unexcused tardies in one grading period will not be considered for a perfect attendance award at the end of the school year.

FAMILY VACATIONS AND SPECIAL EVENTS

Vacations or special events that take students out of school are disruptive to your child's education. Special events should be planned during school holidays. If the dates of special events are unavoidable, parents should fill out a "**Notice of Planned Absence Form**" (in Appendix) and turn it in at least 10 days in advance. The decision to excuse the absence will be made by the school administrator. Families that have their written request approved must ask for homework assignments directly from the classroom teacher.

DROP-OFF

Parents must drop off their child(ren) at the CFC Bilingual Academy Pre-K area every morning at 7:45 am and where the student will clock in no later than 8 am. Each student will be issued a "Raspea Systems" card to clock in and out which they will be responsible for. Parent also will be issued a Car Tag for pick up.

PICK-UP

When picking up your child at the end of the day, please drive **all the way up to the front door** to wait for your student (there will be a line of cars under the carport facing the gate entrance on West Bellfort). Please do not leave your vehicle until you see a teacher escorting your child to the car. You will be responsible of placing your child securely in his/her car seat. **Please make sure you have the appropriate car seats for your child's age.** People under 18 years of age and anyone not listed as authorized to pick up on the registration forms will not be allowed to sign a child out of the program. For security reasons, please have a picture ID available to show the staff.

A student will only be released to his/her parent or those adults (over 18 years of age) designated by the parents on the enrollment form. If someone else will be picking-up your child on a certain day, please send a written note requesting that the person is added to the permanent list. Please include in your note if this authorized adult can pick-up this child this one time only.

To ensure student's safety, we do not release students to anyone who displays signs of being inebriated or is unable to provide safe transportation and care. Should this situation occur, the Director will notify parents if possible and then call Children's Protective Services in accordance with child care licensing laws. To ensure that your child is not released to a parent who is not allowed to pick-up, we must have a copy of the court order/divorce papers signed by the judge. We are obligated to release a student to either parent without this documentation.

In an emergency, parents may call the School and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto CFC Bilingual Academy property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. It is the parent's responsibility to notify the office and make changes on this pick up permission form whenever necessary. This form is re-done annually and can be updated as needed.

DROP OFF/PICK UP TIMES

Student Drop Off: 7:45 am

Student Pick Up: 3:00 pm

PICK UP PROCEDURES

In order to help with the flow of dismissal we are asking our parents to wait until 2:50 pm to drive below the reader and to line up under the carport to pick up students. Remember that Pre K dismissal ends at 2:45 pm. Please share this information with anyone that may pick up your child.

PICK-UP PERMISSION FORM

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent registering the student at CFC Bilingual Academy to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right not to allow any individual onto our property for drop-off or pick-up if they have created a problem.

LATE PICK-UP FEE

A \$1.00 per minute late fee will be charged for children not picked up by closing time at 3 pm (Except students that must stay after hours for P.E.. We allow 10 minute "grace" period but after that the late fee applies. This fee is non-negotiable and is the responsibility of all parents. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late (charges still apply). Late fees are due that same day or may be charged to the following month's tuition with the exemption of late fees occurring in May which will be collected on Record's Day. We use our school clock for the time. Children left at the center more than 60 minutes past closing without calling the School will be considered abandoned and Child Protective Services will be informed.

EARLY PICK-UP

Students are required by law to be in school unless they are ill. The School will grant an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside school hours.

All requests for early dismissal must be made in writing and are to be submitted to the teacher at the beginning of the school day in student's blue folder (parent teacher communication folder). Parents must report to the office to pick up a student. Students will then be called to the office to meet the parent.

ACADEMIC POLICIES

CURRICULUM

CFC Bilingual Academy uses Accelerated Christian Education (ACE) as our School Curriculum. ACE has been committed to Christian Education for 40 years. The curriculum is equipped to assess individual student needs in order to build goals, motivations, and rewards for each student.

The educational concept of ACE was built on five basic laws of learning:

- Students must be at subject levels where they can perform
- Students must set reasonable goals
- Students must be controlled and motivated
- Learning must be measurable
- Learning must be rewarded

The pioneering work of ACE features a curriculum assuring parents of:

- Solid, mastery, Back-to-Basics academics for their children
- A course of study individualized to meet a child's specific needs and learning capabilities
- A program incorporating Godly character-building and Biblical principles.

SPIRITUAL DEVELOPMENT

1. Establishing a Christian Foundation

- Discovering God's creation
- Understanding God's love and care,
- Learning God's Word
- Songs, prayers, daily opening exercises and
- Weekly Chapel service

2. Christian Models

Adults in the classroom as models of a Christian life, showing Christian love and kindness and use of Scripture as a basis for Christian values. Supervisor (Lead teacher) and Monitors (Teacher Assistants) will offer loving guidance and will pray with students before beginning a PACE and before any tests.

PROCEDURES

PACE'S – Are private property and are not to be shared among students. After a PACE and test are completed, the student must wait until the following school morning before receiving test results and a new PACE. All PACE work is to be completed in pencil. Calculators are permitted in the Learning Center only at Supervisor's discretion.

GOAL CARDS – The student should keep his Goal Card posted on his bulletin board in his/her office (desk). Students should set the exact page numbers of work for that day. Student is responsible for crossing off daily goals when scored and corrected.

SCORE STATION PROCEDURES – Score keys are to be handled carefully. Student goes to the score station to check answers in his/her PACE with the appropriate score key. Student marks and "X" beside each wrong answer using a red pen kept only at the scoring table. Student puts a red "X" in the first box of the score strip. Student corrects wrong answers in pencil at his/her office adding the page number of where the correct answer was found. Student puts a pencil "X" in second box when answer is corrected. Student rescores then circles each red "X" with red pen. When everything has been corrected, student puts a red "X" in the last box and circles the page number. Student then places red pen and score keys in their correct place.

TESTING AND TEST TABLES – After the PACE is completed, scored, re-studied, and turned in, the test is issued the following school morning. Tests are administered at the Testing Table.

CONGRATULATION SLIPS – Are issued to let parents know when a student has completed and passed a PACE test. Students are to take these slips home the day they receive them. Students will receive a Demerit if said Congratulations Slip is found in the blue folder or in their office the next day.

