

A CHILDREN'S VILLAGE



PRESCHOOL

A MINISTRY OF WEST U & CROSSPOINT CHURCH

Parent Handbook 2021-2022

Located at Our West U. Campus
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A Children's Village COVID-19 Policies and Procedures as of September 1, 2021

The virus that causes COVID-19 and its variants is still circulating in our communities. This virus can be spread to others by infected persons, including those who have few or no symptoms. While the employees of A Children's Village are taking steps to observe the CDC and Texas guidelines for childcare facilities, it is understood that participation in ACV is voluntary, and there is a risk that a parent/guardian or a child might be exposed to COVID-19 as a result of participating in ACV; and could thus become ill or even die from such exposure.

Employees of ACV will do their best to keep parents/guardians informed on current protocols with regard to the operations of A Children's Village. Parents/guardians need to keep contact information up to date with ACV to ensure consistent and timely communication.

A Children's Village is regulated by Texas Department of Health and Human Services; ACV operates under minimum standards set forth by that agency. ACV is also guided by the leaders of West University Baptist Church, who provide wisdom and guidance for how to best serve the ACV community. ACV is grateful for the understanding of its families during this challenging season. The heart of the ACV staff and the church is to provide a safe environment for the children.

The procedures and expectations outlined in the following document are based on CDC guidelines, state guidelines (Open Texas), Texas State Licensing guidelines, and Health and Human Services Commission (HHSC) emergency rules. For the safety of all, parents should monitor the health of their child(ren). They should not send their child(ren) to school if they are displaying any symptoms of COVID-19 as defined by the CDC. The same standard is being applied to ACV employees.

I. PREVENTIVE MEASURES

A. Entrance onto ACV Campus

1. All children and ACV employees will be screened at the beginning of each day before entering the ACV facilities:
 - a. Temperatures will be taken upon arrival before entering the building
 - b. The parent/guardian will affirm the following electronically for the child(ren) (ACV employees will affirm prior to entrance into the facility):
 - 1) Have not had exposure to someone who has tested positive for COVID-19.
 - 2) Free of COVID-19 Symptoms, as defined by the CDC, which currently include:
 - Fever or feeling feverish with a temperature of 100.0 F or more
 - Sore throat
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills or repeated shaking with chills
 - Muscle ache
 - Headache
 - Loss of taste or smell
 - Diarrhea
 - Vomiting
2. If a parent/guardian, or other individual has the need to enter the ACV facilities,

it will be cleared with ACV staff and screening will be required before entrance is allowed:

- Temperature taken
- Verification of no COVID-19 symptoms
- No known exposure to COVID-19

B. Exposure to COVID-19

Exposure = Individual who has had close contact (within 6 feet) for a total of 15 minutes or more.

1. Parents must notify the school if their child has been exposed to COVID-19.
2. The child may return to school after successfully completing one of the two following pathways:
 - a. 7 Day Quarantine with Test – child may test on day 5 or later after exposure and if no symptoms develop, may return to school on day 8 with a negative test result.
 - b. 10 Day Quarantine without Test – child may return on day 11 after exposure without testing and if no symptoms develop.
3. ACV will notify parents of a confirmed positive case of COVID-19. In alignment with guidance from the Houston Health Department, ACV will remain open for in-person instruction. Our campus will be deep cleaned and disinfected overnight.

C. Positive Cases and Individuals Showing COVID-19 Symptoms

1. If it is determined that a child or ACV employee displays COVID-19 symptoms while in the ACV facilities, the following protocols will be followed:
 - Parents will be contacted immediately and asked to pick up their child(ren) within an hour; otherwise, they will need to designate another person to pick up their child.
 - The individual with the symptoms will be isolated in a designated area and kept as comfortable as possible.
 - The areas used by the person with the symptoms will be thoroughly cleaned.
 - The school will stay in contact with the family of the individual with symptoms, to try to ascertain the nature of the sickness. The identity of the individual with symptoms will be confidential.
 - If it is determined that the individual has tested positive for COVID-19, the class, the local health authority, and Child Care Regulation will be notified.
2. If an ACV Employee or child(ren) has COVID-19 symptoms and choose not to get tested for COVID-19, the individual is assumed to have COVID-19. They may return after 10 days if not retested after day 5.
3. Parents must notify the school if their child has tested positive for COVID-19, after attending ACV. All test results must be emailed to carolina.ramirez@cityrise.org.
4. If the individual has COVID-19 symptoms or has tested positive for COVID-19, he/she may return to the ACV facilities when all three of the follow criteria are

met:

- At least 3 days (72 hours) have passed since recovery (no fever without use of fever-reducing medications).
- Improvements in symptoms (e.g., cough & shortness of breath)
- At least 7 days have passed without symptoms and presents a negative COVID-19 result.

D. Face Coverings (masks/shields)

1. All adults and children ages 10+ must wear a face covering while in the ACV facility.
2. Children are not required to wear face masks or face coverings under the age of 10 but are welcome to wear one. If a parent chooses to have their child wear a mask, ACV employees will encourage, but will not force them keep it on. The child must be able to manage the face covering independently.

E. Social Distancing Strategies

1. Playgrounds will be used by one class at a time.
2. Gym will be blocked off by partitions to allow up to 3 classes at a time.

F. Cleaning and hygiene practices:

1. Hand hygiene stations are set up at the entrances to the school.
2. Children will be instructed in good handwashing techniques and given frequent opportunities to wash their hands throughout the day.
3. Parents will provide a rollup mat and vinyl nap mat for their child(ren). Limited quantities of vinyl mats are available for purchase at ACV. Roll up mats will be sent home to be laundered every Friday or when needed. At school, mats will be stored in a designated bag with the child's name.
4. Commonly touched surfaces are scheduled for additional regular cleanings each day.
5. Child(ren)'s personal items must remain in the child(ren)'s cubbies during the day.

