



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

Isaiah 54:13

CFC BILINGUAL ACADEMY PRE-K PROGRAM

Parent Handbook 2017-2018

CFC BILINGUAL ACADEMY/ 2017-2018 PRE K CALENDAR

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		

- 21 Teacher Work Days
Begin (thru Sept 1)
- 30 Last day to turn in
Completed Registration
Forms

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
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
- 7 First Day of School for 2
and 5 Day Program/Tuition
Due
- 8 First Day of School 3 Day
Program
- 18 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
- 12-16 Spring Break
- 29 "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				

- 6 Tuition Due
- 9 Columbus Day Holiday

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
- 6 Tuition Due
- 21 "Bike-A-Thon"
Fundraiser 10-12 pm
- 27 Parent/Teacher
Conferences/Student
Holiday

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
- 15 Thanksgiving lunch
picnic (sandwich/chips/
nonperishable donation)
- 17 Parent/teacher
Conferences/Student
Holiday
- 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		

- 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 the Year
Celebration 9:30 am – 12 pm
(No School or Stay and Play)
- 28 Memorial Day

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 Christmas Program
7 pm (No Stay and
Play)
- 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

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
- 3 First Day of School
3 and 5 Day Program
- 4 First Day of School
2 Day Program
- 5 Tuition Due
- 15 M.L. King Day 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

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STATEMENT OF SERVICES

CFC BILINGUAL ACADEMY Pre K Program is a 9 month program that offers care for children ages 2 to 5 years. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time.

MISSION STATEMENT

The mission of CFC Bilingual Academy is to help every child reach his or her potential by fostering academic growth, personal growth, and Christian character in a loving atmosphere.

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)

HOURS AND DAYS OF OPERATION

CFC BILINGUAL ACADEMY is open from 9:30 am to 2:30 pm, Monday through Friday. Extended hours from 7:30 am to 5:30 pm are available for an additional cost. See School Calendar for special dates and holidays.

NON 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 early education and the needs of children. 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 early education setting.

ADMISSION POLICIES

ADMISSION REQUIREMENTS

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (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. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your 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 child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

ADMISSION AND WITHDRAWAL

Parents wishing to enroll their children in the Center are encouraged to set up an appointment with the Office to come and tour the School and meet the Director and their children's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 10:00 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 flexible schedule of your child(ren)s average day. At this time we will give you any forms necessary to enroll your child(ren) in the center. All children 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 child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child 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 material fees will also be added each year at this same time.

IMMUNIZATION REQUIREMENTS

All children 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 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 AND HEARING

All children who will be 4 years old by September 1 and all children entering Kindergarten and up must be screened or have a professional examination for possible vision and hearing problems.

Most physicians conduct annual hearing and vision screening as a part of a child's well visit examination. 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 charged by them. Hearing and Vision screening will take place on **Friday, September 15, 2013** during School hours. Children who do not have Vision and Hearing Screening Reports in their files will be required to be tested 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. Please inform us if your child has any conditions we need to be aware of. If your child suffers from severe food allergies, a Food Allergy Emergency Form must be filled by your child's Health Care Provider and must be submitted before your child's first day of School. By signing the "Food Allergy Emergency Form" you also consent to allowing the School to post your child's food allergies in public areas. 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 up-date or re-do this form.

ATTENDANCE POLICIES

VACATIONS, ABSENCES AND LEAVING THE CENTER

Vacations and illnesses will be charged at the regular monthly rate. We request that all absences be reported to the CFC Bilingual Academy office prior to or the day of the absence. We require a two week written notice prior to your child leaving the center or a change in your child's schedule. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy". The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.

When planning a vacation please notify the director with dates and other relevant information. Monthly Tuition must be paid in advance if the trip will be during the period the tuition is due. If tuition is left unpaid, there will be a re-enrollment fee (Registration & Supply Fees) and acceptance to the Center will depend on space availability.

DROP-OFF

Parents must accompany their child(ren) into the CFC Bilingual Academy area every morning and clock their child(ren) in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours.