ACADEMIC BALANCE – Means having the same number of PACE's completed in each curriculum subject as prescribed. Academic balance is required in order to achieve privilege status and honor roll unless student is bringing a subject up to level.

HOMEWORK – The responsibility for scholastic achievement is placed on students. The goals set by the student and reviewed by the Supervisor are usually no more than the student is capable of completing during the school day. If the student does not meet his/her goals for that day or if the teacher deems necessary, he/she will be required to take homework. Should the student have homework, a Homework Sheet will be sent home. The Homework Sheet is to be signed by the parent. If the student does not complete his homework the parent must send a written notice stating the reason for the incomplete homework. This will not keep the student from receiving a demerit or detention for incomplete homework.

TUTORING – As the need arises some teachers may be available for tutoring your student after school hours. Tutoring fees to be discussed directly with the teacher. If school premises are used for tutoring, a convenience fee of \$25.00 to \$ 35.00 a month (depending on the amount of days tutored) will be charged by the office aside from tutoring costs.

PROGRESS REPORTS – The grading system is designed to give parents a true indication of the students' progress or lack thereof. Progress Reports are given to parents after the completion of each nine-week period. The Progress Report is to be signed by the parent and returned to school promptly.

IOWA TESTING

CFC Bilingual Academy offers one of the finest achievement and aptitude test combinations available, IOWA Assessments are comprised of complete battery levels that measure academic achievement in the areas of reading, written expression, mathematics, language arts, science, and social science for students from 1st through Level 12. The costs for these Tests are not included in the Tuition. You will receive a letter with the Test Dates and costs at the beginning of 2017.

Standardized tests serve two primary functions:

1. Helping schools objectively assess students' academic progress and potential from year to year with quantifiable test data based on accepted models of student academic development. This multiple-choice assessment will help our School Administration find out what students know and are able to do.
2. Providing schools, government entities, and other interested parties with data on academic performance whereby a comparison can be made on various levels including comparisons between schools, school districts, and states.
- 3.

WRITTEN COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's activities and overall development through several written means.

- An Administrator Monthly Parent Newsletters to keep you informed as to the overall program. Daily written communication in the form of "Accident Report forms, Classroom Newsletter and classroom memos may be placed in the child's Blue Folder
- Parent/Teacher Conferences are after held twice a year after the first and third nine weeks period.
- Parents always have the option of requesting specific a parent/teacher conference to aid in the child's development at any time by contacting the office to schedule such meeting.

VERBAL COMMUNICATION

It is very difficult for Teachers to have parent conversations when they are responsible for a group of children. Please schedule conferences by contacting the Director or the teacher rather than having extended conversations with the Teacher or Director at the beginning or ending of the day. The Director will gladly talk with you any time, but scheduling a time will allow for no interruptions when meeting with you and will insure that everyone you need to talk to is available.

Please contact the Teacher by email or by telephone about any concerns or questions you may have about your child's behavior or participation in the program after school hours.

Calling/texting a teacher during school hours is no longer a choice of communication offered to parents. Thank you for understanding that your student's teacher is busy attending to your child's education and safety.

If you must contact the school during school hours please contact the office. If no one is at the desk at such time please leave a detailed message; voicemail is being checked throughout the day by our School Administrator.

CODE OF CONDUCT POLICIES

DISCIPLINE

Character Development Values

CFC Bilingual Academy reinforces the five core values of *Respect, Responsibility, Honesty, Caring, and Faith*. We do so in our Learning Center, in the games we play, the rules we ask students to follow, the activities we plan and the staff we hire. Students will be required to read and sign a "Standard of Conduct" Form. Form will be sent home first day of school. Parents are asked to read the standards with their child and make sure they understand each concept. The signed copy will be collected the first week of school.

Self-Management & Guidance

Our emphasis at CFC Bilingual Academy is on helping children learn acceptable behavior in a positive manner. Physical punishment and verbal abuse are not used. Self-management skills and positive social interactions with the other children and adults are required in order to maximize everyone's enjoyment of the program.

Self-management skills are taught according to the following guidelines:

1. Rules are clearly stated so children are expected to work and play within known limits. Students are required to sign the Student Agreement Form included as part of the Appendix. This form must be turned in during the first week of School
2. Reasons for rules are stated clearly and simply to encourage children's acceptance of limits and their ability to understand and reason.
3. Staff serves as important role models practicing appropriate social skills.
4. Behavior expected of students is appropriate for them according to developmental norms.
5. Staff strives for consistency in their expectations. Trust is established so students know that they will not be hurt nor allowed to hurt others while at School.
6. Disruptive or dangerous behavior on the part of a student:
 - ◆ will be discussed with his/her parent
 - ◆ may result in loss of privileges
 - ◆ may result in loss of participation in specific activities (ex. field trips)
 - ◆ may result in suspension or termination from the program

The Director will contact any parent whose child is having difficulty adjusting to the program or who is displaying inappropriate behaviors (for example: inappropriate language used, not willing to follow direct instructions, not willing to follow program rules, aggressive behavior such as bullying, hitting, pinching, biting, pushing, etc.). Arrangements for a conference will be scheduled in such cases to assign the appropriate disciplinary action.

STEPS OF DISCIPLINE ACTION FOR DISRUPTIVE OR DANGEROUS BEHAVIOR

STEP ONE

Written notice sent to the parents needing signature

STEP TWO

Parent Conference with the Administrator (teacher present)

STEP THREE

If such behavior continues student will be suspended for 1 or 2 days depending on the gravity of the situation

STEP FOUR

After three suspensions, student may be expelled.

PERSONAL ITEMS

CFC BILINGUAL ACADEMY has a wide variety of games and other resources to offer students during leisure time. Personal items such as games, phones, computers, Ipads, cameras etc. are not permitted at School unless Teachers allow it for a special activity, as they can cause distractions and can be broken or lost.

CFC Bilingual Academy is not responsible for stolen, lost or broken items.

CELLULAR PHONES

Students are allowed to bring cellular phones to school but they must be turned off and put away in their backpacks. CFCBA will confiscate any phone that is used during school hours. Parents will need to go to the office and ask for the phone to be returned (a fee may be applied). CFCBA will not be responsible for lost or stolen items. In the event that a student must communicate with a parent the call should be made from the office phone in the presence of a teacher.