II. Modified drop-off and pick-up procedures:

Parents/guardians must wear a mask while on church grounds for drop-off and pick-up.

Parents/guardians will not enter the ACV facility for drop-off or pick-up. Each class will have a designated drop-off and pick-up door. ACV employees will walk each child from the entrance door to his/her classroom doors at morning drop-off and bring them to the door at afternoon pick-up.

A. Drop-off/Pick-up Doors

1. Double Wooden Keypad Doors (Inside church/across from big playground)- Chicks, Puppies, Butterflies and Giraffes
2. Double Glass Keypad Doors (Main Entrance near front desk)-Kangaroos, Turtles, Ducks and Pandas
3. Amherst Entrance (Gym Door)-Owls, Frogs, Jaguars and Cubs

B. Identification Code

- Each family registered at ACV will receive two QR codes. One code will certify the child is in healthy condition and free of COVID-19 symptoms and will be

scanned by an ACV staff member at drop-off. The second QR code will be used at pick-up and only by persons listed in the child's Emergency Contact portion of the registration form.

C. Early Checkout

Parents/guardians who need to pick up a child at a time different from the pick-up time must call ahead to arrange pick-up. ACV employees will walk the child to the ACV front entrance on Amherst Street.

III. Class Cancellations/Refunds:

- A. ACV follows its state and local childcare licensing policies and regulations, unless otherwise notified by its local health department.
- B. If a child or ACV employee tests positive for COVID-19 and HAS NOT been present at ACV, the classroom will remain open.
- C. If a member of the child's household is sick with COVID-19, then the child will not be able to attend until the sick household member has completed their 10 day isolation period and the child has then completed their 10 days quarantine period (per CDC guideline); after this period, the child may return to the program assuming no symptoms have developed.
- D. Registration fees are non-refundable.
- E. If a parent/guardian chooses to keep a child home outside of the guidelines published herein, tuition will not be refunded.
- F. If the school or your classroom is closed due to COVID-19, you will still be responsible for full tuition. This is to allow ACV to keep paying the teachers through a closure period, ensuring we retain our full team.
- G. If the school or classroom is not closed, but your child is not able to attend due to COVID-19 or other illnesses, you will be responsible for the full tuition.



A Children's Village is the Preschool Ministry of KidStuff at West U. Baptist/Crosspoint Church. The purpose of A Children's Village is to provide care and valuable experiences for the spiritual, mental, physical, emotional, and social development of each child. This is accomplished through daily learning and developmental experiences consistent with the Christian principles of West U. Baptist/Crosspoint Church.

Licensing

A Children's Village is licensed by the Texas Department of Family and Protective Services (TDFPS), under the name A Children's Village, and exceeds their required minimum standards for safety, sanitation, operation, and personnel qualifications and training. For further details on licensing please visit our bulletin board near the teacher's work desk.

Programs

A Children's Village offers programs for children 12 months old, by September 1st of the current year, until they are ready to enter Kindergarten. Classes are offered Monday through Friday for all classes. There are also options for two days (Tuesday and Thursday) and three days (Monday, Wednesday, Friday). Classes begin at 9:00 a.m. and end at 2:00 p.m.

Curriculum

FunShine Express and Mother Goose Time are two popular programs used in many preschools all over the nation. They are aligned to Texas State Standards and focus on developing your child's emotional and social, physical, cognitive, and language development. Daily faith based lessons are taught in conjunction with each month's thematic units. FunShine Express offers two curricula, differentiated by age groups. From the Chicks class (12 months) to our Panda's class (35 months), they will follow the Buttercups curriculum. The three year old classes (Frogs, Kangaroos,& Cubs) will be instructed in the Fireflies curriculum. The 4's and bridge classrooms follow the Mother Goose Time curriculum.

Weekly Enrichment for All Children

Music is offered every Wednesday for Turtles–Owls classes to hear music, sing, dance, and engage in rhythm activities.

Spanish is offered on Mondays and Tuesdays for Pandas–Owls classes with Miss Teri. The children will have an opportunity to learn numbers, colors, actions, greetings and much more.

Science is offered on Thursdays for Ducks–Owls classes with Miss Jonna. Children will enjoy the hands-on-activities and tasting their creations!

Movement is offered every Friday for Pandas–Owls with Miss Michelle. It focuses on helping children develop their motor skills through singing and dancing.

Stay & Play / Enrichment

Extend your child's day with more learning and fun! An extended day is offered to the Chicks–Giraffes class from 2:00-4:00 p.m. depending on availability. Signing up is a commitment and a one month's notice is required to drop. Please provide an afternoon snack labeled PM. The cost is \$60 per month for one day a week, \$112 for two, \$168 for

three, \$224 for four, and \$280 for five days a week. Drop-in Stay & Play will be offered at \$30 per day when available.

A Children's Village Enrichment Programs

The following enrichment programs will be offered every week at ACV during Stay and Play hours (between 2-4 pm). All children are welcome to sign-up.

Mondays & Thursdays: Soccer Shots



The Children's Soccer Experience

Soccer Shots is an engaging soccer program with an emphasis on character development. The caring team positively impacts children's lives on and off the field through best-in-class coaching, communication and curriculum.

Every Monday and Tuesday ACV children ages 3-5 will be able to participate in this wonderful program during Stay and Play hours.

Please register online at <https://houston.ssreg.org>. Check Fall 2021, Type: A Children's Village under 'Search by Location,' and Check School Programs. An email with a direct link will also be sent out.

Tuesdays: Tiny Tigers Kung-Fu Kids



Tiny Tigers Kung Fu Kids instructs children ages 3 and older. They will learn to build self-esteem, develop focus, control & balance, learn self defense, anti-bulling, and safety. We will also work on social skills and teamwork but most of all FUN!

Please register today at www.tinytigerskungfukids.com



We're excited to have our first Dance Enrichment Class in ACV for ages 2 and up. Styles covered are Tap, Jazz, Ballet & Hip Hop. We'll have 2 recital showcases.