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.

TARDINESS

All children should be at the center by 9:40 am so the teachers can start their daily lessons. If a child comes in late the adult dropping the child off will be responsible to help the child put personal items away and walk the child to the place where his class' activity is taking place as the staff will be busy helping with current activities

PICK-UP

When picking up your child at the end of the day, please drive up to the front door (There will be a line of cars facing under the carport. Please do not leave your vehicle until you see a teacher escorting your child to the car. A staff member will ask you to sign your child out and another one will walk 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.** Persons 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 child 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 adding that person's name to the permanent list. Please include in your note if this authorized adult can pick-up this child this one time only. If you arrive after 2:40 pm please park your car and pick up your child at the door. Please remember that Elementary-High School Parents will start lining up at 2:50 pm and you may be stuck in the line and have to wait until 3 pm to pick up your child. Late pick up fees will apply.

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 signing the child into our center 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 to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

To ensure children's safety, we do not release children 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 child to either parent without this documentation.**

In an emergency, parents may call the center 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.

LATE PICK-UP FEE

A \$1.00 per minute late fee will be charged for children not picked up by closing time. We allow 10 minute "grace" period but after that the late fee applies. This fee is non-negotiable and is the responsibility of all clients. 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. Late fees are due that same day. We use our school clock for the time. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

EARLY PICK-UPS

Children may be picked up early before 2:00 pm. Parents will need to wait and go through the carpool line if they arrive after 2:00 pm. We prefer children not be picked up early but doctor's visit and emergencies are understandable. **If you decide to pick up your child early, you might need to take him/her to the bathroom or change his/her diaper. Please consider that at that time, teachers are busy preparing all children for dismissal.**

HEALTH POLICIES

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. 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 a group care setting.

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.

ACADEMIC POLICIES

CURRICULUM

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. Each teacher has chosen a curriculum and plans her lessons based on the developmental needs of the children each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Pre K 2 Class follows the ABC Jesus Loves Me Curriculum, Pre K 3 follows Scholastic Early Childhood Curriculum and Pre K 4 follows Frog Street. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

SPIRITUAL DEVELOPMENT

1. Establishing a Christian Foundation

Discovering God's creation, understanding God's love and care, learning God's Word, Worship songs, Prayers and weekly Chapel Service.

2. Christian Models

Adults in the classroom as models of a Christian life, showing Christian love and kindness, use of Scripture as a basis for Christian values.

DAILY SCHEDULE

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time. In the event of inclement weather, children will play and exercise in a classroom set up as a gym.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on student ages, all are posted in each room.

QUIET TIME

It is our philosophy that children under 3 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

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 day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program. Daily written communication "Incident/ouch" forms, and classroom memos will be placed in the child's "Communication Folder inside the "School Bag" from time to time. You may send notes to the teacher inside that folder
- Parent/Teacher meetings twice each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

VERBAL COMMUNICATION

It is very difficult for staff to have parent conversations when they are responsible for a group of children. So we would appreciate you scheduling conferences by contacting the director rather than having extended conversations with the staff or director at the beginning or ending of the day. Please contact the director in person or by telephone about any concerns or questions you may have about your child's behavior or participation in the program. The Director will gladly talk to you any time, but scheduling a time will allow for no interruptions when meeting with you and will assure that everyone you need to talk to is available.

CODE OF CONDUCT

DISCIPLINE

Character Development Values

CFC Bilingual Academy reinforces the five core values of *Respect, Responsibility, Honesty, Caring, and Faith* in the Child Care program in the games we play, the rules we ask the children to follow, the activities we plan and the staff we hire.

Self-Management & Guidance

The 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 encouraged 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. Teachers and Leadership Staff use the Magic 1-2-3 System. If you wish to learn more about this program, please speak to the Director.
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 children is appropriate for them according to developmental norms.
5. Staff strives for consistency in their expectations. Trust is established so children know that they will not be hurt nor allowed to hurt others while at the center.
6. Children are helped to become acquainted with themselves and their feelings, so they can learn to cope with and control them responsibly.
7. Disruptive or dangerous behavior on the part of a child:
 - ◆ 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 and etc.). Arrangements for a conference will be made if needed.

