

**FIRST CHRISTIAN DAY SCHOOL**  
**1109 BROWN STREET WAXAHACHIE, TEXAS 75165**  
**PH. 972-937-1952/FAX 972-937-1997**

First Christian Church  
Established 1898

First Christian Day School  
Established 1982

### **History of First Christian Day School**

First Christian Day School serves students within Waxahachie and the surrounding areas by providing classes from Preschool 2 – 4 yr. olds and Kindergarten through 8<sup>th</sup>.

The original school was a preschool and was named in honor of Elder Oran E. Coffey who was a very positive Christian leader in his church. He always encouraged people to be kind to one another and to follow in the welcoming footsteps of Christ. Oran and his wife, Wanda, were instrumental in founding the school. They were the first Chairpersons of the Day School Department and, along with Pastors Joanne and Gary Bronson, organized the school in the fall of 1982.

### **PURPOSE AND PHILOSOPHY**

It is our purpose to provide a strong academic program in a Christian atmosphere of calm, education which prepares students for successful adulthood. Our Christian School has developed over the years from a kindergarten to a primary school to upper grades. The school is part of First Christian Church (Disciples of Christ); we teach Bible based religion in our classrooms. We are dedicated to service to the Lord by providing a Christian atmosphere in which children may grow and thrive.

### **Mission Statement**

The mission of First Christian Day School is to promote positive learning opportunities for each student. Those opportunities allow each student to develop academically, spiritually, physically, and emotionally. Students should value achievement, respect and care of others, embrace diversity, communication, responsibility and trust in God.

### **Welcome**

Welcome to the First Christian Day School. We believe that our parents and children look forward to an interesting and challenging experience at school. We strive to make school an experience where each of our student's educational endeavors is appreciated and encouraged. Core subjects are taught from the whole child prospective. Religion is a fundamental part of our curriculum and is practiced in daily Chapel and through a classroom Character program. Students also participate in Art, Spanish, Physical Education, Computer and Vocal Music programs.

## **ACCREDITATION**

The physical plant of the school is governed by the First Christian Church and is inspected by the Texas Department of Family and Protective Services. We conform to the basic curriculum recommended by the Texas Education Agency; however, we include Bible studies as well as other classes in the fine arts. We hold memberships in the Texas Licensed Child Care Association, Association for Supervision and Curriculum Development and Region 10 Private School Cooperative.

## **NON-DISCRIMINATION POLICY**

The school is open to all who meet the requirements appropriate to the grade in which they are to be enrolled. We do not discriminate against any race, religion, or nationality.

## **TUITION and FEES**

Registration, tuition, and supplementary fees are provided yearly on a separate information sheet. A contract for the year is signed on document day. Tuition is due on or before the fifth day of each month, late after the fifth day. If tuition becomes delinquent by more than thirty (30) days, without any form of payment, we must proceed with dismissal of the child(ren) for non-payment within forty-five (45) days of the last payment. Automatic payment of tuition, through credit or debit cards can be arranged with the office. When used, Before and After school care is assessed and billed in addition to tuition.

**Your Tuition payment is a financial obligation which should be valued the same as all other monthly obligations. Please do not expect FCDS to continue providing educational services to your family if you are not honoring your payment for those services.**

## **ADMISSION POLICY**

Parents and/or guardians are requested to:

- Visit our school facility
- Meet the Director
- Take the opportunity to ask questions
- Meet the teachers when possible
- Make an appointment for applicant's testing (if needed)

## **CURRICULUM**

Our curriculums are in compliance with the Core Curriculums of the State of Texas. A list of curriculums used for Preschool, Elementary, Middle School, and High School may be requested from the school office, allow three days after request. In addition to the core curriculums we currently stress Bible, Art, Spanish, Physical Education, Technology, and Vocal Music classes.

## **CHAPEL AND BIBLE STUDIES**

We are a Christian School with Chapel and Bible Study for all students. All students (except 2 yr. olds for the 1<sup>st</sup> six weeks) participate in a 30 minute Chapel service of prayer, worship, song and sharing in the First Christian Church Sanctuary on the first day of each week. The remaining weekdays Chapel is held as a devotional time. Chapel begins at 8:00 am. Parents are welcome to visit and participate in these times of worship.

Students are taught Bible stories from the Old and New Testament. Weekly memorization verses are practiced for recitation. Each week a class is assigned Chapel duty and they present the Character quality of the month in activities to further the development of all students.

