



CROSSROADS
SCHOOL

Parent Handbook

LOVE.LEARN.LEAD

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Welcome to CROSSROADS School! We are a weekday education program for children ages 8 weeks to PreK 4. 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.

For up to date information about Crossroads School, please visit our website at www.crschool.cc

For information about Crossroads Church, please visit www.crchurch.cc

1. Mission

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

2. 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.

3. Non-Discrimination Policy

CROSSROADS School accepts students of any race or ethnic origin, and in compliance with the Americans with Disabilities Act. 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.

4. Preschool Policies

Crossroads School is licensed and regulated through the Texas Department of Health and Human Services Child Care Regulation.

5. Operation Times

August - May
Monday – Thursday
8:15AM - 2:30PM

June - July
Monday - Thursday
9:00am - 2:00pm

Please see our website for our annual school calendar which includes session start times and holidays.

6. Inclement Weather/Emergency Closing

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 and social media. There will be no make-up days for bad weather closings.

Emergency Closure - In case of an emergency situation, such as a pandemic, local or state disaster declaration, facility concerns or weather that could cause the preschool or church building to close, parents will be notified by email, ClassDojo and social media. Tuition will not be refunded or reduced for such emergency closures. There will not be make-up days for emergency closures. If the closing is required for an extended length of time, tuition that has been collected for the current month will be credited toward the next month that the preschool is allowed to open. Tuition will not be charged for months that the preschool is not in operation.

7. Extreme Weather

Outdoor play will continue daily except during extreme weather. Outdoor play will not be allowed when the temperature or heat index is over 98 degrees or the temperature or wind chill is below 48 degrees. No outdoor play will be permitted during rain, snow, hail, storm, visible lightning, or at the director's discretion.

8. Contact Information

Crossroads School
6901 Hwy 191
Odessa, Tx 79765
www.crschool.cc

9. Admission

Admission to Crossroads School is on a first-come, first-served basis. Families of currently enrolled students will have the opportunity to re-enroll in January, prior to open enrollment for the following year. In the event a class becomes full, the office will maintain a waiting list and contact families as openings come available. To complete enrollment, the parent/guardian must complete the following:

- Online Enrollment Packet
- Online Tuition account through FACTS Management
- Paid Enrollment Fees
- Acknowledgement of receipt of Parent Handbook
- Completed Child Health Form that has been signed by a certified medical professional
- Completed Hearing and Vision Form (Children who are 4 years old by September 1st)
- Current Immunization Record
- Completed Medical History and Allergy Form
- Children who have diagnosed food allergies must have a physician signed Emergency Allergy Action plan for each food allergy. This action plan must include the food the child is allergic to, possible symptoms if exposed and steps to take if the child has an allergic reaction.
- *Any change in emergency or personal information such as telephone numbers and addresses must be reported immediately to our office.*

10. Right to Refuse Admission

Crossroads School reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for refusal of admission include, but are not limited to:

- The need to maintain compliance with Child Care Regulations
- Staff deems the child too ill to attend (please see our Sick Policy)
- The child's physical, developmental, or emotional needs are unable to be met by the staff
- Domestic situations that present a safety risk to the child, staff or other children enrolled if the child were present at the preschool
- Parent/Guardian failure to provide completed up to date records or documentation in a timely fashion

11. Minimum Standards for Child Care Centers

Crossroads School is licensed and regulated by the Texas Department of Health and Human Services Child Care Regulation and follows the Texas Minimum Standards for Child Care Centers. If you have a need to file a complaint, you may do so by calling 800-582-6036. Parents can find a copy of the State Guidelines and Minimum Standards at: http://www.dfps.state.tx.us/Child_Care/ or in the School Office.

Parents may view our compliance history with Child Care Regulation at:
https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/default.asp

A copy of our most recent Licensing Inspection may be found in the school office. Our most recent Fire, Health and Gas Inspections are displayed in the Hallway near the Indoor Playground.

Parents can also view a copy of the child-care center's recent licensing inspection in the school office.

Crossroads School staff is required to uphold the regulations and standards issued by the Texas Department of Health and Human Services Child Care Minimum Standards at all times. These regulations/standards are included as part of the Parent Handbook and it is the responsibility of the parent to read, understand and follow these regulations.

12. Mandated Reporting of Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. Crossroads School Staff are considered reporters under this law. The school staff are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the case of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best intention of all children. Crossroads School staff receive annual training on recognizing and preventing child abuse and neglect, including sexual abuse.

