



CROSSROADS
SCHOOL

Parent Handbook

LOVE.LEARN.LEAD

Welcome to CROSSROADS School, a weekday education program for children ages 8 weeks to Kindergarten.

We look forward to having your child in our program this year. Our staff is dedicated to creating a positive and caring learning environment for your child.

Mission

Crossroads School, in partnership with parents, will work to ensure every student's spiritual, emotional, educational, physical and social needs are met.

Vision

We exist to educate and care for children in order to connect them to God and others.

Thank you for sharing your child with us.

Sincerely,

CR School Staff

Operation Times

Aug -May

Monday – Thursday

8:15AM - 2: 30PM

Inclement Weather

Crossroads School will work with Crossroads Church Staff in the event of a delayed start or closure, due to inclement weather. Parents will be notified through email.

Admission

CROSSROADS School accepts students of any race or ethnic origin. All the rights, privileges, responsibilities, programs and activities will be made available to each student provided the student meets our requirements and abides by our policies.

To enroll a child, the following must be completed:

1. Parent/guardian must complete an Enrollment form; Allergy form, Discipline Policy form, Parent Handbook verification, Health Record form (signed by a doctor) a copy of a current shot record, Field trip permission slip, FACTS Tuition Account, Tuition Insurance Policy, and Picture Release form.

2. Tuition and Fees Paid

Reminder: Any change in emergency or personal information such as telephone numbers and addresses must be reported immediately to our office.

Tuition

Tuition may be paid in full or on a 10-month payment plan. Accounts on the payment plan are due the 1st of each month from August to May. All tuition will be processed through FACTS Management. Crossroads School will no longer accept cash and/or credit cards/debit cards.

A \$25 late fee will be charged for any returned payments. All late fees are charged through FACTS Management.

Parents are responsible for ensuring all accounts are current. Crossroads School has the right to withhold records for any accounts with unpaid balances.

Any account with a past-due balance of 30 days or more will be subject to immediate dismissal.

Tuition is based on enrollment, not attendance. There is no tuition reduction for sick time, personal time, vacation or school holidays.

Tuition Insurance

Each family electing the Ten Month Payment plan will be *required* to purchase the Tuition Refund Insurance. The cost of this insurance is 3.2% of the annual tuition and is payable in full on or before June 1st (or at the time of enrollment if later than this date).

Tuition Refund Insurance protects students who are forced to withdraw mid-year. A prorated refund will be given to students who paid tuition in full and purchased the Tuition Refund Insurance. **No refunds will be given to students who paid in full but chose NOT to purchase the Tuition Refund Insurance.** Students who elect the Ten Month Payment plan will be required to purchase the Tuition Refund Insurance and will be released from financial obligation if forced to withdraw mid-year.

Withdrawal

Should a parent need to withdraw a child before the end of May, **a written two-week notice is required.** If a two-week notice is not given prior to the payment due date, the payment will be charged and reimbursement will not be given.

Registration Fee, Application Fee, Supply Fee and Tuition Insurance Fees will NOT be refunded.

If a student has already registered for the following school year, withdrawing two weeks prior to May will forfeit the spot for the upcoming year. If for any reason you are asked to withdraw your child from Crossroads School, Tuition Insurance may be redeemed.

Parents/Guardian Expectations

Parents are:

Required to attend one parent/ teacher conference a school year. (3yrs – Kindergarten)

Encouraged to demonstrate a positive attitude toward Crossroads School programming and staff to others and online.

Contribute to student success by assisting students with school home projects.

Arrival

An adult must accompany children to enter the school. State regulations require that the parent/guardian sign the child in and out every day. Students will not be admitted into the classroom unless a school staff member is present.

Parents may not enter the classroom at arrival or dismissal times.

Crossroads School students will not be able to enter the classroom after 8:35am.

Dismissal

Preschool classes end at 2:30PM each day.

Students may not be picked up early between 2:15 and 2:30, as our teachers and staff are preparing for dismissal.

A late fee of \$1.00 per minute will be assessed for every minute after 2:35. The late fee will be added to the following month's tuition. Repeated failure to pick up a child on time may result in dismissal from the program

A student will only be released to an individual listed on their authorized pick-up list on file with the school office. Parents may update their pick-up list at any time using the school's online enrollment system or by submitting the request in writing to the school office. Crossroads School reserves the right to ask for photo identification from anyone picking up a child.