PERSONAL ITEMS

CFC BILINGUAL ACADEMY has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. CFC Bilingual Academy is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

DRESS CODE

Be sure that **everything** is labeled with your child's full name. Help your child realize his/her own responsibility for keeping up with all of his/her belongings. We make every effort to help children keep up with and take good care of their belongings. However, we will not pay for or give credit for lost or damaged personal belongings.

Please dress your child for school. Comfortable play clothes are appropriate, as the children will be painting, playing on the floor, playing on the playground, etc. Children should wear tennis shoes or a comparable shoe **—no sandals please**. As cool weather approaches, please make sure all sweaters, jackets, and coats are marked with your child's name. **All children must bring a change of clothes each day. Please put them in a gallon size Ziploc bag inside the School Bag.**

We ask that your child wear our School T-shirt on Mondays and Thursdays (Chapel days), for field trips and special events.

GENERAL POLICIES

EMERGENCY SCHOOL CLOSINGS

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 6:30 am confirming if the school will be opened or 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.

INFORMATION CHANGE

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child 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 of 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 our students.. CFC Bilingual Academy is not responsible for items lost or stolen from cars or from the parking lot or facility.

MEDICATION

We do not administer medications at our facility. If your child is sick and needs medication, you will need to keep him at home or come to the Center to give him the doses needed. The only exception is students needing emergency medication such as inhalers and Epi-pens in which case an "Authorization for Dispensing Medication Form" must be filled out by parents. Medicine must have labels with doctor's prescription. In case of Severe Food Allergies we also require a "Food Allergy Emergency Plan" which must be filled out by Doctor. All medications will be kept and administered in the office. Medications not picked up by the end of the year will be discarded. In case of a small injury, parents will be notified at the end of the program day, and given a description of the first aid treatment administered. In case of a more serious injury, parents are notified immediately by telephone and 9-1-1 is called.

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 write this information on the second page of our Registration Form and turn in a "Food Allergy Emergency Plan" filled out by doctor for each known allergy. 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 as well.

ACCIDENT REPORTS

Safety is a top priority of CFC BILINGUAL ACADEMY. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", 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. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

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 child. 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 child.
4. If time does not allow and the child is to be transported, the director or acting director drives child to an Emergency Room on file. Next in line acting director is in charge.
5. 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 converted garage by the Pastor's house.
- 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 or that may have wheelchairs, broken leg or leg brace. Parents should inform the director if their child needs special accommodations. The director will inform the teachers of any student with special needs and will have an individual plan according to the child's needs.
- 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 are held every three months and Lock Downs are conducted 4 times during the School Year.

LOCKDOWN PROCEDURE

This plan will be effective for the following situations: an out of control student who is a threat to the safety of our students, staff or himself/herself, Someone who has a gun or weapon, An intruder, Hazardous chemical outside the building

Lockdown Procedures will be practiced minimum every 3 months. Each Class has an Individual Lockdown Plan that will be practiced each time.

Procedures are as follows:

- Office Personnel will radio Pre K 2 Class and Mrs. Salinas "CODE RED" and call 911, Mrs. Carmen will radio Mr. Lucy and Mrs. Salinas will radio Ms. Carolina and Mr. William if needed; Mrs. Lucy will radio Ms. Araceli and Ms. Carolina will radio Ms. Sonia. Teacher make sure all students are in room. Teacher aides will lock door, close blinds, grab Emergency Bags containing Student Emergency Contacts and turn off air-conditioning; Lead Teachers will gather students quietly in "Safe Area" away from windows and doors and turn off lights. Roll call of students and staff.
- If Intruder is in Pre K Area persons using the Cafeteria must exit quickly but quietly through kitchen and lockdown in classrooms. If intruder enters through Church Office persons will exit thru closest emergency door and enter the building thru Pre K Emergency Exit Door and lockdown in Pre K 4 Classroom.
- Playground and Physical Education classes/ being held outside must drop to the ground and hide out of sight until the "All Safe" instruction is given by Office Personnel.
- Stay in Safe Area until directed by Law Enforcement officers or and administrator to move or evacuate. Never open doors during a lockdown.
- Office Personnel will signal all personnel if the lockdown has been lifted.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location.