GROOMING

Nails: Girls: Nail polish must be neat, of one color. If false nails are worn they need to be short. Boys: may not wear any nail polish.

Hair: Girl's hair must be neat, clean and styled so as to not fall in the face. No drastic color change. Boys must have regular boys' cut styled so as to not fall in the face; no drastic color change.

Jewelry: All jewelry must be tasteful. Boys: no earrings, no watches with calculators or games and no head-coverings are permitted. Girls: no more than two earrings per earlobe (no longer than 1" long), and no head-coverings are permitted.

Absolutely no tattoos.

DRESS CODE

GRADES K-8	BOYS	GIRLS
SHIRTS	Uniform: required for First Day of School and Special Events: School Logo Polo Dress code (Monday thru Thursday): Short sleeved or long sleeved polos of any solid color	Uniform: required for First Day of School and Special Events: School Logo Polo Dress code: Short sleeved or long sleeved polos of any solid color
SLACKS,SHORTS,SKIRTS, SKORTS	Uniform: required for First Day of School and Special Events: Khaki-colored slacks Dress code: Khaki-colored slacks or shorts	Uniform: required for First Day of School and Special Events: Khaki-colored slacks, skirts or skorts Dress code: Khaki-colored slacks, shorts, skirts or skorts
SHOES/SOCKS	Fully enclosed athletic, or fully-enclosed leather shoes or boots. Black or white socks for Uniform days only.	Fully enclosed athletic, or fully-enclosed leather shoes or boots (2" or under). Black or white socks for Uniform days only.
BELTS	Plain black or brown Leather (Not required for ABC's Students)	Plain Black or brown Leather(Not required for ABC's Students)
COOL WEATHER APPAREL	Plain Navy or black cardigan or zip-up hoodie (no designs or name brands)	Navy or black cardigan or zip-up hoodie (no designs or name brands)
P.E. UNIFORM	School P.E. T-Shirt, knee length black basketball shorts and tennis shoes. Volleyball knee pads	School P.E. T-Shirt, knee length black basketball shorts and tennis shoes. Volleyball knee pads
FRIDAY DRESS CODE	School T-Shirt and jeans, no belt required	School T-Shirt and jeans, no belt required
SCHOOL BAGS/BACKPACKS	ABC's –9th Level: Backpack solid colors no designs (Scriptures OK!)	ABC's – 9th Level: Backpack solid colors no designs (Scriptures OK!)

GENERAL POLICIES

EMERGENCY SCHOOL CLOSING

Heavy rains, tornadoes, hurricanes, snow and sleet can cause many problems. It is our policy to ensure the safety of all our students, therefore, it is our policy to close or dismiss early during inclement weather should either Alief or Fort Bend Isd choose to close or have early dismissal.

Steps to follow:

- 1) A Remind text message will be send no later than 7:00 am confirming if the School will be closed.
- 2) In the event that we are unable to communicate please refer to an updated list of School Closings for Alief or Fort Bend, considering our students for the most part live in either Alief or Fort Bend areas. In the event that one District closes early or resumes classes on different days, CFC Bilingual Academy will close or resume at the later time or date of the two.

CFCBA reserves the right to resume/close, earlier or later, at our discretion regardless of any district.

PERSONAL INFORMATION CHANGE

Parents are to notify the school of any change in home or work phone numbers and addresses. This is for your child's safety so that we may reach you in an emergency. CFC Bilingual Academy requires that someone listed on the Pick-Up Permission form of each student be available within thirty (30) minutes notice to come and pick up a sick student or a child that CFC Bilingual Academy has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

PARKING POLICY

Please park in one of the parking spaces when you drop off your child(ren). We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren) Please do not leave other children unattended in the car when dropping off or picking up students. CFC Bilingual Academy is not responsible for items lost or stolen from cars or from the parking lot or facility.

HEALTH POLICIES

These guidelines are for the welfare of all of our students. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play and Physical Education is essential to your child's development. In order to be exempt from these activities we will need a doctor's note. Please keep your child at home if you notice the beginning of an illness or contagious disease or if your child is feeling too ill to participate in School Activities. Please keep your child home if he/she has:

- A fever or has had a fever in the previous 24 hours
- Heavy nasal discharge
- Diarrhea or vomiting within the previous 24 hours
- Any symptoms of a communicable disease. Children with communicable conditions may not return until a physician approves that return in writing.

Students must be free of fever for 24 hours without taking medicine before returning to School.

See "Diseases Requiring Exclusion from Schools" in Appendix.

Students who show signs of illness will be sent home with a Form.

MEDICATIONS

We administer medications at our facility **with parent authorization in writing only** (See Authorization for dispensing Medication Form in Appendix or you may request it be sent to you). No staff member will be allowed to administer any medicines without the parent authorization in writing. All medications will be kept and administered in the office. Medications not picked up by the end of the year will be discarded.

ALLERGIES

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, please turn in a "Food Allergy Emergency Form" filled out by your child's doctor. This allows us to alert all of our staff to be on guard of their allergy. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. Please write these on the Registration Form.

ACCIDENT REPORTS

Safety is a top priority of CFC BILINGUAL ACADEMY. Yet, there are times when students will have an accident/ incident. If the accident/incident requires some attention our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure.

MEDICAL EMERGENCIES

The following plan is in effect in the event that a child is involved in a Medical Emergency,

1. The staff person closest to the situation stays with the student. CPR or First Aid trained member takes over or assists.
2. The director or acting director assesses the situation to determine if a doctor's or other emergency care is needed.
3. The director or other staff member phones parent or other emergency number on file. Parent is advised of the situation. If time allows, parent comes to get student.
4. If emergency transportation (ambulance) is necessary, acting director or other appointed staff member calls 911.

EMERGENCY AND EVACUATION RELOCATION PLAN

This plan will be effective for the following situations: fire, oil or chemical spills, loss of power, heat, water, natural disasters which include but are not limited to hurricane, tornado, earthquake, a disgruntled individual that might threaten the well being of children.