Causes for reporting suspected child abuse or neglect include but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness or season
- Transporting a child without appropriate child restraints (car seats, boosters, seat belts, etc)
- Dropping off or picking up a child while under the influence or appearing to be under the influence of illegal drugs or alcohol
- Leaving a child unattended for any amount of time, including a motor vehicle
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school and is over medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside
- Children who exhibit or communicate behaviors that are consistent with an abusive situation

If parents feel they need assistance with possible child abuse, neglect or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736. The Texas statewide Abuse and Neglect Hotline phone number is 1-800-252-5400. This hotline is open 24 hours, 7 days a week.

13. Gang Free Zone

Crossroads School is a gang-free zone. All child care centers are required to designate a gang-free zone that is within 1000 feet of the center. Gang activity within this area is prohibited. Gang related or criminal activities or engaging in organized criminal activity within 1000 feet of the preschool is a violation of the law and is therefore subject to increased penalty. The goal of the zone is to deter certain types of criminal activity in areas where children gather.

14. 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 and fees will be processed through FACTS Management. Crossroads School does not accept personal checks, 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 10 days or more will be subject to immediate dismissal. If tuition payments are consistently late, a meeting with the director will be scheduled to discuss payment arrangements. Families with an unpaid balance at the end of the school year will not be allowed to re-enroll for the following year until all current tuition charges are up to date.

If May tuition is delinquent, your child may not attend school until all past due payments have been received in full. Attendance may resume once the balance is cleared.

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

15. 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 15th (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.

16. Enrollment Fees

- New Student Application Fee - \$32
- Enrollment Fee (paid annually) - \$62
- Supply Fee (paid in September & January) - \$100
- Facts Payment Plan
 - \$25 for Pay In Full Plan
 - \$55 for 10 Month Plan

17. 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.

Enrollment 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.

18. Parents/Guardian Expectations & Code of Conduct

Parents of children enrolled at Crossroads School must abide by the Parent Code of Conduct. Parents who violate the Code of Conduct will not be permitted on the church or preschool property thereafter.

- Inappropriate Language - Parents or adults may not use inappropriate language on church/preschool property at any time. Inappropriate language may not be directed at a child or staff member at any time.
- Threats or confrontational interactions with employees or other parents will not be tolerated. Any disagreements must be handled in a calm and respectful manner.
- Physical or harsh verbal punishment of your child or other children on church/preschool property is prohibited.
- Smoking, vaping, or consumption of alcohol/illegal substances is prohibited on church/preschool property.
- Cell Phone Use - Please end all cell calls prior to entering the preschool area so staff can properly communicate with you.

19. Cell Phone Use on Property

Crossroads School Staff understands the importance of parent/teacher communication. Teachers are unable to properly communicate with parents when cell phones are in use. Parents are asked to refrain from using cell phones, calling or texting, during arrival and dismissal and also while driving in the parking lot of Crossroads School. The purpose of this is to ensure the safety of the children while on school property.

20. Confidentiality

Confidential and sensitive information will only be shared with preschool staff who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about preschool staff, other parents, and/or children will not be shared with other parents as Crossroads School strives to protect everyone's right of privacy. Crossroads School staff may not discuss anything about another child with another parent.

21. Parent's Right to Immediate Access/Court Orders/Visitors

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Crossroads School. In cases where the child is the subject of a court order, the administrative staff must be provided with a Certified Copy of the most recent order and all amendments thereto. The order will be kept on file and followed as written.

In the absence of a court order on file with the school office, both parents shall be allowed equal access to their child as stipulated by state law. Crossroads School may not limit the access of one parent by the request of the other parent without a court order, regardless of the reason.

Should a situation arise when one parent does not want the other parent to have access to a child, Crossroads School suggests that the parent keep the child with them until a Court Order is issued. Our rights to retain a child are secondary to a custodial parent's right to immediate access. Crossroads School staff will contact the local police, should a conflict arise.

Visitors are asked to schedule an appointment with the school office and are allowed in the preschool at the discretion of the administrative staff. Crossroads staff will accompany visitors in the preschool area at all times.

22. Arrival

Drop off times are 8:15 am - 8:30 am

Parents may enter the building on the East side between the playgrounds. These doors will unlock at 8:15 and will lock at 8:30. Parents MAY NOT prop doors open during arrival or dismissal.

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.

If a student arrives after 8:30, they must have **prior** approval from the office or present a doctor's note. No children will be admitted after 9:30. Parents must enter the building on the North side near the Church offices and sign their child in with office staff at the Crossroads School Office. **Habitual tardiness may result in dismissal** from Crossroads School. Crossroads staff reserves the right to turn away students who arrive late on a repeated basis.