IMPLEMENTATION OF PLAN

1. Follow instructions of the Spokesperson/Administrator for Lockdown procedures
2. Administrator/Spokesperson will radio Pre K 2 Teachers
3. Identify students with special needs and follow the individual plan in place for that child.
4. Lead Teacher: Radio next in chain (Ex: Pre k 2 informs Pre k 3, Pre K 3 informs Pre K 4), Gathers students in "Safe Area"
5. Teacher Aide: Locks doors, closes blinds, turns off air conditioning
6. Stay in Safe Area under lockdown until directed by Law Enforcement Officers or Administrator that it is safe to come out.

PLAYGROUND SPACE

Our playground space is located in the lot right across the parking lot of our Entrance. Children are supervised on the way to and back from the playground and while playing inside the fenced in area. Our Ratio is the same as required for Classroom supervision. Since the playground area is divided in two sections, there must be at least one teacher on each side. If only one teacher is available, they must use only one side of the playground. If weather does not permit the use of the playground, children will play in the classroom set up as a gym.

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.

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

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.

DIAPERS

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center.

Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should arrange for a meeting to set goals on how to help the child with this new skill. Several complete changes of clothes should be sent to the center each day during this process. If you send pull-ups please make sure that they have the closure tabs for easy removal when diapering.

All children entering the 3 and 4 Year Old Classrooms need to be potty trained.

SUMMER PROGRAM

If summer camp programs are offered during the summer months you will receive more information regarding dates and costs closer to the summer vacation.

STAFF AND CLIENT RELATIONSHIPS

CFC Bilingual Academy considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. 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 involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At CFC Bilingual Academy, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below:

1. Open House: You are invited to visit your child's class and meet the teacher. It is a great opportunity to meet other parents and for your child to get acquainted with his class and classmates.
2. Parent-Teacher Conferences: Twice a year you will be invited to sit together with your child's teacher to discuss your child's development-socially, physically, intellectually and spiritually. Other conferences are held upon parent or teacher requests.
3. Volunteer in Classroom: Parents are given the opportunity to participate in special activities in the classroom. As a parent, you may work in your child's classroom or in other classrooms, depending on your relationship with your child.
4. Special Programs: We have some special programs usually centered around the holidays to which you are always invited. The children perform songs and other activities that they love to share with you.
5. Fundraisers: We will have two major fundraisers with which we ask the parents to help. See more information below.
6. Field trips Chaperone and Driver

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.

STUDENT'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at CFC Bilingual Academy, please make early arrangements with your child's teacher. Balloons are not permitted because they pose a choking risk. Every class will celebrate birthdays in the classroom. Cake and cupcakes are not allowed, but prepackaged (fruit cups, jello cups, yogurt, etc) snacks may be brought from home. **Please make sure they do not contain peanuts since we have some children that are severely allergic.** Birthday party invitations will be passed out at school only if all children in the class are invited.

FIELD TRIPS

Some of our classrooms will have 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 does not have a van or bus, 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*

Minimum Supervision required:

0-23 Months: 1 Caregiver per child	3 Years: 1 Caregiver every 6 children
2 Years: 1 Caregiver every 2 children	4 Years: 1 Caregiver every 8 children
5 Years: 1 Caregiver every 10 children	

VISITING THE CENTER

When visiting our School we ask that you check in with the office. 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.

It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to visit the class. Extended family members such as grand parents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact the Director if you wish to set up a "visit" from an extended family member.