- A. For most natural disasters it is best to seek shelter in an inside location away from doors and windows. Children will be guided to the center of the school hallway and face the wall covering their heads. In the event the building needs to be evacuated, we will relocate to the 4 Year Old Classroom by the Pastor's house (and that Class would relocate to the Main School Building).
- B. In the event of a fire, teacher will relocate children outside of the building and meet on the grass area across from the building until a decision is made regarding the need for shelter.
- C. If the need to evacuate the CFC grounds arises, children will be moved to the Montessori School across the street. Name of Montessori Director: Sindhu Sheladia. Address: 12500 West Bellfort, Houston, Texas 77099. Phone: 281.879.6011. Once children and Staff are safe, parents will be called and a sign will be placed on the School entrance if possible
- D. Accommodations will be made for children with special needs who have limited mobility, or that may otherwise need assistance in case of an emergency. For example, children with mental, visual, hearing impairments of that may have wheelchairs, broken leg or leg brace. The director will inform the teachers of any student with special needs and will have an individual plan according to the child's needs. Please notify the Director if your child has special needs or disability at time of enrollment.
- E. The Emergency Kit (located in Storage Room across Office) should contain the following: Complete first aid kit (containing sterile gloves, gauze, soap, sanitizing solution, antibiotic ointment, bandages, thermometer, tweezers, sunscreen, and moistened towelettes), water, nose and mouth protection masks, plastic sheeting, duct tape, diapering supplies, hand washing supplies, flashlights with extra batteries, whistle, battery-powered radio, trash bags and re-sealable bags, tape and utility knife.
- F. The teacher's emergency bag will contain the following supplies: flashlight, notebook, pen, first aid supply kit, emergency contact and release information for each student. The lead teacher always keeps the bag with the group so the information is available if the group seeks shelter within the building or chooses to leave the building.
- G. Tasks will be assigned annually for the implementation of the plan. One staff member will be named a spokesperson, one staff member will call for help and one staff member will gather employee and children's files. Additional tasks will be assigned as needed. The remaining staff members will be responsible for gathering the children in a safe location within the building to wait until it is safe to evacuate or until help arrives.

IMPLEMENTATION OF PLAN

1. Follow instructions of the Spokesperson to see if evacuation is advisable and what other safety issues are involved.
2. Identify students with special needs and follow the individual plan in place for that child.
3. Gather Teacher Emergency Bags and Emergency Kit near the emergency exit.
4. Call parents and inform them that the children are in a secure location. Request parents pick up children as soon as it is safe to do so. Use cell phone if necessary. The lead teacher will remain with the children at all times. A message will be left on the answering machine and a sign on the school doors for parents who could not be reached.
5. Before returning to the facility and/or reopening the program, check with appropriate authorities to determine if conditions are safe, check operation of all utilities and call parents.

In the case of an extended period of power outage, loss of heat or water, CFC Bilingual Academy will close. Parents will be contacted by cell/land phone if we are in school at the time of the loss. Fire drills are conducted monthly with the children and teachers. Environmental Emergency drills will be held every three months.

GYM AND OUTDOOR ACTIVITIES

State Licensing has approved the following outdoor areas for our Elementary, Middle and High School Students: Big Playground by tennis courts, soccer field, volleyball court, and basketball court. In the event of rain, students will exercise in a classroom or in our lunchroom. We will spray the students with mosquito repellent (only in Elementary Grades ABC's and up) before they go outside. Please let us know as soon as possible if you prefer that we do not spray your child with protection. If we do not hear from you, we will presume that you approve.

EARLY DISMISSAL

Students will be released at 12 pm on December 14th to prepare for Christmas Program.

STUDENT TO TEACHER RATIOS

Student to teacher ratios are based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

The classroom ratio is the number of children one caregiver may supervise and is shown in the following chart. The classroom ratio is based on the specified age of the children in the group.

Age of children	Number of Students	Per teacher	Group Max
Infants 0-11 months	4	1	10
12-17 months	5	1	13
18-23 months	9	1	18
2-Year-Olds	11	1	22
3-Year-Olds	15	1	30
4-Year-Olds	18	1	35
5-Year Olds	22	1	35
6-8 Years Old	26	1	35
9-and up	26	1	35

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

GANG-FREE ZONE INFORMATION

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. Following is information regarding this new law:

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

How do parents know where the gang-free zone ends?

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

Why are gang-free zones needed?

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

STAFF AND PARENT RELATIONSHIP

CFC Bilingual Academy considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes during school hours. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by CFC Bilingual Academy.

We also ask that parents refrain from soliciting of any kind during School hours.

PARENTAL INVOLVEMENT

We encourage all parents and or guardians to be actively involved with our school. We believe that parental participation is key to any successful school program. We welcome parental visits during specially planned events and our lunch hour. Following is a list of some of the opportunities for involvement in our school. Parents are in no way limited to the involvement listed below:

1. Parent Night: We strongly encourage all parents to attend this important event. It is a great opportunity to meet other parents, ask questions, and get acquainted with our Program. *****Major informative meeting*****
2. Parent-Teacher Conferences: are scheduled following the first quarter, and third quarter. Individual parent conferences with the supervisor should be scheduled through the office. Phone conferences are also available upon request after school hours.
3. Volunteer in Classroom: Parents are given the opportunity to participate in special activities in the classroom twice a month during the School Year. If you are interested in volunteering more than that, you will be required to comply with Regulations of Licensing. Please speak to the Director for Volunteer State Requirements.
4. Special Programs: We have some special programs usually centered around the holidays to which you are always welcome. The students perform songs and other activities that they love to share with you. Your attendance is highly valued.
5. Fundraisers
6. Field trips: Chaperones and Drivers may be needed.

We also expect parental involvement in discipline and behavior intervention.

FUNDRAISERS

It is our desire to maintain the lowest rate possible for tuition charges. In order to do this, it is necessary for us to have some fundraising activities. We will have several fundraisers with which we ask the parents to help. These activities provide funds that allow us to purchase needed items for the classrooms and to maintain a high quality Program for our students. Please show your full support to the students and staff when you are asked to help with an activity. **We strongly encourage parents to participate in fundraisers and other school activities.**

- **Box Tops 4 Education:** Clipping Box Tops is an easy way for you to help our school. Each Box Top is worth 10 cents, and they quickly add up to real cash. Just look for the Box Tops on products, clip them, and send them to school with your child to turn into the school office. For more info on products and sweepstakes, go to www.boxtops4education.com.
- **Amazon:** You can also support CFCBA by shopping for items on Amazon through our link. <https://smile.amazon.com/ch/76-0483577> . Amazon will donate every time you shop!
- **CFCBA Partners:** Additionally, we need people who will give into this ministry above and beyond tuition. As God prospers you, please prayerfully consider a financial contribution to the school. We are a 501©3 non-profit organization and therefore your donations would be tax deductible. Giving to the CFCBA Fund is the most direct way your gift will impact all students and the overall mission of CFC Bilingual Academy. Your generous giving to this fund provides our school with the means to hold down tuition fees overall and offer programs that benefit all students.