Wednesdays: Jolly Trolley



The Jolly Trolley is a fun obstacle course, gym, and playground on wheels. In their 30 minute program every child will learn the basic foundations of gymnastics, fitness, motor development skills, balance, and coordination. This program is for kids of all ages. Program starts at 2:00. To register or for further information, please visit www.houstonjollytrolley.com/daycare-corner. To enroll, visit the "Daycare Corner" on the Jolly Trolley website.

Administration

The Director, under the leadership of the Senior Pastor and the Children's Pastor, administers A Children's Village. The Director has an open door policy and invites any questions or concerns about policies and procedures to be directed to her.

Teachers

All of our teachers are qualified and have had years of experience working with children. Every teacher is dedicated to teaching Christian values and developing a special rapport with each child and their families. All teachers participate in a minimum of 24 hours of continuing education in early childhood specialization each year. All ACV staff is also trained in First Aid and CPR, and undergoes a thorough background check run by the State of Texas Child Care Regulation Department. We believe a professional staff is essential to achieving the very best environment for your child.

Admission

Admission shall be open to any child without discrimination with regards to race, ethnicity, gender, religion, or political beliefs. Priority registration will be held in January each year for families currently enrolled. All children must be re-enrolled if the parents plan for their child to return to A Children's Village the following school year. Registration will then open to West U. Baptist/Crosspoint Church members with active attendance. Open registration for the public will start as soon as priority registration is complete. Registration for summer camp will be online and will begin after open registration ends.

Re-Enrollment FOR THE 2022-2023 SCHOOL YEAR WILL BEGIN IN January 2022

An email and Intent Form will be sent at the end of December. Then in January the actual registration form for 2022 school year will be sent home to be completed and returned with the nonrefundable registration fee. Open registration for the public begins the first week of February.

The following items must be turned in before a child attends first day of class:

- ◆ Parents with a child requiring any special care need to consult with the Director before registering. ACV will work with each parent to determine if ACV can meet those needs.
- ◆ Completed application with correct family contact information, release information form, and a signed parent agreement form.
- ◆ Non-refundable registration fee (\$150 per child).
- ◆ An updated immunization record AND a statement of health signed by the physician.
- ◆ A signed Handbook agreement page stating that all school policies in the **Parent Handbook** have been read and agreed to.
- ◆ Completed Parent Volunteer Form (see page 19 for list of Volunteer Opportunities).
- ◆ Completed Infant Care Form for children who are unable to eat solid table food. This form must be updated every 30 days until a parent indicates his/her child is eating table food.
- ◆ Completed Contact Information Release Form (according to licensing, parents must provide 2 other contacts authorize to pick up).

Super Summer Stuff

Cool summer fun for kids ages 1.5 years (entering Butterflies Class) to 13 years old, starting from the last 3 weeks of June to the last 3 weeks in July. We offer six weeks of fun-filled sessions packed full of themed weeks, big events, and amazing field trips. Registration is online and begins in February.

Security

We implement a number of measures to ensure the safety of everyone at ACV. These include:



- Doors to the building are locked at all times.
- Enrolled families must enter a code to access the doors.
- Keypads with cameras are installed at the two main entrances to ACV.
- Off-duty police officers are on site when children are on campus.
- All teachers have the ACV Staff T-shirts.
- Persons other than the parent/primary caregiver must submit an ID to be copied and checked with the child's records before picking up any child.
- Emergency preparedness boxes are in each classroom.
- We regularly review and update our emergency plans, scheduled inclement weather, active shooter, and fire drills.

Parking, Arrival, and Departure

Parking: Please follow the parking instructions and one way signs. The police do watch and issue tickets.

Drop-Off & Pick-Up: Sign your child in and out daily at the front desk (clipboards). Please make sure to indicate the time and write your initial below it.

Entrances: Families may enter the building on Milton Street or the entrance by the playground on Amherst Street. If a parent arrives before 9:00 a.m., they may wait with their child before class by the Preschool Welcome Desk. When the teachers are ready for class to begin at 9:00 a.m. the doors to both wings (babies & toddlers) will be opened. The doors closest to the younger classes is an emergency only exit. Security doors are used for the protection of our children. Each parent and caregiver must enter a security code to have access to A Children's Village areas. Please do not allow children to touch the keypad. We have to change the sign-in keypad code when children are found entering the current one. Parents must accompany their children to class. The teachers will be at school from 8:30 - 9:00 a.m. setting up their classrooms and praying for the day. If you see child(ren) in the classroom before 9:00 a.m., they are children of the teachers or the church staff.

Please take your child to wash his/her hands before entering the classroom. Washing with soap and water for 30 seconds reduces germs and nut product residue. One suggestion is to sing "Happy Birthday" or "Jesus Loves Me" twice, washing with soap the entire time and rinsing after the song ends. Using a hand sanitizer is not a substitute for correct hand washing. We want to keep all of our children healthy and we appreciate your help!

Classroom drop-off: We want to work as a team to make drop-off a pleasant experience for everyone. An adjustment period is expected for most children, and our teachers are trained to help ease any anxiety in your child. Parents are encouraged to plan with the teacher if they anticipate their child will have a difficult transition to school. Please wait outside the door for the teacher to receive your child and please refrain from entering the room. Please limit your good-bye to a moment or two. For your peace of mind, you are welcome to stay nearby or give us a call and we check on your child at any time during the day. If you would like to speak with the teacher for more than a moment or two, leave her a note and she can call you during her planning time. Please be assured that we will comfort all children and make it a priority for them to have a positive day at school.



CHILDREN MUST BE SIGNED IN & OUT DAILY

This is a state requirement. The signature must belong to the adult taking responsibility for the child

Pick-Up:

During pick-up, parents are to wait outside the classroom until the teacher brings the child to the door. Please make sure the teacher knows when the child is leaving, and to sign the child out. Refrain from long conversations with the teacher, as her attention must be on the remaining children in the classroom. Please keep your children with you at all times. Children are not permitted to be in the halls unattended.