CLASIFICACION 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 Child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 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 and limited to a maximum of 2 hours
- 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 or for over 2 hours.
- 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

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than two time a 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 child in our program must bring a lunch, 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 page 12 for more information). 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. Please do not include fruits or vegetables that contain pits, unless they are removed.

We have children who suffer from severe nut allergies, please do not send foods containing nuts 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.

Morning Snack: 10:15 am

Lunch: 12:15-/12:30 pm

Stay and Play snack: 3:00/3:15 pm

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 before August 28th. **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.** Please return the signed Photo Release Form to the office before September 8th.

TRANSPORTATION POLICY

Parents are responsible for their child's transportation to the center and for arranging their own car pools. CFC Bilingual Academy does not provide transportation for field trips, we 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 as suggested by our independent agent. For more information concerning policies and liability see management.

CHILD ABUSE REPORTING POLICY

The State of Texas requires that CFC Bilingual Academy and all members of child care institutions 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 founded 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 Center 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.

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 withdraw

Parents are requested to complete a formal school withdraw 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 supply fees are not reimbursable.
- 4) All prepaid monthly tuition beyond the 30 day notification period will be reimbursed to the family upon receipt of the formal school withdrawal letter.

GRIEVANCE PROCEDURES

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

FINANCIAL POLICIES

REGISTRATION AND MATERIAL FEES

There is a registration fee and **materials fee** that are due prior to the child's first day at CFC Bilingual Academy. These fees are due upon initial enrollment annually. These fees shall suffice for that "School Year's" materials fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay registration fee. The exception to this will be children who physically pull out of the program but whose parent's continue to pay their full monthly fees in order to retain the spot in our program.

Registration and Supply 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
Tuition Fees:	See Program Choices Form
Supply Fees:	\$ 120.00 (One time Fee/Year/Child)

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

See Extended Day Program Fees Form.

Children 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 monthly tuitions are due on or before the 6th of each month and run from September thru May.

Please notify the site if an unexpected delay will keep you from picking up your child by 2:30 PM. We allow for a 10 minute grace period **A \$1.00 per minute late fee will be charged for children not picked up by the 2:40 PM closing.** 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 charged. These fees will be payable that same day or you may request it be charged with the next Months' tuition. 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.

Parents must inform CFC staff if their child will be absent from the Program. If a child is absent from the program for more than one week, he or she may be dropped from the program and considered inactive unless monthly tuitions are paid in advance. Depending on availability of space, the parent may re-register his or her child to place him/her back in the program by paying the registration and supply fee.

MONTHLY TUITION FEES

It is our policy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a monthly fee depending on the program chosen by the parent's upon enrolling the child(ren) in the program. A child may be changed from one Program to another, depending on space availability.

SUPPLIES

Each child will be provided with all the instructional supplies necessary here at CFC Bilingual Academy. An annual materials fee of \$120.00 must be paid before the beginning of the School Year. Children who enter the center later in the year will need to pay the full amount. No pro-rations will be given on this fee.

Additional personal items which are needed include (*Please mark all items clearly with your child's name*):

- 1) A small blanket for rest time (must fit in School Bag)
- 2) A sleep mat (Kindermat) for Pre K 2 and Pre K 3 Students
- 3) A change of clothes
- 4) If your child prefers a small pillow and/or a stuffed animal/doll for resting.
- 5) School T-Shirt
- 6) School bag (which replaces a backpack, please do not send backpacks to school)
- 7) Lunch box with an ice-pack
- 8) Diapers and wipes for children not potty trained

PAYMENT POLICIES AND PROCEDURES

Monthly 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.

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

Payments may be given directly to the Director. A receipt will be placed in your child's School Bag by the end of the day.

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
- 3) \$ 100.00 one time discount for each referral (after enrollment)

REFUNDS

We do not issue 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 the needs arise. The center 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 dvorakpatricia@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

DISEASES REQUIRING EXCLUSION FROM SCHOOLS

DECLARATION OF FAITH

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.

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.