There will be no drop-off allowed during Chapel, held from 8:40–9:05 AM. If you arrive during this time, you will be asked to wait until your child's class has returned to their classroom before signing in.

When a parent is in the preschool building and visiting their child's class for a special activity or at dismissal time, the preschool staff is still held accountable for the supervision of that child UNLESS the parent has signed the child out for the day. It is understood that the parent is responsible for their child's care once they have signed their child out. Even if the parent and child remain in the classroom or on the Crossroads property, the teacher is no longer accountable for the child's care if the child has been signed out.

Summer Session drop off times are 9:00-9:15. No children will be admitted after 9:30.

23. Dismissal

Preschool classes end at 2:30 PM each day.

To ensure a smooth and safe dismissal process for everyone, students may not be picked up early between 2:15 and 2:30, as our teachers and staff are preparing for dismissal.

After 2:35 you are considered late. A late fee of \$2.00 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. Children will not be released to a minor under the age of 18.

Persons who are on the Texas Sex Offender Registry may not be in the Crossroads School Preschool area, attend school functions, or participate in school events during school hours. Please make arrangements for an alternate person to drop off and pick up your child.

Summer Session classes end at 2:00.

A late fee of \$25.00 plus \$2.00 per minute will be assessed for every minute after 2:05. This fee will be due before the child can return to school. After the second late pick up your child will be removed from the Summer Session, and no refunds will be issued.

24. Illness/Public Health Emergency & Exclusion Policy

Children who are ill should not attend school. If your child is ill, we request that you notify the school not only of the absence, but also of the nature of the illness. This information will only be shared with staff on a “need to know” basis. If your child has a doctor diagnosed communicable disease, we ask that you share the diagnosis with the school director, so that parents of the children in the school may be notified that a communicable disease is present. Only the reportable communicable disease information will be shared with other school parents. A list of reportable diseases can be found on the Child Care Licensing Website. Crossroads School Standards for exclusion are as follows:

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:

- Oral temperature of 100.4 or higher
- An illness prevents the child from comfortably participating in regular school activities
- An illness or condition that results in greater need for care than caregivers can provide without compromising the health, safety and supervision of other children
- Diarrhea
- Vomiting
- Mouth sores with drooling
- Rash with a fever
- Symptoms of Pink Eye
- Scabies, head lice, etc.
- Impetigo
- Strep throat
- Chicken pox
- Symptoms/signs of possible severe illness such as lethargy, abnormal breathing, etc.
- Symptoms consistent with a COVID-19 diagnosis

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from other children with proper supervision. Parents must pick up children within 30 minutes of notification. In the event of a severe illness, or if a parent is unable to pick up the child within a reasonable amount of time, Crossroads School may call an ambulance at the parent’s expense.

The child may not return until he/she has been symptom free and fever free without medication for 24 hours. A child may be sent home if other symptoms are present, with or without a fever, at the Director’s discretion.

Parents of students being sent home due to illnesses listed as a Communicable Disease are asked to

- 1) Take all siblings enrolled in the program
- 2) Quarantine at home until all symptoms have abated
- 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.

25. Community Outbreak/Public Health Emergency

During health emergencies, if the preschool chooses to remain open, it will operate in accordance with applicable state rules, including Texas Department of Health and Human Services Commission emergency rules and CDC recommendations. Federal and state health protocols may include the following:

- Social Distancing Strategies
- Enhanced cleaning and sanitizing methods
- Enhanced health and hygiene procedures
- Modified drop off and pick up procedures
- Action plan if a child or adult gets sick during the school day and guidelines for returning
- Required health and safety training related to the emergency for all staff

It is important to remember that during the school day, children will be in contact with other children, families and staff. No amount of restrictions or practices can remove 100% of the risk of exposure. Parents play a crucial role in keeping children and staff safe by practicing all safe and health recommended guidelines at home and by consulting with their health care provider as needed.

26. Birthdays & Celebrations

Please allow your child to celebrate their birthday in their classroom. Please see your child's teacher to schedule a time. Parents may bring treats for the entire class, only store bought treats are allowed and will be served to the children at the end of the day. No balloons, party hats or goody bags will be allowed. Please adhere to any classroom allergy guidelines that may be in place. Teachers will communicate any allergy alerts to parents when a shared birthday snack is provided.

If you would like to bring birthday party invitations for a non-school birthday party, we ask that parents deliver the invitations to the teacher and she will put them in the children's folders for the entire class. If the entire class is not being invited, parents will need to mail invitations to those families invited.

