



**PRESCHOOL/ SUMMER CAMP
PARENT/STUDENT HANDBOOK**

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WELCOME

Welcome to the Preschool Program of Summit Christian Academy. We welcome your family to our school and look forward to a strong partnership with you. This handbook will be your guide to our preschool Program, its policies, and its philosophy of education. It contains suggestions for making your family's experience a warm, successful, and spiritually rewarding one. We are grateful that you have chosen to send your child to our school. Our Preschool Program may differ from other preschools. Therefore, we ask that you read this book completely. We hope it will be the beginning of a rich and rewarding relationship with your family and Summit Christian Academy.

EXPECTED STUDENT OUTCOMES

Our desire is that your child will complete their time at Summit as a person who:

1. Knows, understands, and applies God's Word
2. Understands the worth of every human being as created in God's image
3. Views the world as God's creation
4. Practices stewardship of God's creation
5. Is prepared in academic disciplines
6. Realizes and achieve academic potential
7. Commits to life-long learning
8. Develops skills to question, solve problems, and make wise decisions
9. Develops and understands the importance of Godly character
10. Develops effective communication skills
11. Gains knowledge and understanding of the cultures of other people and places

CURRICULUM

Our preschool curriculum uses Monthly Theme Units. Your child will gain knowledge about everything from Farm Animals to the Solar System. On a daily basis, your child will also be taught.

1. Bible – memory verses, Bible stories
2. Phonics – alphabet, letter recognition, sounds
3. Number Concepts
4. Language arts and stories
5. Handwriting
6. Science
7. Art
8. Music
9. Health & Safety
10. Manners & Respect

DRESS CODE

Because we want your child's day at school to be a comfortable and rewarding one, we encourage parents to be aware of the weather and dress their child accordingly. Please dress your child in clothing that is

comfortable and easy for your child to manage during bathroom time. This builds confidence in your child. Please avoid **belts**, **overalls**, or **anything** that may hinder your child from being self-sufficient.

Children need to dress for a wide range of activities. Therefore, we ask that:

- 1) Tights, leggings, or shorts are worn under skirts. Please avoid fancy dresses because these inhibit play and full movement. SCA will not be responsible for any damaged clothing.
- 2) Clothing is well-fitted. Clothes that are too loose or too tight make play difficult as well.

Other policies:

- 1) Please avoid shirts or tops that are sleeveless. Girls' shirts must have at least a cap sleeve.
- 2) Hats may be worn outside only.
- 3) Hair should be styled neatly. Bangs must be kept out of the eyes by being trimmed above the brow or pinned back.
- 4) Jewelry (including earrings other than studs), make-up, glitter, and temporary tattoos are discouraged. These may be cause for distraction to our students.
- 5) Shoes should have non-slip soles and should be flexible enough for outside play. They must be close-toed and be appropriate for running and climbing. Shoes that are inappropriate are open-toed sandals, flip-flops without a strap, crocs, cowboy boots, girls' dress shoes and shoes that have wheels. Preschoolers are also encouraged to wear socks with their footwear.

Situations may arise with a child's appearance that is not covered in the handbook. The Administration will handle this at their discretion.

WHAT YOUR CHILD WILL NEED

Please be sure that everything, including individual items of clothing, naptime items are labeled with your child's name. Your child will need:

- 1) **A complete change of clothing:** Sometimes a need arises for your child to have a change of clothes. We ask that you place these, including socks and underwear, in a clear plastic Ziploc bag, labeled with your child's name, to stay at the school. You

may be contacted if a change of clothes is necessary and there is not any in your child's cubby. You may want to exchange these as the weather changes.