## **TRANSFERS**

Students who transfer into 1<sup>st</sup> grade and above shall provide a copy of their annual testing results from their previous school and current Report Card. On grade level evaluation will be made in the classroom. Should your child have deficiencies a conference will be held with parents, teacher, and director.

## **ATTENDANCE**

Since absences and tardies cause a student to miss classroom instruction and interrupt both students and teachers in class, regular and punctual attendance to class is essential. Attendance is taken in the home classroom each morning. Classes start at 8:00am. **Parents** of elementary students are not allowed to walk students to class after 8:00am, students check in at the office and are taken to class by staff. Preschool parents may walk students to classrooms until 8:30am. After the bell all students must report to the office and office staff will take them to their classroom.

Students are limited to five (5) absences per semester, ten (10) per year. An absence is considered to be any time a student has not reported to class for the day. All absences, excused or unexcused, count towards the five absences per semester. Students with excessive absences may have credit withheld from courses, along with being reported to local authorities. The truancy law affects all students, elementary and up.

### ***Excuses for Absences***

A student may be excused from school because of personal illness, family illness, family emergency, or for circumstances deemed appropriate by the Administration of First Christian Day School. All other absences will be considered unexcused.

### ***Extended Illness/Injury***

A student who is absent because of illness or injury which requires medical attention, must submit a note from the doctor upon returning to class. The return to school form is turned into the Director's Office on the first day student returns from absence.

### ***Medical Appointments***

Medical appointments (doctors, dentists, etc.) **should not** be scheduled during school hours. If an appointment must be scheduled during school hours the student is required to bring a note from his/her parents to the office prior to first period, on the day of the appointment. Additionally, the student must sign out at the office before leaving the school and upon returning. The student is responsible for the material missed in his/her classes.

### ***Procedures for Absences – What to Do***

If a student is absent from school, the parent or guardian should notify the School Office at 972.937.1952 on the day of the absence, between 7:45 a.m. and 9:00 a.m. If leaving school, the parent must send a written note indicating the reason for the absence, which the student should give to the school office between 8:00 a.m. and 8:30 a.m. A parent/guardian signature is required, in the office, when the child is picked up and returned.

### ***Missed Assignments Due to Absence***

Completing assignments or making up tests following an absence due to illness is the responsibility of the student. Students are encouraged to get all missed assignments from their teachers on the first day of their return. Each day missed allows a day for make-up work. Any work not turned in within the allowed make-up time will result in a grade of zero (0) for the assignments.

### ***Tardy***

Parents should call 972.937.1952 if they are aware that their son/daughter is going to be tardy to school.

A student who is not in their homeroom when attendance is taken is considered tardy. Students who are tardy to the first period of the day receive either a tardy or absence as explained below. At the beginning of the school day, students who arrive to school late should follow this procedure:

- Report to school office
- Receive a tardy slip from the school office to be presented to the teacher.

We DO NOT EXPECT our students to be tardy, families who are truly dedicated to education will be sure the students are at school on time. This is a reminder that eight (8) tardies equal one (1) **unexcused** absence.

### **LUNCHES**

Students who bring their lunches should place a cold pack in the lunch box. If you are sending hot food, please use a thermos to keep the food warm. Teachers in K-4 through 12<sup>th</sup> grade **CANNOT** heat foods. We welcome you to visit your child at lunch, this should be a special treat. Do not make it a habit that your child expects. When coming to lunch there are reserved tables for guests and students. If you do need to drop off a lunch it is to be left in the office and your child's teacher will be notified to pick up the lunch.

### **TELEPHONES**

Telephone calls are only permitted on the office phones, and the student must have a note from his/her teacher concerning the need for the phone call. Cell phones are not permitted in the classrooms, do not send a phone with your child. If your child has a cell phone and uses it during school hours, it will be taken by the teacher and turned over to the Director. The 1<sup>st</sup> offense the phone will be given back at the end of the day, 2<sup>nd</sup> offense the phone will be given to the parent, and the 3<sup>rd</sup> offense the phone will be given to the parent and a \$25 fine will be assessed. Any further violation the phone will be taken and held for the remainder of the semester. Your help in controlling your students cell phone usage during school is required.

## VISITORS

Visitors are welcome at any time provided they follow our safety procedures. **ALL visitors must** enter at the office. Identification is required before being permitted in the hallways. No visitor is permitted in the back parking lot. Visitors to the school, sign in and receive a “Visitor” identification tag. It is recommended that visits be kept to a moderate length and no parent-teacher conferences will be initiated during instruction hours.