We will notify parents of special classroom and holiday celebrations as they come up during the year. Our main focus is the safety and security of our children and staff, so our school staff will handle these events internally. Parents will be invited to attend. In the event that a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for the day.

27. Discipline

According to Child Care Minimum standards, discipline must be individualized and consistent for each child; appropriate to the child's level of understanding; and directed toward teaching the child acceptable behavior and self-control. Staff members are trained to use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Examples of positive methods include: praise and encouragement of good behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation is needed. We call this a "chill time" and is used according to the child's individual needs. Chill time is limited to one minute per year of the child's age. Crossroads School staff will never use corporal punishment or negative discipline that may hurt or humiliate a child. Teachers will document repeated behavioral incidents and parents will be notified in case of major or recurring behavioral challenges and concerns.

Discipline steps followed in Crossroads School Classrooms:

1. The teacher will give verbal redirections and talk to the child about the inappropriate and expected behaviors. The child will be redirected to other appropriate activities and positive guidance.
2. If redirection is not effective, the child will be put in a supervised time out to think through the appropriate behavior and have a chance to cool down. No more than one minute per age.
3. If the child's behavior is not affected by verbal redirections or time out, he/she will be taken to the preschool office to visit with a member of the administrative staff.
4. If the behavior continues, a parent will be contacted and a parent/teacher conference will be scheduled.

Conferences will be scheduled with the classroom teacher or director to discuss behavior that is disruptive and not solved by using the above techniques. If, after putting other alternative behavior plans into place, the disruptive behavior continues, Crossroads School reserves the right to dismiss that child if we can not meet the needs he/she has. A child whose presence of behavior creates a danger to others or themselves in the classroom or who requires an inordinate amount of a teacher's time may be asked to withdraw.

Please see below for discipline and guidance policy that complies with Child Care Regulation Minimum Standards Subchapter L (746.2803)

Discipline must be:

(1) Individualized and consistent for each child

- (2) Appropriate to the child's level of understanding
- (3) Directed toward teaching the child acceptable behavior and self-control
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements
 - (C) Redirecting behavior using positive statements
 - (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment
 - (2) Punishment associated with food, naps, or toilet training
 - (3) Pinching, shaking, or biting a child
 - (4) Hitting a child with a hand or instrument
 - (5) Putting anything in or on a child's mouth
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child
 - (7) Subjecting a child to harsh, abusive, or profane language
 - (8) Placing a child in a locked or dark room, bathroom, or closet
 - (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is no more than one minute per child's age
 - (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

28. Suspension Policy

In the event of disruptive behavior, emotional, physical, or intellectual needs beyond the expertise of the classroom teachers, or in case of physical or safety threats to other classroom children, the preschool reserves the right to remove the child temporarily or permanently from the preschool in any situation where these conditions are applicable. To guarantee a child's safety, we reserve the right to dismiss a child who repeatedly puts themselves in danger: such as running out of a classroom, running off the playground or away from a teacher. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed/or while securing any appropriate support services. Crossroads School will make reasonable accommodations to its practices and procedures, but is not required by law to alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

29.(A) Biting Policy

Biting is a common issue in early childhood development. The best way to deal with biting is consistency between teachers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. The preschool staff and administrative staff will work with the parent when biting becomes a problem with their child and will make every effort to help solve the issue. Chronic biting may require that a child be suspended from enrollment for a period of time (day, weeks) until the biting has stopped. We do reserve the right to dismiss a child that continues to bite others if we cannot meet his/her needs and are unable to solve the issue.

Crossroads School follows the following protocol when biting occurs:

Babies: biter is immediately placed in a crib

Toddlers and older: the biter is immediately placed in chill-time for one minute per age of the child.

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.

29.(B) Aggressive Behavior Policy

Aggressive Behavior can be an issue in early childhood development. We believe the best way to deal with this type of behavior is consistency and positive communication between teachers and parents. Aggressive behavior can occur for multiple reasons varying in severity and in actions that include but are not limited to biting, scratching (specifically severe scratching on the face that draws blood), hitting, kicking, or any other action that can be proven to intentionally injure another. Crossroads School staff directly involved with the child who may have an issue with this type of behavior will assist, within their reasonable limits, the parents to help resolve the issue. Reasonable limits may include suspension from enrollment for a period such as days or weeks until the parent can acknowledge that the aggression has been subdued, and may include permanent dismissal of the child if the child continues to display this type of behavior. We do reserve the right to dismiss a child that continues to display aggressive behaviors towards others if we cannot meet his/her needs and are unable to solve the issue. Crossroads School follows the following protocol when aggressive behaviors occur:

- (1) If the injury, scratch, or bite is on the face and/or draws blood, the aggressor will be sent home immediately.
- (2) After the 2nd incident the child will be suspended for one day.
- (3) Upon return if the behavior continues the child will sit out one week.