Birthdays

Please allow your child to celebrate their birthday in their classroom. If they have a summer birthday you may pick a day to bring a special snack for the teacher to distribute.. Please see your child's teacher to schedule a time. Only store bought goods are allowed.

Biting Policy

If the bite does not draw blood and is not on the face:

Babies: biter is immediately placed in a crib

Toddlers and older: the biter is immediately placed in time-out

If the bite draws blood, leaves a mark, is on the face or occurs a second time parents will be called immediately. Parents of the child who bit will be expected to take them home for the remainder of the day.

If biting continues, the Director will discuss the issue with the parent/guardian to determine the reason for the biting. The parent will be expected to observe the class with the child for the next session and if biting occurs, discipline their child immediately.

If biting still continues we will ask that the child be withheld from the program for a period of time.

Custody Orders

Certified custody orders, if applicable, must be provided to the Director at the time of enrollment. Any changes in the custody order must be provided to the Director immediately.

Discipline

Our discipline policy can be found in your enrollment packet and on our school website.

Each teacher is expected to use positive methods of discipline and guidance that encourage self-esteem, self-control and self-guidance. Punishment is never associated with food, rest or toilet training. Corporal punishment, humiliation and scare tactics are never used.

Recurring misbehavior will result in a visit with the School Director and the child, as well as, be discussed with the parent/guardian. Extreme, repeated misbehavior may result in dismissal from the program.

Playground Rules

- No running on the playground equipment or up and down the steps
- One person at a time on the slide
- The area at the end of the slide must be clear before sliding down
- No hitting, kicking, pushing, pinching other children on the playground
- Be respectful to all playground equipment, including each other
- Share and take turns using different areas of the playground equipment
- Do not leave the playground without an adult
- If you see a stranger, notify a CR School Staff immediately

Dispensing Medication

If your child needs to take medication while at CROSSROADS School, the following criteria must be met:

1. Medication must be in original container
2. The child's name must be on the container
3. Parent must complete an Authorization Form
4. Prescription medications must have a label with doctor's authorization and instructions
5. Over-the-counter medication, which instructs, "consult your physician" will only be administered if accompanied by written instructions from the child's physician.

Medication of any type may not be brought to school in the child's bag. ALL MEDICATION MUST BE GIVEN DIRECTLY TO THE TEACHER OR THE SCHOOL OFFICE AT THE TIME OF DROP-OFF.

Emergency Drills

Fire drills will be conducted monthly. Severe weather

drills will be conducted every 3 months. A copy of our Emergency Preparedness Plan can be viewed in the office.

Hearing and Vision Screening

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are 4 years old or older in the Preschool class.

CROSSROADS School will perform Vision and Hearing Screening for all students who are 4 years old and up. If a child enrolls after the screenings are performed, parents will be required to provide written proof that a professional has screened their child.

Illness

Children with any of the following illnesses or symptoms will not be admitted to a classroom and will be sent home if they occur at school:

- o Oral temperature of 100.4 or higher
- o Diarrhea
- o Vomiting
- o Mouth sores with drooling
- o Rash with a fever
- o Pink eye
- o Scabies, head lice, etc.
- o Impetigo
- o Strep throat
- o Chicken pox
- o Symptoms/signs of possible severe illness

Should your child show any of the above symptoms, you must pick him/her up immediately after you have been contacted. The child may not return until he/she has been free of symptoms for a minimum of 24 hours. A child may be sent home if other systems are present, with or without a fever, at the Director's discretion.

Parents of students being sent home due to illnesses classified as Enterovirus will be asked to

- 1) Take all siblings enrolled in the program
- 2) Quarantine for seven days
- 3) Return with a doctor's release for each student

Parents must contact the school office by 9:00am if your child is unable to attend due to illness.

Immunization Records

All children are required by the State of Texas to have

current, age-appropriate immunizations. A copy of the current record is required before admission to the program is granted.

Lunch

Please label ALL baby bottles, lunch boxes and sack lunches with your child's name. We have limited refrigerator space, but we do have room for infant bottles. Use a cold pack to cool other food in your child's lunch. Food items must be sent sliced, peeled and ready to eat.

Lunch Guidelines and Suggestions

- o Cut up chunks of meat and cheese. Avoid hard candies and popcorn
- o Whole grapes, carrots, celery or hot dogs must be cut into small pieces
- o Oranges and apples need to be peeled, seeded and cut into small pieces

Do not send anything that needs to be heated; we do not have the equipment to heat student lunches.