SCHOOL VISITS

Parents and other family members are allowed to visit their children during our lunch period. We are implementing a new sign in system which is mandatory for all visitors. We will be using the "TEMPBadgeID" Visitor log book located in our school office. This book is designated to create a self-expiring badge for visitors to wear while they are in our facility, as well as keep a permanent record of all visitors for future reference. Visitors must sign in and wear badge at all times while in school grounds.

FIELD TRIPS

We will have several Field Trips during the School Year. In order for your child to participate, you must sign a "**Field Trip Permission Form**". Students who are unable to participate will be placed in another classroom under the supervision of a Teacher. You may be asked to serve as a chaperone for your child's classroom. Since the School is not authorized to provide transportation, we do ask for parents to volunteer taking their cars. Taking a group of students on a field trip requires that the teacher(s) and parent drivers accept an extra burden of responsibility for the students' safety:

- ✓ *Parent drivers must provide the school with proof of automobile insurance, a valid driver's license and copy of latest inspection.*
- ✓ *Seat belts must be worn and securely fastened at all times.*
- ✓ *Students eight (8) years and under MUST ride in an age appropriate car seat or booster car seat.*
- ✓ *Car must have fire extinguisher readily available (Provided by School)*
- ✓ *First Aid Kit in each car (Provided by School)*

Minimum Supervision required: Check School Age Manual

- *0-23 Months: 1 Caregiver per child*
- *2 Years: 1 Caregiver every 2 children*
- *3 Years: 1 Caregiver every 6 children*
- *4 Years: 1 Caregiver every 8 children*
- *5 Years: 1 Caregiver every 10 students*
- *6 Years and Older: 1 Caregiver every 12 students*

STUDENT'S BIRTHDAYS

Birthdays are special days for students. If you wish to celebrate your child's birthday at CFC Bilingual Academy, please make early arrangements with your child's teacher. Please provide decorations, plates, cups, napkins and cutlery.

Cake and cupcakes are allowed, providing the Nutrition Label" reads: "does not contain peanuts". Pre-packaged (fruit cups, jell-o cups, yogurt, ice cream, etc) snacks may be brought from home. **Please make sure they do not contain peanuts since we have some students that are severely allergic.**

In the event that your child is celebrating outside of school, your birthday party invitations will be distributed by the teacher to all students in your child's class. Classrooms are divided as follows: ABC's, 1st thru 2nd , and 3rd thru 9th

CLASSIFICATIONS OF INDIVIDUALS

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A Student who is in our care (all paperwork has been filled-out)
- 3) Parents or other adults during the course of regular student drop-off or pick-up.
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of an employee at all times and arriving at an expected time)
- 5) Visitor's – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month.
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder".

VOLUNTEERS

Anyone visiting or volunteering for more than two days per month must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above. CFC Bilingual Academy can not afford to pay for Background Check Fees and Fingerprinting Fees. These charges will need to be paid by person interested in being a Volunteer.

INTRUDERS

The safety of the children is our first concern. Although we have an open door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

MEALS AND SNACKS

Each student in our program must bring a lunch, fruit snacks and drinks (preferably water) each day. It is the parent's or guardian's responsibility to provide food with nutritional value and meet the child's daily food needs (see Appendix). Children should eat a good breakfast before arriving to school.

We request that an **ice-pack be placed in the child's lunch box** as we do not have refrigerators in the classrooms. **The meals should be pre-cooked**, vegetables and fruits washed, peeled and cut in order to make your child's lunch period a more smoother one. Only 3rd -9th Grade students are allowed to use the microwave to warm up their food. Younger students will be assisted by the teacher.

We have children who suffer from severe peanut allergies, please do not send foods containing peanuts or peanut oils in your child's lunch (for example: Peanut butter sandwiches).

Children enrolled in our Stay and Play Program must also bring an afternoon snack and drink.

CONSENT TO USE PHOTOGRAPHIC IMAGES

The teachers may take pictures of the students for use in the classroom, to use in a project or we may need pictures of students for promotional use. There is a "Photo Release form" included in this Manual which allows or denies permission to take your child's picture or to include them in short video footage. Please return the signed Photo Release Form to the office. **Furthermore, attendance at meetings, special events and other School activities constitutes an agreement to CFCBA's use and distribution (both now and in the future) of the student's image, likeness, and appearance in photographs of such events and activities.** These activities include but are not limited to: Christmas Plays, Fundraiser events, and End of the Year Events. These images may be taken and posted on our Facebook Page or School/Church Website. **Should you not agree your child must abstain from participating in such events.**

COMPUTERS AND TECHNOLOGY

Students will be required to use our Computers for Math and Reading Programs and may need to have access to the Internet for special projects. We will need the parent's authorization in order for the student to be able to participate in these activities. Please sign the "**COMPUTER AND INTERNET USE PERMISSION FORM**" in this packet and return to the Office by August 26th.

TRANSPORTATION POLICY

Parents are responsible for their child's transportation to School and for arranging their own car pools. CFC BILINGUAL ACADEMY may provide transportation for field trips, yet we mostly rely on parent volunteers to provide the transportation. Parents will be notified about field trips in advance and written permission will be obtained.

INSURANCE REQUIREMENTS

CFC Bilingual Academy complies with the minimum insurance coverage and is limited and secondary to any policy that your family may carry.

CHILD ABUSE REPORTING POLICY

The State of Texas requires that CFC Bilingual Academy be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At CFC Bilingual Academy our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.

The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.

The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority. We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is found in a case of child abuse, we will take the following steps:

We will allow the staff member to appeal the decision

The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the School and the individual.

Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.