If behavior continues a meeting with the Director will be scheduled. If we have not seen an improvement in behavior or received adequate support or parent involvement we will reevaluate next steps, including dismissal.

Please be advised that each case will be handled individually and any information discussed will be kept confidential. No information will be discussed in front of your child, other children and/or families, or third parties without the written consent of the family of the child in question.

30. 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
- Use the playground that is rated for the group of children you are supervising

Crossroads Church Playgrounds are closed to public use during the week, before and after school.

31. Medications

Crossroads School will not administer medication during preschool hours, with the exception of an Epinephrine Auto Injector (EPI-PEN) or other life-saving emergency medication.

1. Epinephrine Auto Injectors will only be accepted if it is in the original box with the pharmacy label attached. Injectors must be accompanied by the medication form from Crossroads School that the parent has completed with instructions and signed. If your child has a diagnosed food allergy, a physician and parent's signed Food Allergy Action Plan must be provided to the school office. A list of children with diagnosed food allergies will be posted in each classroom. Epinephrine auto injectors will be kept by the teacher, they may not be kept in the child's bag.

2. Medication will not be given by preschool staff. This includes antibiotics, cough drops, cold medicine or pain relievers.

3. Parents may provide non-prescription diaper cream that is not expired and in the original container.
 4. If a parent chooses to use sunscreen or insect repellent, they must apply it to their child before drop off. Preschool staff will not apply sunscreen, lotions or insect repellent to children during preschool hours.
 5. **Allergies** - If your child has a “doctor diagnosed food allergy” and they are under a physician’s care for that allergy (they have an EPI-PEN or need Benadryl for treatment), they are required to have a “Food Allergy & Anaphylaxis Emergency Care Plan” on file. This emergency care plan must be signed by a physician. If your child has a food sensitivity or reaction to a certain type of food (upset stomach, rash, itchy) but the allergy is not diagnosed by a physician, please notify the school office staff.
- Medication of any type may not be brought to school in the child’s bag.

32. Parent Communication and Emergencies

Open communication with parents is very important to children’s success. Crossroads School has many ways of communicating with parents. Parents will be notified of announcements, news and reminders through parent emails from the Director, written memos sent home folders, social media (Facebook, ClassDojo) or through verbal communication with the child’s teacher.

In the event of a medical emergency that requires immediate professional care, the office staff will call 911 and follow the Emergency Preparedness Plan. A member of the preschool staff will accompany any child that is transported by ambulance and will remain with the child until a parent or guardian arrives. As appropriate, the CPR certified staff will administer CPR or First Aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. All children must have an emergency release form on file in the case of an emergency.

In the case of a minor injury or accident, the staff will administer basic first aid. All injuries or illness not requiring immediate parental attention will be documented and reported by the caregiver who witnessed the incident and given to parents to sign when the child is picked up.

Emergency Contact numbers are posted in each classroom by the telephone for quick reference.

33. 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 the nearest emergency care facility and the physician on the enrollment form will be contacted.

34. Emergency Preparedness Plans

Crossroads School performs fire and lockdown drills monthly and severe weather drills quarterly. Emergency routes are posted in each classroom. Emergency Preparedness Plans are available for parents to view in the school office. Each staff member is required to review these plans at the time of hire and at annual teacher orientation.

Crossroads Church is equipped with a fire sprinkler system and inspections are performed annually. In the event of an emergency, Crossroads School Staff will follow the Emergency Preparedness Plan. All preschool staff and children will remain away from the building until the threat of danger has passed or cleared by local authorities. If Crossroads School should need to evacuate the main building, the staff will move children to the Crossroads Church Student Building, located North of the main building. If an emergency arises where the preschool must be evacuated off site, Crossroads staff will walk children in a single file line to Compass Academy, located at 5530 Billy Hext Rd, Odessa TX 79765; phone 432-272-1836. Children will remain at this location until parents have been contacted by office staff to pick their children up. All staff carry parent contact information and the daily sign in sheets for each child.

Cell phones will be used to contact parents in the event of this type of evacuation. Parents will contact the main Crossroads Church Office at 432-368-2500 for more information during this type of emergency.