- 2) **Nap supplies:** Aside from the kinder nap mat included in your child's supply list, your child will need a small blanket. You may also send a small pillow, covered with a pillowcase. These items will be sent home at the end of each week to be cleaned. A small, soft sleep toy may also be brought.
- 3) **Cups:** For the 18-month-old & Pre-K 2 classes, please supply a Sippy cup that will be sent home daily. For 3- and 4-year-old classes, please supply a sports bottle. We ask that you do not send milk in your child's cup. Please make sure that your child's cup is labeled.
- 4) **Sunscreen/bug repellent:** If your child needs either of these, we ask that you please apply it to your child before he/she arrives to school.
- 5) **A jacket:** On cold weather days, we ask that you make sure your child has a warm jacket. Please put your child's name in their jacket. We also suggest that on these days you layer your child's clothing so that the layers can be removed in case the weather gets progressively warmer.

WHAT NOT TO BRING

Young children are easily distracted. In order to keep these distractions to a minimum, we do not allow children to bring toys, books, or other playthings from home. Children love to exchange items with each other. To avoid confusion in the classroom and between children, exchanging items is best done in the home, with parent approval.

Please be sure that your children do not bring candy, gum, cough drops, lip balm, or treasures of any kind from home. There may be certain days that the teacher requests your child to bring an item from home to share.

PARENT RESPONSIBILITY

Attendance

In order for your child to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility; we **strongly suggest** that your child be at school no later than 8:00 am, when class begins. We do not accept children after 9:30am, unless cleared by the Director.

Parents will make sure they have a plan for pick up by 5:30 PM each evening. In the event that a parent is running late, they are responsible for notifying SCA and giving an approximate time for pick up. Please keep in mind that late pickup fees are \$5 per minute per child. Any families who have excessive late pick-ups may face termination of care.

Diapers and Pull-ups

Parents will supply their children's diapers or pull-ups if their child is still in the toilet learning process. Please be aware, if notice has been given to parents that their child is low or out of diapers and parents do not provide their child with diapers, there will be a \$2 per diaper fee for each diaper that SCA provided.

Christian Character

Parents will maintain a courteous, and Christ-like, attitude towards all SCA staff and children. This includes, but is not limited to, parent/teacher conferences, any emails or handwritten notes, daily conversations, refraining from foul or demeaning language, and maintaining respect for all individuals.

Parents or guardians who are unable or unwilling to abide by the parent's responsibilities may face end of care for their children, dependent on the severity of the offense and at the Director's discretion.

ARRIVALS

For the convenience of our parents, children may arrive as early as 7:00 am. **Parents may not drop off child after 9:30am**, unless cleared by the director, or office administration. Parents will need to walk their child into the lunchroom, classroom, or to the playground where a teacher will receive them. **Please remember to mark the arrival time and place your signature on the Sign-In sheet, located at the table by the outer doors.**

Separation Anxiety

As the children begin the school year, and possibly the new experience of school, some may experience difficulty with separating from parents at arrival time. We will be aware of **receiving** each child to ease the transition. It is easier for the children to have fewer (though well-meaning) adults in their space, so morning arrival time is not a good time to speak at length with the teacher. The teachers are always willing to schedule a parent conference/phone call. If you have any concerns about your child adjusting to our school feel free to stop by anytime of the day to observe them.

Here are some suggestions:

- 1.) Demonstrate trust in the teacher and in the decision you have made on your child's behalf. Parents may inadvertently give their children a double message. The teacher says everything is fine and safe while the parent may be supporting the child's apprehension and fear by staying at school. While the child is seeking comfort and feeling anxious about the parent's inevitable departure, she is not free to have her experience of school, playmates, and activities. Until the child receives a positive message from both parent and teacher, the child can remain confused, and the adjustment period can be prolonged. Show your child that you have confidence in his ability to be part of this new experience.

- 2.) Make partings brief. Each child will approach goodbyes in a different way. Some seem to handle the situation fairly well, some show signs of distress and settle down shortly, and others are extremely upset with parting. Separation anxiety is actually a positive sign of the child's love for the parent and her feelings of attachment. It can vary with the child's age, her ability to deal with change in general, and with stresses in her life outside of school. In any case, this shift from home to school cannot occur fully without this parting.

During the period of transition and adjustment, the parent may want to acknowledge and accept the child's feelings. Her sadness at "losing" the parent is very real, and she should be allowed to admit these feelings. At the same time, it is important for the teacher and parent to remain positive about the situation.