The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

The staff member will be terminated from their position at the Center, or

We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

GRIEVANCE PROCEDURES

In the event of a grievance, family members will submit in writing, in person, or by phone the complaint to the Director. The Director will address the grievance in person. If the issue is not resolved, family members may submit a follow-up communication expressing their grievance. Written records of all communications are kept in a confidential file in the director's office.

REQUEST FOR WITHDRAWAL

If a family finds it necessary to withdraw their child from our program prior to the conclusion of the academic year, the following procedure and written documentation will be observed.

Notification of Intent to Withdrawal

Parents are requested to complete a formal school withdrawal letter. This letter should notify the school of the date of the withdrawal, and the reason for the withdrawal. This letter should be signed by the parent or guardian and the Program Director.

- 1) Notification must be given 30 days prior to departure. If the child has attended one or more days of school that month, tuition for the entire month is due and payable prior to withdrawal.
- 2) All tuitions and past due fees must be brought current prior to withdrawal.
- 3) Prepaid registration fees and book fees are not reimbursable.

FINANCIAL POLICIES

REGISTRATION AND BOOK FEES

There is a registration fee and Book fee that is due prior to the child's first day at CFC Bilingual Academy. These fees are due upon initial enrollment annually. Students who are pulled out of the program for a specified or un-specified length of time without a previous arrangement with Administration, will be required to pay registration fees before returning to school. **Registration and Book Fees are nonrefundable.**

FEES

All fees are due in advance. A late payment of \$5.00 per day will be charged for fees received after the 6th of the month.

Registration Fee:	\$ 150.00
Family Registration Fee:	\$ 225.00
Monthly Tuition Fees (Sept-May):	See Tuition Pricing Form
Book Fees:	See Tuition Pricing Form
Extended Hours Fees	See Extended Hour Pricing Form

The Extended Hours Program requires each family to complete an annual registration form and submit an annual registration fee of \$20 per student (maximum \$30 per family) whether registering for monthly or drop-in care.

Students must be registered in the Early Drop Off and Stay and Play Program in advance. Children not registered in advance will pay \$ 7.00 Early Drop Off and \$ 10.00 Stay and Play per day plus the Registration Fee.

**** These fees are payable in advance at the beginning of the month for the days you are enrolled when our program is in session.***

Please note that all fees are due on or before the 6th of each month and run from August thru May.

Please notify the site if an unexpected delay will keep you from picking up your child by 3:00 PM. We allow for a 10 minute grace period. **A \$1.00 per minute late fee will be charged for students not picked up by the 3:10 PM closing time.** These late fees also apply to late pick up in our Stay and Play Program. After 5:40 pm a \$1.00 per minute late fee will be payable by the end of that week or with the following month's tuition (Aug-Apr). Late fees incurred in the month of May should be paid at time of arrival. **We use our school clock for the time.** If a child has not been picked up 1 hour after the closing time and we have not heard from the parents, the Director must call Children's Protective Services.

TUITION

Tuition is due in 10 monthly payments on the 6th day of each month, September 6th to May 6th. A \$ 5.00/day late fee will be charged.

SUPPLIES

Each student must bring his/her own supplies for the classroom. Please see the Supply List in the Appendix Section of this Handbook. Supplies need to be brought to class the first day of school. If your child does not bring all the supplies needed, they will be bought for him/her and charged to your account.

PAYMENT POLICIES AND PROCEDURES

All fees are due in advance and must be paid by the 6th of each month.

A late payment of \$5.00 per day will be charged for fees received after the 6th of the month.

If a payment is more than 30 days late, the student may be subject to temporary dismissal, until a payment is made. In all cases, records of any type including report cards, transcripts, or diplomas will not be made available to families with a delinquent account. **Should a student withdraw from school with a delinquent account, no records will be forwarded.**

Clients may pay by check, cashiers check, Money Order, or Cash. All payments will be payable to: CFC

Payments must be given directly to Office Staff. **PAYMENTS WILL NO LONGER BE ACCEPTED BY TEACHERS OR OTHER STAFF AT THE DISMISSAL LINE.**

There will be a \$ 35.00 charge on returned checks.

DISCOUNTS

CFC Bilingual Academy is pleased to offer the following discounts:

- 1) 5 % discount for accounts that pay for the entire year in advance.
- 2) 20 % discount on one tuition (which ever is less) if enrolling 2 or more children (must be siblings)
- 3) \$ 100.00 one time discount for each referral (after enrollment)

REFUNDS

In the event you have over-paid the credit will be applied to your next month's tuition. In the event you have a balance after your child's last day, all applicable fees will be subtracted from any balance prior to a final refund being issued. Checks will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

ADDITIONS AND CHANGES IN POLICY

CFC Bilingual Academy reserves the right to edit or adapt the policies in this handbook as needs arise. The School will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

POLICY AND PROCEDURES QUESTIONS

Please direct any questions, concerns, or comments to the Program Director, Patricia Dvorak at (281) 340-2400 x 2, or email: at cfcbilingualoffice@gmail.com.

You may also request to see a copy of the Minimum Standards and the School's most recent Licensing report at any time in the office.

If you need to contact the Local Licensing office their number is: (713) 696-2179

PRS child abuse hotline: (800) 252-5400

PRS website: <https://www.txabusehotline.org>

APPENDIX

DECLARATION OF FAITH

DISEASES REQUIRING EXCLUSION FROM SCHOOLS

SCHOOL PLEDGES

CFCBA

An Outreach Ministry of “Spanish Bible Chapel”

DECLARATION OF FAITH

1. THE BIBLE

WE BELIEVE that God inspired Sacred Scripture, both the Old and New Testaments, verbally, inerrantly, completely and infallibly and that he inspired human authors, who wrote progressively the original documents of the WORD OF GOD, the complete and exact thought of what HE desired to reveal. Sacred Scriptures are the supreme and final authority in all matters of life and faith.

Bible References:

Psalm 119:105; Isaiah 1: 20; Mathew 5:17-19; Mark 12: 26, 36; Luke 1:1-4; 2: 22-23; 24-25, 27, 32, 44-46; John 5: 39; Acts 1:16; 3:21-22; 17: 2-3; 17: 11; 18: 23; 26: 22-23; Romans 15: 4; 1 Corinthians 2: 13; 10:11; Galatians 1: 11-42; Ephesians 6: 17; 2 Timothy 3: 16-17; Hebrews 1: 1-2; 4: 12; 2 Peter 1: 19-21; Revelation 1: 1-2.