Parents will provide lunch and a light snack. The school does supply water. The School is not responsible for the nutritional value of lunches/ snacks or meeting the child's daily food needs. Parents must inform the school of special diet instructions in order for us to meet the needs of children that require any dietary restrictions/additions.

Parents may order Chick-fil-A lunches through an outside vendor, please contact your child's teacher for more information.

Children must arrive at school with lunch and snack.

Breastfed Babies

Mothers of infants that are breastfeeding will have a comfortable area to nurse their baby. This area is designated in the Cottontail room in a private corner of the room. Mothers have the right to feed their babies in the infant room or provide breast milk for the school to store for feedings.

Medical Emergencies

Children may occasionally encounter bumps, bruises, minor scrapes or cuts while at CROSSROADS School. These are cleaned and treated using approved first aid procedures. Following any accident the teacher will complete an accident report that will be given to the parent. In case of a more severe injury, first aid procedures will be followed and the parent will be contacted immediately.

If emergency care is required and the parent cannot be contacted, EMS will be called or the child will be taken to ORMC and the physician on the enrollment form will be contacted.

Parent Conferences and Visits

Should you wish to discuss any questions or concerns regarding our policies or procedures with the director, please call the office to schedule an appointment.

We have an open door policy for parents. You are welcome to visit during the day, but you must notify the office that you are on the premises and sign in at the school office.

All visitors must use the church office entrance between the hours of 8:30 AM and 2:30 PM. All other doors will remain locked throughout the school day. During special events on campus, parents must enter the office doors during school hours.

Exterior doors must never be propped open.

Parental Notifications

All required notifications and postings will be placed on the east hallway bulletin board and/or given to each parent as required by the Minimum Standards for Licensed Child-Care Centers.

These Standards can be accessed on the web at www.dfps.state.tx.us or at the local licensing office.

To report abuse or neglect you may call 1-800-252-5400 or go online at www.dfps.state.tx.us

The local licensing office number is 432-368-2693. This office is located at 2525 N. Grandview Ste. 100, Odessa TX 79761.

A copy of this center's most recent Licensing inspection report is posted in the school office.

Rest Time

The Minimum Standards require a rest period after the noon meal. Parents must provide a mat with a wipeable surface for any child ages 18 months and up. Any items brought from home for rest time should be marked with the child's name.

****Do not send full size pillows or blankets, as we do not have room to store them.**

Personal items used for naptime will be sent home at the end of the week for sanitizing and washing.

Toilet Training

Parents must notify their child's teachers if they are ready to begin toilet training. Our staff will not begin toilet training without consulting the parent and will not continue the program without parental support at home. **Children will not be promoted to the 3 year old class until they are fully potty trained.** Teachers are allowed to verbally assist students, but are prohibited from physically assisting students in the restroom who are over the age of 3 as per Texas Child Care Licensing State Standards. Recurring accidents may result in dismissal from the program. If you have any questions regarding this policy, please speak with the School Director.

In the event that a child has an accident, the teacher will place soiled clothing in a plastic bag and notify the parent. Soiled clothing may not be placed in student backpacks; parents may collect these items from the classroom teacher.

Chapel

Chapel is a requirement for all students. This class is held Monday-Thursday for all Crossroads School students.

Security System

For the security and safety of our children and staff, our building has been equipped with a video surveillance system. All church doors will be locked during the school hours. Parents and visitors must use the main church office entrance during school hours.

Water Activities

Children may participate in water activities on our campus during the day. These activities may include splashing/wading pools, sprinklers, and/or water tables. Parents will be notified in writing at least 24 hours prior to the water activities taking place. Childcare ratios will be adjusted to ensure compliance with Texas State Childcare Licensing Standards.

Changes to School Policy

Anytime there are changes to the Crossroads School Parent Handbook, another copy will be made available to you. Parents will also be required to return a signature page stating they have been made aware of the changes. Parents must be notified of any policy or changes that have been made to the parent handbook.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Crossroads School reserves the right to change existing policies or introduce new policies with two weeks written notice to all parents.

Parent Handbook Signature Page

My signature acknowledges that a copy of the Crossroads School Parent Handbook has been made available to me at www.crschool.cc and through the school office.

I have read the Parent Handbook and agree to abide by all policies and procedures put in place by Crossroads School.

Student Name _____

Parent Signature _____

Date _____