35. Immunization Records

Each child enrolled or admitted to licensed child care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

Students enrolling in the center must have these records turned in to the school office upon enrollment, by the first day of school each year, and update their child's records throughout the year if a child receives scheduled immunizations during the year. Parents must update their child's immunization record within 10 days of scheduled immunizations. Children may not attend if immunization are not current or parents cannot provide an updated shot record. Immunizations waivers must be provided from the state if your child is on a delayed immunization schedule. At times, Crossroads School may have children enrolled that have not received immunizations due to a personal belief. A notarized affidavit is required to be on file in the school office for these children.

36. Hearing and Vision Screening for 4 year olds

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.

All children entering the Pre-K4 classes must have the Hearing and Vision portion of the Child Health Form completed by a physician **prior** to the first day of school. **If the child turns 4 during the school year parents will have 10 days to complete the required hearing and vision screenings.** Parents must also provide documentation of the screenings. Children may not attend if screenings are not complete.

37. Tuberculin Testing Requirements

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in Crossroads School.

38. What to bring and wear to school each day

- Diapers, Pull-ups and wipes for children in the infant and toddler rooms who are not potty trained
- One extra change of clothes per child, labeled with the child's name: top, bottom, underwear, socks

****This applies to ALL ages****

- Nap Mat with a wipeable surface (Kindermat), labeled with your child's name on it. (plush nap mats will be sent home daily, as we do not have the space to store them in the classroom. **No pillows.**)
- Water Bottle, Lunch and Snack (labeled with child's name on it)
- Shoes must be worn at preschool at all times. This applies to all walking children. Tennis shoes are preferred, as children will be walking and running outside for recess. (Flip Flops, open-toe shoes, dress-up shoes, and high heels are not permitted at school)
- Children should wear season-appropriate play clothes. Jackets and Coats must be provided in cooler and winter months for outside play.
- Please understand that we use washable art supplies, but stains are always a possibility when doing school activities; please dress your child accordingly.

39. Lunch & Snacks

Parents are responsible for bringing children's lunches and snacks daily. **We do not heat or refrigerate lunches.** Children should receive at least $\frac{1}{3}$ of their daily nutritional requirements while in our care. Parents are asked to bring lunches in lunch boxes and snacks in a separate labeled package, bag or container. Our licensing guidelines require that we monitor what children eat while they are in our care. Parents are also encouraged to refrain from bringing sugary foods for lunch and snack. Teachers will encourage your child to eat their healthy lunch box choices, but will not force a child to eat. All food the parent includes in the lunchbox will be offered to your child at lunch time.

Water will be available to children at snack time, lunch time, and after active playtime. Each child is required to bring a water bottle with their name on it every day.

Please label ALL baby bottles, lunch boxes and sack lunches with your child's name. Use a cold pack to cool food and drinks in your child's lunch box. Food items must be sent sliced, peeled and ready to eat.

Lunch Guidelines and Suggestions

- Cut up chunks of meat and cheese. Avoid hard candies and popcorn
- Whole grapes, carrots, celery or hot dogs must be cut into small pieces
- 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.

Children must arrive at school with a water bottle, lunch and snack every day at arrival. We ask that parents do not deliver lunches after drop off. However, we understand that lunch may have been forgotten during the rush out the door and ask that all lunches be dropped off by 11:15 am.

Food delivery services (DoorDash, Uber Eats, etc.) are not permitted due to frequent misdeliveries and delays.

40. Breastfed Babies

Mothers of infants that are breastfeeding will have a comfortable area to nurse their baby. Please let staff know if you need a room for privacy.

41. Toys at School

In order not to confuse school toys with a child's personal property, we ask that children not bring play things or valuable items from home. This includes jewelry (such as, but not limited to bracelets or necklaces with charms), which can break and is then considered a safety hazard. If a child uses a toy (lovey) for naptime, we ask that it is clearly labeled and brought to school inside their backpack. It will be sent home inside their backpack as well. If your class has a Show & Tell Day, your child's teacher will notify you of what items they are to bring and on what day. Children may never bring any type of toy that explodes or shoots things such as caps, BB guns or darts. It is the parents' responsibility to enforce this policy with their children prior to arriving at school. Crossroads School is not responsible for lost, stolen or broken personal items.

42. Nap Time

As required by child care regulation, children will have a supervised rest time as appropriate for their age and physical needs if they are in our care for five hours or more. Parents are responsible for providing a nap mat for children ages 1-3, that is labeled with the child's name on it. Nap mats must be foldable and have a wipeable surface, such as a Kindermat. Nap mats may be covered with a crib sheet or king size pillowcase that will be sent home weekly for washing. A crib size blanket may be used however, it cannot be larger than a towel and it must be small enough to fit in a child's backpack. Pillows, stuffed animals or plush nap mats are not allowed, as we do not have the storage space in the classrooms.