Other than the parents, no child(ren) will be released to anyone without written authorization. It is required that at least two people be authorized to pick up a child in case of an emergency (in addition to the parents). Any person authorized to pick up a child must be prepared to show photo identification before the child is released to them. An unfamiliar authorized person should stop at the ACV desk and have their picture ID checked/copied before picking up the child. If a person needs to be added or removed from the emergency contact list, please ask the front desk personnel to make changes directly on your registration form. Both parents will be allowed to pick up a child unless a court order document is in our file, indicating otherwise.

Late Pick-up Fee: Please pick up your child at 2:00 p.m. to avoid any late fees. The fee is \$1.00 for every minute after 2:00 p.m. If you have more than one child, you will need to pick them all up by 2:00 p.m. This keeps your child(ren) from becoming concerned when you are late. It also allows the teachers to pick up their own children, clean the room, and prepare for the next activity scheduled for that classroom. To ensure accuracy, we will use the time on the cell phone and attempt to keep the clocks set correctly. Please call the front desk if you anticipate being a few minutes late.

Parent/School Communication

Review the Parent Handbook throughout the year.

We update our handbook yearly and it's very important for all parents to read all notices. Any time there is a concern about an event, a policy, or a person, please discuss this with the Director.

Tuition fee reminder will be emailed each month. Record the amount due each month for your records. Notices will be sent by e-mail to the address on your child's registration form. Notes relating to school-wide activities are sent home and will also be posted on the school doors and sent via e-mail. Teachers of the younger classes (Chicks/Butterflies/Turtles/Ducks/Pandas) will place a "Daily Report" in each child's bag. There are no daily reports given in the Pre-K classes (Frogs/Kangaroos/Cubs/Jaguars/Giraffes/Owls).



If you would like your child's teacher to contact you, please leave a note for her or call the front desk to make a request. Teachers will call during their break or lunch time. School wide emails will be sent periodically. All class emails are approved by the Director and sent through the ACV office.

Parents will be notified in writing of any changes to operational policies or enrollment procedures. An adult in each family will need to sign any updated policies for the child's file.

Any time a class has a cooking/tasting activity or birthday snack it will be posted by the classroom door. Please take note and notify the teacher if your child has any aversion/allergy to any of the ingredients/food items.

Discipline

Taking preventative measures, defining limits, using redirection and positive reinforcement, and teaching problem-solving skills are all techniques used by our teaching staff. Occasionally, brief periods of "thinking time" may be used to help the individual child refocus. Behaviors that present a danger to other children or the teachers is of great concern. Measures such as warnings, redirection, and "thinking time" will be taken. The staff will also work together with the child and the family to implement a behavior modification plan. We reserve the right to dismiss a child who :

- consistently disrupts the learning process
- is destructive
- uses abusive language
- causes physical harm to other students and/or teachers
- needs individual assistance or care which can not be provided by ACV

Biting/Hitting Policy

Our program recognizes that biting/hitting is, unfortunately, not unexpected when toddlers are in a group setting. Biting/hitting can be a scary incident and every effort is made by teachers to watch children carefully so that biting does not occur. However, when young children do not have the verbal skills necessary to communicate their feelings, they often respond by biting/hitting the nearest person, whether that person is the cause of their frustration or not. Fortunately, this should be a short, passing phase and only warrants concern if it continues.

When a biting/hitting incident occurs in a room of children younger than 4 years of age, the following steps are taken:

1. The biter/hitter is told firmly, "No biting/hitting, that hurts" and is separated from the other child for some age appropriate "thinking time." The victim is consoled and any medical attention needed is given. Any biting/hitting incident will be reported in writing and verbally to the parents of both children.
2. * If a second bite hit occurs, there will be a parent meeting with teachers and a plan of action will be established for home and school.
3. If the behavior continues, the parents will be asked for the child to take a "short break" from school (usually 2-3 weeks) to see if time away can solve the problem.
4. If biting/hitting continues after the break, the family will be asked to leave our school until the biting/hitting issue is resolved.
* If a child bites/hits twice in a 4-hour period, the child will be required to be picked up from school for the remainder of the day. This will not be considered a suspension.

Any biting/hitting incidents by children 4 years of age or older, will be immediately referred to the school director and will result in a parent conference. If the behavior occurs again, the child will be asked to leave our school.

Illness:



If a child becomes ill while at school, he/she will be brought to the office, and parents will be contacted immediately. There are no medical personnel on campus. If a child has a sudden illness or accident, and attempts to contact parents are unsuccessful, persons listed under emergency contact, on the registration form, will be called. In extreme emergencies, the child will be transported by ambulance to the hospital. Please keep these emergency contact names and numbers current/updated.

At ACV, we use a tympanic (ear) thermometer or infrared forehead thermometer to take the children's temperature. Per licensing, we will notify parents to pick up their child if they have a temperature above 100 degrees and accompanied by behavior changes or other signs of symptoms of illness.

A child is considered ill and should **NOT** be brought to school if one or more of the following exists:

1. The illness prevents the child from participating comfortably in school activities.
2. The illness results in a greater need for care than the staff is able to provide without compromising the health, safety, and supervision of the other children.
3. Symptoms and signs of possible severe illness, such as lethargy, difficulty breathing, uncontrolled diarrhea, vomiting, rash with fever, chills, mouth sores with drooling, wheezing, behavior change or other signs or symptoms of illness.
4. **A child who has vomited, had diarrhea, fever or rash within the last 24 hours must remain at home.** He/she should remain under your watchful eye until he/she has been symptom-free for at least 24 hours post beginning signs without the use of suppressive medications. An oral temperature of 100°F degrees or greater, rectal temperature of 101.4°F degrees or greater, or underarm temperature of 99.4°F degrees or greater, within the last 24 hours, requires the child to remain under the care of parents/guardian.
5. If a child contracts a **contagious disease**, such as chicken pox, strep throat, flu, coronavirus etc., or has lice, it is imperative that you alert the school. Parents with children in the same class will be notified with a note posted by the classroom door and via email.
6. If some of these symptoms of a contagious disease persist because of allergies or a non-contagious condition, please provide us with a doctor's note. This will put the staff and parents at ease.