## FUNDRAISING

The Day School Board headed by the School Director and the Chair of First Christian Church Board shall have the final decision on fundraising for capital improvements and major purchases.

Parents as Partners shall be in charge of ongoing fundraising for purchases or special needs. All activities shall be approved by the Day School Director and the Sr. Minister or Chairman of First Christian Church Board.

## PARENTS as PARTNERS

Parents as Partners involves all parents and teachers. Volunteer interest areas are listed and parents sign up according to their interests. Parents as Partners allows parents to help keep the cost of your child(s) education reasonable by not using finances for jobs parents will help with. The PAP coordinator will be in touch with student’s families as the school year begins.

## PARENT AMBASSADORS

FCDS Ambassadors is a targeted word-of-mouth campaign led by our FCDS parents with the purpose of communicating the unique educational experience FCDS has to offer families in our community and surrounding areas. FCDS Ambassadors have the opportunity to greatly impact our students and our school with their service and earn PAP hours while doing it. The Parent Ambassador coordinator will be in touch with student’s families as the school year begins.

## FIELD TRIPS

The purpose for any field trip is to enrich the students’ education by allowing them to see and participate in activities which are not possible in a classroom. **Because parents who accompany a class field trip are along to provide a comfortable environment for the students, younger (or older) siblings MAY NOT accompany them.** The number of field trips varies according to the age of the students.

Since field trips are tools to enhance academic studies, field trips are encouraged. Private cars driven by parents make field trips possible.

***The following rules must be adhered to on all field trips:***

- All vehicles must be adequately covered by the owner/driver's insurance, and the teacher in charge must approve all drivers.
- There must be TWO (2) adults in each vehicle and at least one (1) adult for every six students.
- When more than one vehicle is needed to transport a class to and from the destination, the cars (or vans) must travel in a caravan so as to be available to assist one another in case of any emergency.
- Students must leave with and return with their class in the same car or van in which they originally rode, unless arrangements are made before leaving the school.
- Notarized permission forms are kept in the office, a copy is carried on all field trips by the teacher in charge.
- While on the trip, all students will be assigned to a specific adult as well as using the "Buddy" system.
- All drivers must leave a copy of their driver's license in the office along with proof of insurance on their car. Also, all drivers must obey Texas laws concerning moving vehicles.
- No student will be allowed to go to the restroom, or the snack bar, the car, or any other destination unless accompanied by an adult.
- In case of student misbehavior, the school will be called, the parent will be informed, the Director will make the decision on the necessary discipline for the misbehavior.
- Seat belts are to be worn at all times. Food, drinks, or gum will be at the discretion of the travel vehicles owner.
- The lead teacher must notify the office or Director, IN PERSON, before leaving the school property.
- Since it is never possible to make rules or regulations which cover all circumstances, the teacher in charge is responsible for all activity on the trip.



## **HEALTH CONCERNS**

All students must have a health record on file which includes proof of receipt of all required inoculations and health information as required by the Texas Department of Family and Protective Services. State approved screening for vision, hearing and spinal problems is conducted on campus.

Concerning illness; students with a temperature or communicable disease are not allowed to attend school. A student must be temperature free (99 or less) for 24 hours before returning to school. If a student has a contagious disease, please notify the school so other parents may be advised of the symptoms and incubation period of the disease. If a student becomes ill at school, the parent/guardian will pick up the child when called.

### **Health requirements**

Children must be certified as a well-child to be admitted to school. A doctor will Certify this and provide FCDS with a written statement of health upon request.

### **Immunizations**

A current record of immunizations that complies with state health guidelines must be in the students' file before admission. As additional immunizations are given, parents are to provide the school with the updated record. The local health department and TLCCA holds FCDS responsible for current records.

### **Medication:**

Requirements for medication is as follows:

- 1) Parents must sign an authorization form and include times for administration of each medication according to label directions.
- 2) Medication must be brought to school in the original container placed in a zip lock bag and labeled with the child's full name and date.
- 3) Staff will administer the medication in accordance with instructions by the physician.
- 4) Medicine that has reached its expiration date will not be administered.

Parents must log in the medication with the office staff or school nurse. Medicines may not be sent in a child's backpack or lunch bag. Notification must be given if medication needs refrigeration. It is the responsibility of the parent to pick up the medication at the end of the day.