43. Safe Sleep for 8 Weeks - 12 Months

Infants will have supervised nap periods that allow the infant to maintain his or her own pattern of sleeping or waking periods. Infants will nap in cribs that comply with all safety standards and guidelines. Only a well-fitting crib sheet is allowed in the crib. NO plush sheets.

Blankets, stuffed animals, pacifier straps, jewelry (such as, but not limited to bracelets or necklaces with charms), toys, pillows, etc., are not allowed in the crib during nap time.

Infants may not nap in a restricted device unless the parent has submitted a Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary. If an infant falls asleep in a restrictive device (swing, stroller, bouncer, etc.) the infant will be moved to a crib as soon as possible to continue napping.

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

Infants may not be swaddled when laid down to sleep or sleep in a swaddle blanket. Infants or cribs will not be covered with blankets or clothing at any time. No weighted sleep sacks are permitted. A sleeveless sleep sack may be used.

Teachers will inform parents of the following on a daily report:

- Times the infant slept
- Times and amount of food consumed
- Times of diaper changes
- Infant's general mood for the day
- Brief summary of the activities the infant participated in while in care

44. 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.

Parents may 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 be accompanied by school office staff and sign in on the Visitor's Log.

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 Crossroads Church office doors during school hours.

Exterior doors must never be propped open.

45. Curriculum

Crossroads School uses FrogStreet Curriculum for our 8 weeks - 3 year old classes and Dig Curriculum for 4 year olds. This curriculum is theme based and focuses on social and emotional development, as well as age appropriate academic development.

Chapel - Students attend Chapel in the morning and will learn a monthly Bible theme and memory verse, as well as a variety of age appropriate worship songs.

At least thirty minutes of playground time is scheduled for two year olds and up. Children will go to the age appropriate outside playground, unless weather does not permit. On extremely hot, windy, cold or rainy days, children will use the indoor playground.

- Crossroads School will provide a child with special care needs with accommodations recommended by:
 - A health-care professional; or

- A qualified professional affiliated with the local district or early childhood intervention program;
- Crossroads School will:
 - Utilize as recommended any adaptive equipment that has been provided to the center for a child's use, within the reasonable limits of the staff and existing facility.
 - Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at the operation, with parental request and approval
 - Ensure that activities integrate children with and without special care needs
 - Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that a child with special needs is cared for in a natural environment.

46. Physical Activity

Crossroads School supports the need for physical activity each day. Our staff will prompt all children to participate in active play every day. Children will have ample opportunities to do moderate to vigorous activities, such as running, climbing, dancing, skipping and jumping, to the extent of their abilities.

Outdoor play is a regular part of our daily routine. All preschool children will participate in a minimum of 30 minutes of moderate to vigorous active play each day. Parents may not request that their child remain indoors, due to illness. If a child is ill or recovering from an illness that would prevent them from playing outside, they should remain at home until fully recovered and outside play is permitted.

Close-toed shoes are highly recommended for outdoor and indoor playground time. To ensure their safety, children may not wear flip-flops or dress up shoes to school.

Crossroads School has three outdoor playgrounds:

- The Fenced Area for 12 - 23 months and active PE time.
- The Small Playground rated for ages 2-4
- The Orange Playground rated for 5 years and up. Crossroads School will not use the third level of the Orange Playground during school hours.

Crossroads also has a large indoor playground that has two designated play areas. The indoor playground will be utilized on excessively hot, windy, cold or rainy days. Outdoor play will not be allowed when the temperature or heat index is over 98 degrees or the temperature or wind chill is below 48 degrees.

All Crossroads Playgrounds are closed to the public before and after school.

47. Screen Time

Crossroads School adheres to Child Care Regulation requirements for screen time activities:

- No more than 20 minutes of daily screen time while in care
- Screen time is directly related to the daily lesson
- Screens are not viewed during snack, lunch, rest or nap time
- Screen time does not include violence, advertising or vulgarity
- Children 2 years and younger will not have screen time while in care

48. Toilet Training

Crossroads School will respect the parent's instructions to assist with toilet training. We ask that you pack extra clothes (top, bottom, underwear, socks) for children who are toilet training. Our classes take regular toilet breaks throughout the day and we make every effort to accommodate the needs of the child.

Changing tables are available in our 8 weeks to 2 year old classrooms for diaper changes. The two year old teachers will work with parents as the child indicates readiness for toilet training.

Potty Training Policy for Children Under 2 (18-23 months)

We understand that children under 2 years old may begin showing interest in potty training at different times. At Crossroads, we are happy to support early potty training efforts when a child is developmentally ready and consistent progress is being made.