If you have any questions or concerns about whether or not your child should attend class, please speak with the front desk before taking your child to his or her classroom. Thank you!

If your child will be unable to attend class, please call and let the front desk know (713-667-5180). If your child has had a bite, scrape, bruise, rash, etc., please advise your child's teacher before class. Thank you for helping us keep all children healthy!

Injury

If a child is injured at school, first aid will be administered and parents will be notified. The Paramedics will be called for cases when warranted. Details of each incident will be recorded. A copy of Incident/Illness Report form will be sent home and a copy signed by the parent will be kept in the child's files.



Medications: IT IS OUR POLICY THAT NO MEDICATIONS WILL BE ADMINISTERED BY OUR STAFF AT SCHOOL.

Do not send medications of any kind, prescription or non-prescription, to school with your child. Please also make sure it is not left in a bag that might be accessible to children. Parents may come and administer medication when it is needed.

Teachers will apply diaper rash cream if the proper form is signed and on file. Please make sure your child's name is on the container and the instructions are easy to read. The teachers will follow the instructions on the cream.

Allergies

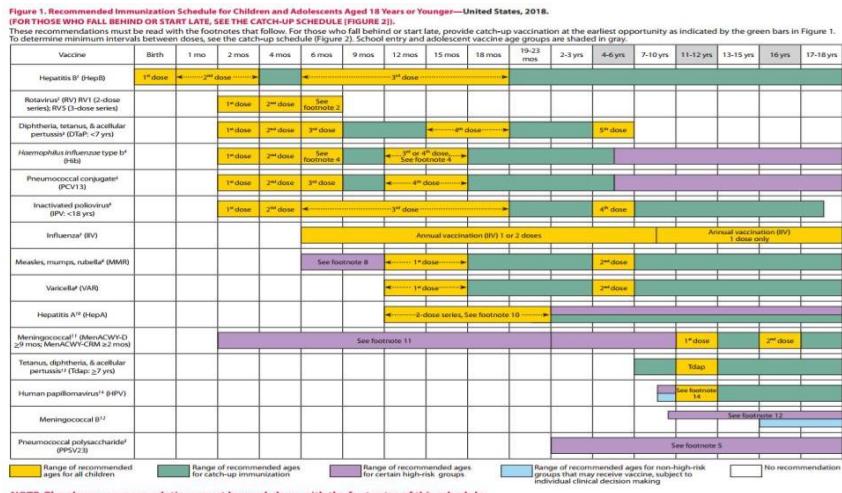
Children with allergies or with other notable medical conditions must have a doctor's diagnosis and a medical form on file before they attend class. A child with a medical condition requiring isolation from the other children while eating must give the Director a physician's directive to that effect. We are a **nut-free** school and any food containing nuts will not be given if it is brought to school. This is to ensure the safety of all children and staff.

Vision and Hearing Screening

The Special Senses and Communication Disorders Act of Texas requires that all 4 year-old children in a licensed program must be screened for possible vision and hearing problems. All children must have their vision and hearing tested by their doctors at their 4 year-old checkup. We ask that a copy of this screening be provided to the school to be placed in their files.

Immunizations

Children may not begin school until the immunization and physician's statement requirements are met. Immunization records must be up to date for each child. Please give us an updated record as soon as your child receives any additional immunization. This means, parents with very young children should be giving us an updated record every few months. **We do not accept any form of Immunization Exemptions, no exceptions allowed.**



ACV does not have a policy regarding employee vaccination for preventable diseases.

Field Trips

Field trips are an important part of your child's education. Sometimes field trips come to us, sometimes we walk to field trips, and sometimes our older children will have the opportunity to be transported in church vans for field trips. Advance notice will always be given with permission forms that must be turned in. Children riding in church vans will have car seats that meet the Texas Child Car Seat Laws and only staff who have completed the mandatory driver training will be allowed to drive children. You are always welcome to transport your own child.

Animals

Any animals living in our facility or visiting the school during a specific unit of study must be approved by the Director and, if applicable, have veterinarian papers on file in the office. Approved animals must be caged. No fowls or reptiles may be in the facility. No personal pets may be brought into the building without the permission of the Director and the appropriate vaccination papers on file.

Water Activities

Children will periodically have opportunities to play with a water table. It is a container with 4-5 inches of water where children will sink, float, or wash items. Older children in PK 3-4 will have a splash day in May and during the summer program, where small wading pools will be used. There is a Water Play Consent form for parents to give permission for their child to participate in these activities.

Potty Training

Teachers will work with the parents and children to help each child to be successful at potty training. Children in PreK-3 classrooms are expected to be potty trained by the second semester. It is necessary for each child to be able to independently use the restroom before they begin the PK 4 class.

Safe Sleep for Infants

All staff, substitute staff, and volunteers at A Children's Village will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation .
- Ensure that sleeping areas are well ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing as an alternative to blankets.

- Place only one infant in a crib to sleep.
- Infants may use a pacifier during nap time; however, the pacifier must not be attached to a stuffed animal or to the infant's clothing by a string, cord, or other attaching mechanism, as it might be a suffocation or strangulation risk. ☐
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. ☐
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes ecigarettes and any type of vaporizers). ☐ Actively observe sleeping infants by sight and sound. ☐
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position. ☐
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally. ☐
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

Food

ACV is not responsible for your child's nutrition. Please bring a healthy and nutritious lunch and snack daily.

A nursing room is available if a mother chooses to nurse a child registered in ACV.