2. GOD

WE BELIEVE in the One True God, Creator of all things, who exists in three different personalities but is the same in essence, glory and attributes: Father, Son and Holy Spirit.

Bible References:

Genesis 1: 26; 3: 22; Deuteronomy 4: 35; 6: 4; Isaiah 6: 3; Matthew 3: 16-17; 28: 19; Mark 12: 29; Luke 10: 21; John 1: 14; 7: Acts 1: 6-8; 5: 3, 4, 9; 1 Corinthians 12:4-6; 2 Corinthians 12: 14; Galatians 4: 4-6; Ephesians 2: 18; 4: 4-6; Titus 3:4-6; Hebrews 1:1-3a; 9:14; 1 Peter 1:2; 1 John 5:7; Revelation 1:4-6,8.

3. JESUS CHRIST

WE BELIEVE in the Lord Jesus Christ, who is God, the Only Begotten of the Father, by the Holy Spirit, born of the virgin Mary, who participates of a perfect and sinless humanity.

Bible References:

Matthew 1: 20-25; Luke 1: 30-35; John 1: 1-2, 14, 18; 3: 16; Philippians 2:5-8; Hebrews 4:15; 1 John 3: 5

WE BELIEVE that Jesus died for our sins, according to the Scriptures, as a substitutive and expiatory sacrifice, and as the only basis of redemption for all those who believe in Him.

Bible References:

John 1:19; Acts 2: 22-23; Romans 3:22-26; 5:8; 1 Corinthians 5:14; 15:1-3; 2 Corinthians 5: 19, 21; Galatians 3:13; Ephesians 1:7; 1 Timothy 2:6; Hebrews 2:17; 10:5-14; 1 Peter 3:18.

WE BELIEVE that Jesus Christ rose from the dead bodily, ascended to heaven, was glorified and exalted at the right hand of Almighty God the Father, and is now the High Priest that intercedes permanently in favor of the saints.

Bible References:

Luke 24:39; John 20:20; Acts 1:9; 2:24,36; 1 Corinthians 15:4, 12-22; Ephesians 1:20-22; Philippians 2:9-11; 1 Timothy 2:7; Hebrews 1:1-4; 4:14-15; 7:25; 10:12-13; 1 John 2:1; Revelation 19:11-13.

4. THE HOLY SPIRIT

WE BELIEVE that the Holy Spirit is the third person of the Trinity, who regenerates, sanctifies, cleanses and empowers each believer for every good work.

Bible References:

Acts 5: 3, 4; 1 Corinthians 3:16; 12:7-11; Ephesians 2:10; Philippians 1:6; 1 Peter 1:2; 1 John 2: 20, 27

WE BELIEVE that all believers are sealed forever with the Holy Spirit of promise, the moment they are saved and baptized into the Body of Christ and inhabited by the Holy Spirit.

Bible References:

1 Corinthians 12: 13; Ephesians 1:13; 4:3-6; Colossians 3:14-15.

5. SALVATION AND CONDEMNATION

WE BELIEVE that salvation is the eternal possession of all those who have been born again by faith in Jesus Christ, without the works of human intervention, and by the grace of God. Repentance is a vital part of faith and no other action or feeling is valid for salvation.

Bible References:

John 1:12; 3:16, 36; 5:24; 6:29; 40; Acts 13:39; 16:31; Acts 20:21; Romans 1:16-17; 3:22, 26; 4:5; 5:1; 6:23; 10:4; Galatians 3:22; Ephesians 2:8,9; Philippians 3:8-9; Titus 3:5; Hebrews 5:9; James 1:18; 1 Peter 1:18-19, 23; 1 John 2:25; 5:11-13, 20.

WE BELIEVE that the human race was created without sin by God, in His image and likeness; that from one blood He has made all the lineage of mankind so that they may inhabit the earth, and that all who do not believe in the Son of God are condemned and that the end of those who die in their sin is the second death.

Bible References:

Genesis 1:26-27; 2:7; 3:7-19; Matthew 25: 41, 46; Luke 16:22-26; John 3:18; 5:28; Acts 17:26; Romans 1:18-32; 3:9-20, 23; 5:12; 6:23; 2 Thessalonians 1:6-9; Jude 7-8; Revelation 20:11-15; 21:8

6. THE CHURCH

WE BELIEVE that Jesus Christ is the head of the Church and is Who governs and directs.

Bible References: Acts 4:11; Ephesians 1:22-23; 4:15-16; 5:23; Colossians 1:18

WE BELIEVE that the Universal Church is the group of persons that have believed and received Jesus Christ as their personal Savior and have been baptized by the Holy Spirit into the Body of Christ, since the day of Pentecost and until the day of Christ's return for His bride.

Bible References: Matthew 16:16-18; John 1:12; Acts 20:21; 2 Corinthians 11:2.

WE BELIEVE that the Universal Body of Christ has its expression in the local church. The local church is the group of persons that have been redeemed by the blood of the Lord Jesus Christ, have been baptized in water, are organized according to the teachings of the New Testament, and that gather systematically to worship God, for mutual edification, for evangelization and the practice of Bible discipline.

Bible References:

Acts 2:41-42, 47; 9:31; 11:22; 16:5; Romans 12:4-5; 1 Corinthians 1:2-9; 12:12,27; Galatians 1:2; Philemon 2.

WE BELIEVE that the Lord established evangelists, pastors and teachers to perfect the saints and to instruct, to protect and to guide in church matters, being an example to the flock and responsible before Him.

Bible References:

Mark 10:42-43; John 21:15-17; Acts 20:17, 28; Ephesians 4:11-12; Hebrews 13:7; 1 Peter 5:1-4.

WE BELIEVE that the government of the church, established by the apostles, is presided by spiritually mature pastors, called elders or overseers. These spiritual men are responsible for both the spiritual and material administration of the local church.

Bible References:

Acts 11:30; 14:23; 15:2, 6; Romans 12:6-8; 16:1; 1 Corinthians 3:9-10; 4-6, 11; Philippians 1:1; 1 Timothy 3:1-13; 5:17-20; Titus 1:6-9; Hebrews 13:7.