### **Accidents/Emergencies**

Child safety is among our top priority. Children are active and unavoidable accidents may occur. Accidents not requiring outside medical attention will be reported to parent on an accident/mishap form sent home in the child's daily folder or backpack. Parents will be called if medical attention is required. When necessary we will seek immediate emergency medical attention, prompt notification will be given to parents. A written report will follow. Parents are financially responsible for medical services rendered by outside medical agencies for their injured child.

### **Screenings**

All students must have a health record on file which includes all of the required inoculations and health information required by the State Department of Health. State approved screening for vision; hearing and spinal problems are conducted here on campus.

WHO MUST BE SCREENED	
4-years-old by September 1st	
Kindergartners	
Any other first-time entrants	
(4 years* through 12th grade)	

### **VISION SCREENING:**

A distance acuity for the right and left eyes, e.g., 20/20, 20/30, etc. Approved charts for distance acuity testing include: Snellen Alphabet or Sloan letter chart, Snellen "Tumbling E" Chart, or HOTV Crowded Test set. One of these testing forms will be used to perform the screening.

### **HEARING SCREENING:**

The results of the pure-tone audiometric Sweep-Check Screen must be recorded for both the right and left ears. A Sweep-Check Screen is to be conducted at an intensity less than or equal to 25 dB; at the following frequencies: 1000, 2000, and 4000 Hertz.

Should our results show a deficiency, parent will be notified.

## **DISCIPLINE/PARENTAL RESPONSIBILITY**

Students are expected to maintain good behavior. We trust your student is well adjusted at home; likes to do many things; has learned to accept some responsibilities; and observes rules and regulations. It is our belief that during the year we can build on this foundation toward your and our goals, that is to raise a child who enjoys school, behaves in an acceptable manner and who will strive to learn and accomplish the things which will help them prepare for the future. Students are instructed to act in ways which are appropriate for young ladies and gentlemen. Loud voices, critical remarks and any form of fighting are not acceptable and if any such incidents occur, parents will be notified on the same day.

Discipline is handled by the teacher in their classroom. Should behavior not improve "Time – Out" may be used in the early grades for minor infractions, time-out may include walking at recess, sentences on proper behavior, or head down silence. Older students are removed from the classroom to meet with the Director or a designated assistant after the SECOND warning for unacceptable behavior. Student may be given detention, which is carried out at 7:00am or after 3:00pm. Parents are notified if unacceptable behavior continues on a regular basis and upon notification, must attend a scheduled meeting with the Director and teacher. Students will be dismissed if behavior does not improve. Notice of infractions will be sent home for parental signature. A Behavior Contract is included in this handbook and is to be signed by parents, students and turned into the students' teacher on the first day of class.

## **REPORT/ACHIEVEMENT CARDS**

*Kindergarten-8<sup>th</sup> Gradel:* Report Cards are sent out every six (6) weeks. Parents will be notified of Parent-Teacher conference times by their homeroom teacher. Progress reports go out after the 3<sup>rd</sup> week of each reporting period for the 4<sup>th</sup> through 8th grades for students with grades below "80".

*Preschool 2-4 yr. olds:* Achievement Cards for 3 & 4 year olds are sent on a six (6) week schedule. Preschool students are observed for their individual achievements. They learn and grow rapidly becoming more independent after a few months of school. It is not possible to "measure" everything your student learns but observations can be made. Two year olds start receiving achievement cards in the 2<sup>nd</sup> Semester..

## **DROP-OFF AND PICKUP PROCEDURES**

***Preschool and Kindergarten:*** ALL Preschool and Kindergarten students enter from the Church and School office parking lot. Parents are to pull in, park, and walk students to their classroom. **DRIVE SLOWLY, USE CAUTION!!** Parents are required to walk their students to the classroom and sign them in for the day and then walk them from their classroom after signing them out at the end of the day.

***Elementary, Middle and High School:*** All students are to be dropped off and picked up at the Christian Life Center (gym) parking lot. Enter from the North entrance and form 1, 2, 3, lines as necessary. **Parents must remain in their vehicle!** Students will be escorted to the building in the morning if there is more than one (1) line of cars. Students will be escorted to cars in all lines at end of the school day. **For safety reasons parents must remain in their vehicle! Do not ask your teacher for a Mini conference while picking up your student. Should you need to speak with the teacher, request a phone call after the teacher's dismissal responsibilities are finished.**

**If arriving at the gym after 8:05 am you must take your student to the School Office entrance and park your car. DO NOT DRIVE UP AND DROP OFF AT THE SCHOOL OFFICE ENTRANCE IF YOUR STUDENT IS ELEMENTARY OR OLDER! THIS AREA IS NOT A DROP OFF ZONE!**

Should someone other than a parent/guardian be sent to pick up a child they must bring a valid picture ID with them. If you are sending someone to pick-up your child who is not listed on the enrollment form you are required to call the office with the information and the teacher will be notified. A valid picture ID is required. Children will not be released without notification and proper identification.