Our school facility is Nut-Free. Please do not send peanut or tree nut products to school. Sun Butter and Soy Butter are good-tasting alternates. Many children do not notice the difference from peanut butter. Please label foods that are nut/peanut look alike to assure the teacher it is nut-free.

Snack: Parents will provide all food needed by their child or baby, including a nutritious and nut-free snack. This includes water for formula if tap water is not acceptable.



Snack Ideas:

- Sliced fruit / fruit cup
- Yogurt / apple sauce
- Cheese and crackers
- Granola bar (nut-free)
- Raisins or snack mix (nut-free)
- Veggies and ranch dressing
- Hummus and pita chips
- Beef jerky
- Dry cereal
- Muffin or Bagel

Lunch

Lunches, including water, are to be brought from home with all children. It is extremely important that the lunch sent is wholesome and nutritious. We ask that the lunches not be high in sugar, salt, fat, or preservatives. Send only 100% fruit juice, milk, or water for the drink. Please do not send carbonated or sugar drinks. Food should be ready to be served (i.e. oranges peeled, grapes cut, food cut into bite-sized pieces, food warmed, etc). Please send lunch kits with cool or hot containers, whichever is applicable. Refrigeration is available only in the infant classes. Health department regulations have many limits relating to food preparation. Children will be encouraged to eat, but will not be forced, nor will food ever be withheld from a child during snack or lunch, without a physician's instruction. Uneaten food will be sent home unless it cannot be transported in a sanitary fashion. Should a concern develop regarding an ongoing eating problem, it will be addressed with parents. Please send eating utensils, napkins, and straws when needed.

Please send food that will meet your child's daily needs.

Birthday Celebration Guidelines

Birthdays are a fun time and you have the option to help your child celebrate at school! Birthdays will be celebrated in Butterflies, Turtles, Ducks, Pandas, Kangaroos, Frogs, Cubs, Jaguars, Giraffes, and Owls by providing fun, easy to serve snacks and paper goods. Please turn in the birthday snack form (located at the front desk) to the teacher at least 3 days before the celebration so they can post it to inform other parents of the snack. The birthday snacks **MUST** be prepackaged by a facility with a Food Preparation License from the City or County to avoid anything with tree nuts or peanuts or snacks cooked in nut oil. This assures us that the food has been handled in a sanitary environment, acceptable to the State Health Department. Please only bring store bought snacks or foods for the class to share. Please do not send party favors or balloons.

A Children's Village requests that birthday party invitations only be distributed at school if every child in the class is included. Inviting all children is a great way to foster better relationships with your child's friends and their parents!

Bring birthday napkins and feel free to decorate the outside of individually packaged snacks with stickers and/or ribbon to involve your child. Please make sure all treats are sealed from the bakery/store to meet health guidelines.

Birthday treat ideas:

- ◆ Cupcakes/Cookies
- ◆ Donut holes
- ◆ Muffins
- ◆ Ready Pac fruit with spoons or a fruit tray
- ◆ Individual applesauce or gelatins (with spoons)
- ◆ Individually packaged snacks
- ◆ String cheese with fun shaped crackers



Personal Belongings

1. Every child needs at least one complete change of clothing (top and bottom), including underwear and socks. Younger children and children who are not completely potty trained need more than one change of clothing.
2. Children should be dressed in washable, comfortable play clothes appropriate for

active play, both indoors and outdoors. Every child who is walking must come dressed in rubber soled, closed-toe-and-heel shoes and socks. The rubber soles help protect the gym floor. Closed-toe-and-heel shoes protect their feet and stay on better when they run. **No sandals or Crocs.**

3. There is little storage space in the classrooms. Bags and backpacks may not be stored in the hallway. If you need a bag or backpack to transport your child's things please take them with you as you leave. Teachers will give detailed instructions at Parent Orientation.
4. Infants will need a diaper bag. Diapers, labeled (with first name and last initials) bottles and baby food are needed if applicable. No glass bottles.
5. Children who are walking need a cover for the vinyl mat provided during nap time. It may be a crib sheet or king-sized pillowcase, light cover, or a "nap mat" the size of the sleeping mat. A sleeping bag is not appropriate because it is too large for our limited storage space. Children younger than 18 months will begin using a sleeping mat during the second half of the year. Your child's teacher will advise you when that time approaches. A vinyl bag is provided for storage of each child's sleeping gear. The bedding should all be taken home to be laundered every Friday or when necessary (soiled).
6. Children may also bring a soft, sleeping toy ("lovey") to cuddle with during rest time. These will remain in the cubbie and used only during nap time.
7. Girls wearing dresses or skirts must wear shorts (fitted, such as bike shorts) underneath.

PLEASE MAKE SURE ALL ITEMS ARE LABELED WITH THE CHILD'S NAME

What not to bring:

1. Children should not bring personal items unless they are cuddle toys for rest time or items that have been requested by the teacher for sharing. Items can become a great source of unhappiness when they are lost, broken, or misplaced.
2. Toy guns, weapons, or other war toys are inappropriate for school.
3. Candy, gum, or carbonated beverages should not be brought to school.
4. No glass bottles or containers of any kind should be brought to school.



Emergency Preparedness

ACV's emergency was developed by a parent volunteer committee. A copy of this plan is on file in the Director's office for review. The offsite shelter secured in case of emergency is 6104 Auden, the City of West University Place Community Building/Senior Center. When parents must be contacted due to an emergency, we will use the email and phone number on record. Please keep your contact information current.

Inclement Weather

National and weather emergency procedures are in keeping with those of Houston Independent School District. **We follow HISD inclement weather closures.** Listen to the news for a decision by HISD when in doubt. Their severe weather phone number is 713-267-1704 and their decision will be on a recorded message. If HISD closes during the day, please

pick up your children as soon as possible. We will contact you by email and phones. We will keep all enrolled children safe and sound until parents arrive. If our building becomes unsafe for the children, we will go to the Senior Services of West University Place Building at 6104 Auden. There is also an entrance on Amherst Street.