7. SIGNS AND WONDERS

WE BELIEVE that the apostles worked “signs and miracles” that served to authenticate and confirm the message of the gospel. WE BELIEVE that thus “signs and wonders” ceased at the end of the apostolic age and are not necessary in our day because the truth of the Gospel has been confirmed both in the Church as in the world.

Bible References:

Acts 4:29-30; 5:12; 6:8; 8:6; 14:3; 15:12; Romans 15:18-19; 2 Corinthians 12:12; Hebrews 2:4; 1 Corinthians 13:8-10

8. RESURRECTION – RAPTURE

WE BELIEVE in the imminent return of the Lord Jesus Christ for His Church.

WE BELIEVE in a corporal resurrection, the rapture and transformation of the believers in incorruptible bodies, and that this hope should motivate us to live in purity awaiting His return.

Bible References:

John 14:1-3; 1 Corinthians 15:42-44, 49, 51-54; Philippians 3:20-21; 1 Thessalonians 4:13-18; 1 Peter 1:13-17; 2:11-25; 2 Peter 3:11; 1 John 3:2-3.

Texas Administrative Code

TITLE 25 HEALTH SERVICES
PART 1 DEPARTMENT OF STATE HEALTH SERVICES
CHAPTER 97 COMMUNICABLE DISEASES
SUBCHAPTER A CONTROL OF COMMUNICABLE DISEASES
RULE §97.7 Diseases Requiring Exclusion from Child-care Facilities and Schools

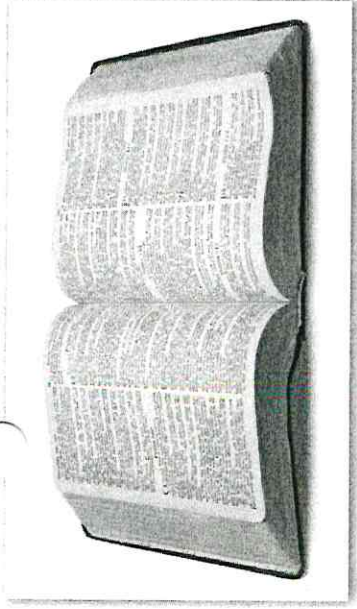
(a) The owner or operator of a child-care facility, or the school administrator, shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The conditions and readmission criteria are as follows:

- (1) **amebiasis**--exclude until treatment is initiated;
- (2) **campylobacteriosis**--exclude until after diarrhea and fever subside;
- (3) **chickenpox**--exclude until the lesions become dry;
- (4) **common cold**--exclude until fever subsides;
- (5) **conjunctivitis**, bacterial and/or viral--exclude until written permission and/or permit is issued by a physician or local health authority;
- (6) **fever**--exclude until fever subsides without use of fever suppressing medications;
- (7) **fifth disease** (erythema infectiosum)--exclude until fever subsides;
- (8) **gastroenteritis**--exclude until diarrhea subsides without the use of diarrhea suppressing medications;
- (9) **giardiasis**--exclude until diarrhea subsides;
- (10) **head lice** (pediculosis)--exclude until one medicated shampoo or lotion treatment has been given;
- (11) **hepatitis A**--exclude until one week after onset of illness;
- (12) **impetigo**--exclude until treatment has begun;
- (13) **infectious mononucleosis**--exclude until physician decides or fever subsides;
- (14) **influenza**--exclude until fever subsides;
- (15) **measles** (rubeola)--exclude until four days after rash onset or in the case of an outbreak, unimmunized children should also be excluded for at least two weeks after last rash onset occurs;
- (16) **meningitis, bacterial**--exclude until written permission and/or permit is issued by a physician or local health authority;
- (17) **meningitis, viral**--exclude until fever subsides;
- (18) **mumps**--exclude until nine days after the onset of swelling;
- (19) **pertussis** (whooping cough)--exclude until completion of five days of antibiotic therapy;
- (20) **ringworm**--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 for at least three weeks after last rash onset occurs;
- (22) **salmonellosis**--exclude until diarrhea and fever subside;
- (23) **scabies**--exclude until treatment has begun;
- (24) **shigellosis**--exclude until diarrhea and fever subside;
- (25) **streptococcal sore throat and scarlet fever**--exclude until 24 hours from time antibiotic treatment was begun and fever subsided; and
- (26) **tuberculosis, pulmonary**--exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained.

(b) The owner or operator of a child-care facility, or the school administrator, shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of Health (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:

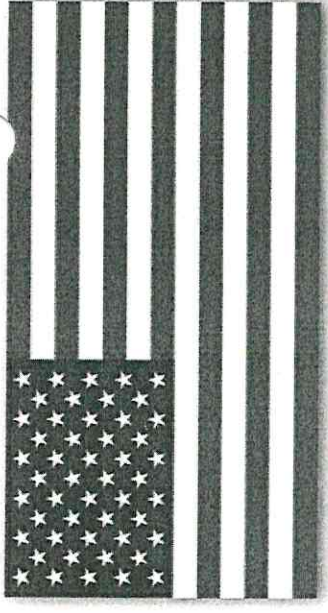
- (1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a child-care or school setting;
- (2) submitting a permit for readmission issued by a local health authority; or
- (3) meeting readmission criteria as established by the commissioner.



**I PLEDGE ALLEGIANCE
TO THE BIBLE, GOD'S
HOLY WORD, I WILL
MAKE IT A LAMP UNTO
MY FEET AND A LIGHT
UNTO MY PATH AND
WILL HIDE ITS WORDS
IN MY HEART THAT I
MIGHT NOT SIN
AGAINST GOD**



**I PLEDGE ALLEGIANCE
TO THE CHRISTIAN
FLAG AND TO THE
SAVIOUR FOR WHOSE
KINGDOM IT STANDS;
ONE BROTHERHOOD,
UNITING ALL
MANKIND IN SERVICE
AND IN LOVE.**



**I PLEDGE ALLEGIANCE
TO THE FLAG OF THE
UNITED STATES OF
AMERICA, AND TO THE
REPUBLIC FOR WHICH IT
STANDS, ONE NATION
UNDER GOD,
INDIVISIBLE, WITH
LIBERTY AND JUSTICE
FOR ALL.**