If you will be late in picking up your child, notify the office and your student's teacher will be informed. All children not picked up by 3:00pm will be taken to the Afterschool Program in the gym. Entry to the Afterschool program is through the gym parking lot. The School Office doors are locked at 3:00pm.

Students cannot be released to anyone younger than 18 years of age.

## **TOYS**

NO TOYS are to be brought from home unless specifically requested by your student's teacher for a special use (Show and tell). We have materials for the student's learning and recreational use. This rule helps prevent problems such as breakage, hurt feelings, or loss in the classroom.

## **ELECTRONICS**

Students should not bring electronic games, I-Pads, Kindles or any other form of machine to class unless permission is given by the student's teacher and director.

## **PARTIES**

Parties are allowed at the discretion of the faculty. Holiday Parties include Fall, Christmas, Valentine's Day, and Easter. Parents/Guardians may be asked to contribute treats and to assist with the party by serving refreshments, leading games, and distributing favors. There are also special events held each year which are supervised by the teacher with parents assisting.

Birthday Party rules:

- 1) Party invitations should be mailed, unless all students are invited.
- 2) Limit outside guests, have simple refreshments, provide the necessary paper goods, and no more than thirty (30) minutes. (The 30 minutes may be at lunch or at 2:30 p.m. at your child's teacher's discretion.)
- 3) Any party favors or treats should be given to teacher so that they may be distributed at the end of the school day.

## **WEATHER CLOSINGS**

Our school is closed when Waxahachie ISD is closed for weather conditions. Weather announcements may be received on radio stations KBEC 1390AM, TV channels or WFAA.com. The school will notify the media of our school's closing in the event of bad weather. The school will send out email weather announcements when available.

## **THE FUTURE**

We are continually upgrading both the physical plant and the curriculum as the need arises. We pledge to serve the church and community by providing an excellent education. Suggestions as to how to improve and expand our endeavor are welcome. If you have any time or talent to share, please contact the school director.

We look forward to watching your student grow intellectually, physically, and spiritually as they progress in becoming a mature adult who is a contributing member of society. We believe the well-being of American values can only be perpetuated through the training and upbringing of our young people. Thank you for entrusting your student to our care.

## ***COMMUNICATION WITH DIRECTOR***

The School Director welcomes calls and visits from parents. Discussions on your child's progress should be directed first to the classroom teacher, then all parties will meet if necessary. Please call to schedule an appointment. The Director receives emails at [www.fcdstx@gmail.com](mailto:www.fcdstx@gmail.com).

## BEHAVIOR CONTRACT

First Christian Day School has agreed to provide educational growth, security and religious instruction for each of our students. We therefore are requiring our students to follow the guidelines stated and any which are implemented with notice, in the future.

- 1) Honor God in all you do.
- 2) Respect school personnel and property.
- 3) No inappropriate or offensive language or gestures.
- 4) Proper uniforms worn daily, exceptions only from director.
- 5) Computer usage is a privilege. Computers are school property and cannot be marred or defaced. Music or other media programs cannot be downloaded. Should any destruction occur parents will be charged for replacement. Student will lose computer privileges.
- 6) Show respect to your classmates and yourself.
- 7) Honor your parents.
- 8) Be respectful of Teachers and Staff.

**Signatures by student and parent are required.**

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

## UNIFORM POLICY

This is a UNIFORM school for students PreK-4 and older, compliance with the dress code is required. Preschool 2 and 3 year olds wear comfortable play clothes to school. **For all students BOOTS ARE NOT ALLOWED.** A complete list of appropriate uniform items is listed below. When a child is not dressed in proper uniform a parent will be called to bring the correct items. Be sure to check the uniform before leaving home, make sure it is in good, clean condition. Please retire pants and shirts that are faded, have holes, stained, or too small. We have a uniform policy in place to allow all Students to look and feel good about their clothing.

### *Dressing for the weather*

Proper outdoor clothing is essential for your student. If not wearing a jacket/sweater to school be sure that one is in their backpack for use when going outdoors. Students in Uniform can only wear a FCDS sweatshirt or FCDS coat in the classroom.