Show understanding and support for the child's feelings, assure her that you will return, and leave her with a hug and a confident smile. Prolonging the parting prolongs the adjustment and the accompanying crying or tantrums.

DEPARTURES

For your child's safety, it is our policy to dismiss a child only to the parent or an adult listed on the Pick-up List. If there is a change to the regular pick-up procedure, we ask that parents inform the school office in writing (the day before, when possible). Whenever someone is unfamiliar to the teacher, they will be asked for their identification. Before you leave with your child, we need you to mark the departure time and place your signature on the Sign-In/Out sheet **as required by state law**, located at the table in the lunchroom by the outer door.

COMMUNICATION

A key ingredient in the success of your child's experience at school is communication. Your child's teacher will keep you informed of both general class activities and anything of a special nature that may concern your child. She will both welcome and expect the same. If you have concerns or questions of any kind, or if anything changes with your home life or routine, please share this with your child's teacher. This information will remain confidential.

While a teacher is supervising her students or on duty, she may not be able to address personal concerns adequately. Because our teachers' main concern is the care of their students, we ask that parents please schedule a time to meet with them without children. We ask that all conversations concerning your child take place outside of their presence to maintain healthy self-confidence for him/her. To schedule a parent conference/phone call, please contact the school office. The teacher will reply to your call at her earliest convenience to make arrangements for a conference. During that call, please be sure to notify the teacher of the issue, so that she can be prepared.

A parent or guardian, child's teacher, and/or the Preschool Director may want to meet for the following reasons:

- 1) If a child needs to repeat a preschool class for the next school year
- 2) To discuss assessment for speech or other learning difficulties
- 3) To discuss a child's academic progress
- 4) To discuss ways parents can support and team with the school to help enhance the child's growth and development
- 5) If appropriate action is needed for child to correct behavioral issues.

Each conference will begin with positive statements concerning your child's behavior, academics, talents, abilities, etc. and always in prayer.

It is our hope and expectation that you will be a participant in the life of our school in as many ways as you are able. You will receive communication from us in various forms throughout the school year, informing you of events and activities for the entire school, as well as those that are specifically for your child's class.

Each day, please check your child's cubby, and review any correspondence you find there. Notices will also be posted on the information board found on the wall by the Preschool classrooms.

If, for some reason, you need to speak with the Preschool Director, you may call the school office at 936-295-9601. If she is unable to take your call, she will contact you at her earliest convenience. Your questions and concerns are always welcome.

HEALTHY COMMUNICATION

We understand that communication is essential to clear up misunderstandings and that everyone should be treated with respect and dignity at all times. Our teachers will strive to hear parents' concerns directly from parents as soon as they are able. We want to create an environment of caring, cooperation, integrity, and peace. It is our desire that neither our parents nor staff become involved in the destructive practice of venting and gossip. We ask each individual to speak directly with the person with whom they have an issue or to the Preschool Director rather than complaining to other teachers and parents. Many times, even though parents and teachers may have prolonged anxiety concerning an issue, a face-to-face meeting will result in healing laughter and a renewed commitment to productive cooperation and open communication.

LUNCHES

We provide morning and afternoon snacks year-round. Lunch is provided for all students daily, excluding the summer season. Your child may bring breakfast from home. A hot lunch is \$4.00 per day. Hot lunches are prepared at the school, and we offer pizza on Fridays. During summer months hot lunch is NOT provided. We do offer pizza on Fridays, but parents will need to provide a sack lunch Monday-Thursday.

Healthy Meals

We ask that you send nutritious lunches for your child. **Please label your child's lunch box.** Remember that the school day is long and busy for the growing child and that he/she needs an ample amount of healthy food to sustain him/her throughout the day. A healthy protein-enriched breakfast is especially important for your child to make the most of his learning experience.

If you choose to send a lunch for your child, please make sure that it does not need to be heated for more than 30 seconds. Our staff needs to be able to look after the children and heating up multiple meals hinders their ability to do so. Food may not be traded with other students.