Monitoring Readiness

It's important to remember that **the ability to use the toilet and the awareness of when to go do not always develop at the same time**. We strive to support each child's progress in a developmentally appropriate way.

If a child has more than three accidents without communicating the need to use the restroom, or consistently does not go when taken to the potty, the teacher will schedule a conference with the parents to re-evaluate the child's readiness.

Next Steps: Following the discussion, teachers and parents will work together to determine the best course of action, which may include:

- Continuing potty training efforts at school, or
- Taking a brief break from school to allow more focused training at home.

Our goal is to set each child up for success while ensuring a positive, low-pressure learning environment. If you have questions about potty training readiness or would like to begin the process at school, please speak with your child's teacher or the school office **prior** to sending the child to school in underwear.

Three Year olds

All children enrolled in our **three year old program or older must be completely potty trained and independent in the restroom**. We do not have facilities for diaper changes at this age.

Fully potty trained is defined as below for Crossroads School:

1. Be able to communicate to the adult they have to go potty BEFORE they have to go. They must be able to say the words, "I have to go potty", BEFORE they actually go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty unassisted.
5. Be able to wash and dry their hands independently.

A conference will be scheduled should a child 3 years or older be unable to complete these tasks within 2 weeks of starting the program.

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.

49. 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.

50. Weapons/Sex Offenders

Possession of firearms or other weapons are prohibited in the Crossroads Preschool area. Persons who are on the Texas Sex Offender Registry may not be in the preschool area, attend school functions, or participate in school events during school hours. The parent must make arrangements for an alternate person to drop off and pick up the child, should this be the case. Crossroads School is a smoke-free and drug-free facility.

51. 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.

52. Transportation, Animals, Field Trips

Crossroads School will not transport children to any offsite activities or field trips. Animals or pets of any kind are not allowed in the building at Crossroads School.

53. Separation Anxiety

Separation Anxiety can occur at any time during the preschool ages. Our staff is trained to deal with these situations and we do understand it is difficult for parents. Our staff will work with each child to the best of their ability to see that any situations are resolved. We ask for your patience during this process as it can take a few weeks for children to adjust to preschool and sometimes longer. At drop off, it is best to reassure your child that you will return to pick them up at the end of the day. Parents may not enter the classroom to console their child. Prolonged goodbyes can often cause children to feel more insecure and this makes separating more difficult. The classroom teacher will comfort and assist the child through the anxious time. Be assured that Crossroads School Staff will contact you if we feel you need to return and pick up your child. Establishing a consistent, calm and punctual drop off routine will help your child adjust more quickly.

54. Photo Release

The Crossroads School online enrollment packet includes a photo release statement. Those parents who granted permission to Crossroads School to use photographic images containing your and/or your child's photograph/likeness for various purposes such as printed materials, end of the year memory books, video productions, advertising, etc. as well as Crossroads School website.

If a parent chooses to take pictures at a classroom event, they may only take pictures of their child. Please note that during certain parent events, such as classroom parties, Christmas Programs, etc, photographs may be taken. If you wish for your child not to be photographed, you have the option to remove them from the event.

55. Crossroads School Staff & Contact Information

Employees of Crossroads School are required by state law to have full background and criminal history checks. FBI fingerprinting is required before anyone is allowed on staff. Crossroads School staff is certified in CPR and First Aid and must complete 24 hours of required training in early childcare annually.

You may contact the school office during school hours at 432-368-2598.

A complete list of our staff and contact information for our administrative staff is located on our website at www.cschool.cc.

56. Changes to School Policy

Anytime there are changes to the Crossroads School Parent Handbook, another copy will be made available to you on our website or through the school office. 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.

Crossroads School reserves the right to change existing policies or introduce new policies with two weeks written notice to all parents.

57. Parent's Rights

A parent of guardian of a child care facility has the right to:

- (1) Enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) Review the child care facility's publicly accessible records;
- (3) Receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) Obtain a copy of the child care facility's policies and procedures;
- (5) Review, at the request of the parent or guardian, the facility's:
 - (a) Staff training records; and
 - (b) Any in-house staff training curriculum used by the facility;
- (6) Review the child care facility's written records concerning the parent's or guardian's child;
- (7) Inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (a) Video recordings of the alleged incident are available;
 - (b) The parent of guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (c) The parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) Have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) Be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) File a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) Be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

Resources:

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information:

<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

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.

Parent signature page is also included in the electronic enrollment packet on the parent portal.

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 _____

Parent Printed Name _____

Date _____