## FRIDAY JEAN DAY

Students are given the option of **purchasing** the right to wear jeans and a school logo shirt or Red school logo t-shirt on each Friday of the month. The last Friday of each month is free day for all students.

Jean rules:

- 1) Wear respectable, clean, and appropriately fitting jeans
- 2) No ripped or torn jeans
- 3) No low waisted (hip hugger) or sagging jeans
- 4) No embroidered jeans/ studded/ or colored jeans
- 5) Jean skirts or skorts may be worn, no shorter than 3 inches above the knee
- 6) Jean shorts may be worn, no shorter than 3 inches above the knee
- 7) Not following the guidelines will cause the student to forfeit their jean privilege for the week.

This is a fundraiser for Parents as Partners, to purchase the year of jean privileges sign up and pay on Document Day or the 1<sup>st</sup> day of school for the new year.

**SCHOOL UNIFORMS**  
(K-2 and K-3 Classes Not Applicable)

Monogrammed Uniform items are available for purchase at the school, until sold out. Should you choose to purchase red or blue polo shirts without the logo, Jeanette's Alterations & Custom Embroidery, 1832 FM Rd 66, Waxahachie, TX, (972)938-8778 has our logo and can embroidery the shirts. FCDS plaid items are available at Absolute Uniform Co., 1126 S. Cedar Ridge Dr., Duncanville, TX, (972) 572-9191.

**SHOES:** Students may wear Brown or Black leather oxfords or white tennis shoes. **NO Sandals, Flip-Flops, open toe or open heel shoes, boots (cowboy or dress), or lights.**

**SOCKS:** White crew, Navy, Brown, or Black socks only.

**JEWELRY: Boys/Girls:** One necklace (cross pendant only), one watch, Girls: small stud earrings (pierced), All students: No other piercing allowed.

**SCHOOL T-SHIRT:** Red FCDS design (NO OTHER COLORS)

**Boys Casual Uniform:**

Navy and Khaki trouser shorts and trouser pants  
Navy and Red Collared Polo Shirts (Long or Short sleeves)  
Navy and Red turtleneck Shirts (No Logo)  
Nave and Red School Logo Sweatshirt or Hoodie  
Black or Brown belt, 1<sup>st</sup> grade and older

**Boys Chapel Dress Uniform:**

Navy pants, white Oxford shirt, Red (School Logo)  
Vest and Plaid School Tie  
No T-shirts or **cargo** shorts

**Girls Casual Uniform :**

Navy and Khaki walking shorts, capri's, skorts, or slacks  
Red and Navy Polo Collared Shirts (Long or Short sleeves)  
Navy and Red Turtleneck shirts (no logo)  
Navy and Red school Logo Sweatshirt or Hoodie  
White Oxford shirt (only to be worn with Dress uniform)  
School Plaid Jumper, School Plaid Skirt  
Navy Modesty shorts, **REQUIRED**

**Girls Chapel Dress Uniform:**

**K-4 through 2<sup>nd</sup> Grade** – White oxford shirt, School Plaid Jumper, and Navy modesty shorts.  
(NO WHITE POLO shirts allowed)

**3<sup>rd</sup> Grade and older** – White oxford shirt, School Plaid skirt, Navy modesty shorts and Red (school logo) vest (NO WHITE POLO shirts allowed)

**NO T-Shirts, NO Brightly Colored, Long Athletic Shorts under skirts and jumpers.**

**NAVY MODESTY SHORTS ONLY!!!!!!**



## Appendix A

### **CHILD CARE LICENSING**

You are entitled to see the following information. You may ask the Director or office staff to show you the most recent copy of:

- The minimum standards for our facility. (These are also available on the Internet at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) or at the local Licensing office),
- The most recent Department of Protective and Regulatory Services Inspection/Investigation Report (compliance information is also available on the Internet at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us) or from the local Licensing office),
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report,
- The most recent Gas Pipe Inspection Report
- The Child Care Center's operational policies.
- Campus Lockdown policy
- Evacuation Plan
- Fire and Tornado Plan

Please see the Office if you have questions regarding Child Care Licensing.

### **REPORTING ABUSE AND NEGLECT**

Texas state law requires caregivers to report any suspected abuse or neglect of a child

to the Texas Department of Family and Protective Services or a law enforcement agency. Call 1-800-252-5400 to make confidential reports. Failure to report suspected

abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.