School Pictures

Individual pictures are taken in the fall each year. The dates will be sent out as soon as they are determined. Children who do not normally attend class on one of those days are invited to come during the time their child's class is scheduled. Pictures are displayed and purchased after parental approval. Class pictures will be taken in the spring.

ACV Celebrations

A Children's Village has an annual school celebration each year. The fellowship time for all ACV children and their families takes place in December. All children from the Puppies, Chicks, Butterflies, Turtles, Ducks, Pandas, Frogs, Cubs, Kangaroos, Jaguars, Giraffes, and Owls present a program for their parents, followed by a time of fellowship. Reservations are required one week before the event. There is no child care during the program. Classes will meet that day until 11:00 a.m. At that time, parents with children not participating in the celebration must pick up their children. The celebration will end before 1:00 p.m. Stay & Play will **NOT** be offered the day of the celebration.

Christmas, Valentine's Day, and Easter

Each teacher will decide what will be done to celebrate these special times. Parents may be asked to donate snacks or supplies when a special event is planned in their child's class. The amount of parental involvement in the classroom during holiday celebrations will vary from class to class. As a normal rule, the older the children, the more parental involvement will be requested.

Class Yearbooks

Throughout the year teachers will take pictures of their students interacting, learning, and playing. These photos will be compiled into a photobook for each child to take home at the end of the year. This is a way for you and your child to keep long-lasting memories from ACV!

Playground Rules

Have a wonderful time on our playground! But remember to follow these **important safety** rules:

***Not for parents during operational hours!**

*Playground use is restricted to A Children's Village and Super Summer Stuff students during their operational hours. Those supervising the children during the program hours have been trained as to the rules of safety for each age group. Please familiarize yourself with the playground guidelines in this handbook so you can reinforce them with your child. The courtyard playground was built for the strength and safety of a specific age child. The piece of equipment closest to the windows is built for older preschoolers. The larger piece of equipment is built for children in elementary school.

1. ONE person at a time on the slide.
2. Slide DOWN on your bottom, FEET FIRST (no head first sliding).



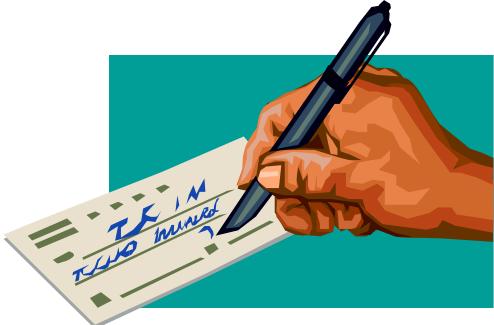
3. Don't climb UP the slide; climb UP the ladder and slide DOWN.
4. Keep all toys off the playground equipment.
5. **CLOSED-TOE-AND-HEEL** shoes must be worn (no sandals/no bare feet).
6. Look at the plants and shrubs but please DON'T touch, climb, pull off leaves or run or walk in flowerbeds.
7. Food is not allowed on the playground equipment.
8. Please HELP keep the area clean; pick up trash when you see it.
9. ONE CHILD AT A TIME may use a climbing piece of equipment and one child at a time may go down a piece of equipment. In other words, kids should not "bunch up" going up or down any equipment.
10. Don't climb OR stand on tops of equipment or rails.
11. MAKE SURE METAL GATE IS CLOSED AT ALL TIMES.
12. **AN ADULT MUST BE WATCHING THE CHILDREN AT ALL TIMES.** All 12 RULES are FOR ALL THE ADULTS TO BE FAMILIAR WITH AND TO ENFORCE. This adult must have authority to make decisions in case of an emergency.

Withdrawal

If it is necessary to withdraw your child from one or more days of the new school year, it is requested that you notify us as soon as that decision is made and no later than July 1 (subject to change). That is the date when the September tuition payment is due. Registration and September's tuition are non-refundable.

When it is necessary to withdraw your child from A Children's Village during the school year (September to May), one month's written (email) notice is required. Calculations will be made as to whether a refund or more payment is appropriate, based on yearly payment already paid. This also applies when a day of class is dropped.

Withdrawal is firm. Registration fee (\$150) is required every year for re-enrollment.



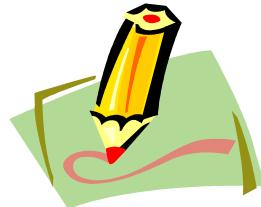
Tuition Payment: Tuition for September is due by **July 1st** (subject to change) to ensure a place in the class and is non-refundable. October tuition is due **September 1st**. Payments are made one month ahead until May. Tuition is due the first day of the month. Tuition is based on the number of classes scheduled during the 9-month school year. The charge per month does not fluctuate, but is divided into nine equal payments based on the number of classes per year. Because our program and licensing regulations require us to engage staff based on the

number of children enrolled, we cannot give tuition refunds for days your child is absent or have them come on another day to make up for a missed day.

Drop-ins: We understand there will be urgent situations where you are in a bind and need to drop off your child on a day they don't usually attend. If space is available in your child's class, an emergency drop-in will be possible with the **Director's approval**. The fee is **\$60 for a full day (5 hours)**.

Registration fees – non-refundable		
2 Days(T/TH)	3 Days(M/W/F)	5 Days(M-F)
\$150	\$150	\$150
Tuition		
All Classes are 9:00 a.m. to 2:00 p.m.		
Chicks and Butterflies		
(Children 12 – 23 months by Sept. 1, 2021) offered 2, 3, & 5 days		
2 Days(T/TH)	3 Days(M/W/F)	5 Days(M-F)
\$344/mo	\$498/mo	\$780/mo
Turtles, Ducks and Pandas		
Monday-Friday		
2 Days(T/TH)	3 Days(M/W/F)	5 Days(M-F)
\$318/mo	\$450/mo	\$725/mo
Frogs, Kangaroos, Cubs, Jaguars, Giraffes, and Owls		
Monday - Friday		
2 Days(T/TH)	3 Days(M/W/F)	5 Days(M-F)
\$318/mo	\$450/mo	\$725/mo
Supply Fee		
The Fall Supply Fee is due on October 1, 2021 and Spring Supply Fee is due on February 1, 2022.		
2 Days	3 Days	5 Days
\$100	\$130	\$175

**Please make checks payable to:
WUBC**



Payment: If tuition is mailed, **the envelope must be clearly marked "West U Baptist Church Attention: A Children's Village".** Make checks payable to WUBC. You may pay tuition online via credit card or set-up automatic payments. A form is available at the front desk. A 5-day grace period is allowed for payment. However, a late payment fee of \$25 will be assessed for any monthly tuition not received by the 5th of each month. A charge of \$25 will be assessed for any returned checks. After receiving two returned checks, only cash, money orders, or cashier's checks will be accepted. If circumstances make it impossible to pay tuition on time, please advise the Director **before** the due date.

Change fee: There is an administrative processing fee of **\$35** for any class change or changing number of days after registration is complete.

Discounts: **Active members** (for previous 6 months) of West U. Baptist/Crosspoint Church will receive a 5% discount on tuition. Any family registering two or more children will receive a 5% discount on tuition. The discounts are additive. There are no discounts for registration, supply fees or Stay & Play.

School Recommendations

Teachers will fill out one school recommendation for each child per year. There will be \$15.00 charge for each additional recommendation form the staff is asked to send. Parents should allow one week notice before expecting a recommendation to be completed. Please request with our Operations Administrator, Carolina Ramirez

Preventing and Responding to Abuse and Neglect

In accordance with the Texas Department of Family and Protective Services (TDFPS) minimum standards, ACV provides annual training to all staff on preventing, recognizing and reporting child abuse and neglect. Training includes warning signs that a child may be a victim of abuse or neglect and prevention techniques for child abuse and neglect. As a licensed daycare center, we are required to report all suspected cases of child abuse and/or neglect immediately to the TDFPS Child Abuse Hotline or a law enforcement agency. Failure to report suspected child abuse or neglect is a crime.

Please refer to the reporting contact information below:

Report Abuse

- By phone 1-800-252-5400
- Online – Texas Abuse Hotline
<https://www.txabusehotline.org/Login/Default.aspx>
 - Call Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours. We cannot accept email reports of suspected abuse or neglect.

Helpful Resources

Texas Abuse/Neglect Hotline

1-800-252-5400 or www.txabusehotline.orgExternal Link

DFPS Website

<http://www.dfps.state.tx.us>

Local Licensing Office

713-940-3009

Commitment

The success of our program and the optimal development of each child are dependent upon a shared commitment between parents and staff. We make every effort to individualize each child's learning experience at ACV. When needed, we work with you and any specialist with whom your child is working to create a productive plan for your child. We welcome your involvement in your child's early learning experience as this will have positive impact. Thank you for letting us teach, love on, and shepherd your child!

Follow us on



@acvloveskids

and

Like our page



A Children's Village

ACV Calendar of



(We follow HISD Calendar for Holidays and Inclement Weather Closures)

Parent Orientation 6:30 p.m.	September 2
Open House 9-2:00 (come & go)	September 3
First Day of School	September 7
Fall Holiday	September 16 (no school)
First Chapel Time (Pandas-Owls)	October 6
ACV Fall Family Picnic	October 16
Individual Pictures	October 25 & 26
Chapel Time	November 3
Thanksgiving Holidays	November 22-26
Chapel Time	December 1
ACV Celebration	December 3
Parent Teacher Conference	December 17 (no school)
Christmas Holidays	December 20th -31
First day back	January 3
Chapel Time	January 5
Martin Luther King Day	January 17 (no school)
Chapel Time	February 2
ACV Registration	February 4
Chapel Time	March 2
Spring Break	March 14-18 (no school)
Spring Carnival	March 26 (11:00-1p.m.)
Chavez/Huerta Day	March 28 (holiday)
Chapel Time	April 6
Class Pictures	April 6 & 7
Good Friday	April 15 th (no school)
Teacher Appreciation Dinner	May 2
Chapel Time	May 4
Parent Teacher Conference	May 20 (no school)
Last Day of School	May 27

A Children's Village operates a total of 160 school days every calendar year (September-May). We are allotting 5 extra days (total 165 days) for inclement weather and other unforeseen closures.

Volunteer Opportunities

Fundraising Committee

This committee has at least 10 parents who will work with a chairperson to implement fundraising projects. We hope the main project will be a school-wide fundraiser (carnival/gala) to raise money for adding equipment to expand our playgrounds as well as provide staff development opportunities. Committee members will plan the events throughout the year.

ACV Celebration Planning Committee

This committee is made up of 8 to 10 people who will work with the chairpersons to plan and decorate for the event. They will also draft and send out an invitation to all school families. The event is scheduled for the first Friday in December.

Teacher Appreciation Dinner

This committee is made up of 10 parents who will work with the chairpersons to draft and send invitations to the ACV staff, decorate the day of the dinner, and hostess the event. They will also help coordinate food provided by other parents for the event. This event is scheduled early in May.

Classroom Parent

Each classroom will have a classroom parent and a co-parent who will be in charge of communicating class news to the other parents. These parents will also help coordinate school parties, support school events, and encourage others to volunteer when needed.

Chapel Time

On the first Wednesday of each month children from Frogs to Owls join in a time of prayer, praise songs, celebrating birthdays, and participate in a Bible devotional. Our first Chapel Time will be the first Wednesday in October.

ACV Book Club

Each semester we will choose a new relevant title to encourage us as parents of preschoolers. Our hope is to create a place for parents to grow and learn about building Christ-centered friendships through grace and love.

Contact our Parent Liaison for more information:

Leah Holleman (713-667-5180)

"I have no greater joy than to hear that my children are walking in the truth." 3 John 1:4