Preferred Foods

Please refrain from sending candy, gum, soda, "energy drinks", flavored milks, food coloring, highly processed foods, foods high in refined sugar and salt, chocolate, coffees, or "junk food". We highly suggest including a fruit, a vegetable, and a protein/carbohydrate source. These three items are usually sufficient for a complete meal. Great ideas for a snack are healthy whole grain breads, applesauce, fresh fruits and cheeses, raw and fresh vegetables, nuts, seeds, and yogurt with grains.

Always alert your child's teacher to any food allergies.

Visit www.squaremeals.com for more information on healthful eating.

VOLUNTEERS

Because your child's safety is very important to us, we require all volunteers working with children, to be fingerprinted and have a criminal background check.

We greatly appreciate our volunteers. We believe that parents may have skills and/or hobbies that would greatly benefit our students. We encourage you to share them with us. If you would be interested in volunteering in any capacity please contact the Preschool Director.

A very important volunteer role is the **Room Mom**. A Room Mom for each class serves as a volunteer, which supports activities as well as annual school events. She assists the teacher, the class, and the school in a variety of ways, from making phone calls, organizing class parties to clean-up afterward.

CHILDCARE VISITS

Once the initial adjustment to school has taken place it is most helpful to the teachers and beneficial to the children if visiting parents would consider the following: Please visit your child's classroom only at times prearranged with the teacher such as your child's birthday

celebration, special projects, and events. Your child is more likely to have separation anxiety when he sees you before it is time to go home.

If you have been having some issues with your child's behavior and would like to observe him/her, you are welcome to do so.

FIELD TRIPS

From time to time, we may schedule a Field Trip for the 4-year-old class only. You will be notified by email and a notice from the teacher seven days prior to the Field Trip. Parents are welcome to attend, but if they drive, they may only drive **their** child.

PARTIES

We will have classroom parties celebrating Thanksgiving, Christmas, Valentine's Day, Alphabet and Easter. Room Moms will be responsible for planning, notifications, and making sure rooms are left in good order after the party. Additional parent helpers are always needed and welcome. If interested, please speak with your child's teacher.

If you would like to celebrate your child's birthday with his/her friends at school, please notify the teacher in advance. If you would like to bring a treat for the children, we ask that it be purchased from a bakery. Cupcakes are preferred. All birthday celebrations will take place during the afternoon snack. Please do not bring other children during this time. Parents can come celebrate with their child only or limit (2) attendees.

DISCIPLINE

At Summit Christian Academy discipline is achieved primarily through the establishment of love and respect between the students and their teachers. We teach students to treat their classmates and others with kindness and respect. An important method to teach this is simply by example. A close relationship between parents, students and teachers helps to prevent "discipline problems". Therefore, we encourage clear, direct, and honest communications between teachers and parents.

Discipline is more than outward pressure. It involves personal responsibility on the part of the student, parent, and teacher. We will strive to cooperate with parents to develop these important characteristics in your child:

1. Cheerful obedience to all authority.
2. Cleanliness in person and property, and the exercising of good sanitary habits such as putting trash in trash cans, picking up paper on the floor and playground, cleaning up after themselves.

3. Cooperation with others inside and outside the classrooms.
4. Courtesy and respect for others.
5. Good conduct in respect to recreation, social relationships, and language.
6. Respect for the property of SCA and other people.
7. Responsibility in completing age-appropriate tasks.

Disciplinary Action

With a preschooler, true discipline progresses from external regulation to self-discipline. SCA is based upon Biblical principles, and we strive to be Christ-like in our actions. It is expected that good behavior will be the norm and discipline problems the exception.

When a student's behavior is unsatisfactory, the school will employ the appropriate action for correction of behaviors. The following steps will be used to achieve appropriate behavior and attitudes.

1. Use of praise, positive rewards, and extra privileges, when earned.
2. If your child makes it to the top of the behavior chart for the day, they make pick a toy out of the treasure box.
3. Verbal warning to students regarding inappropriate actions.
4. When inappropriate behavior continues the following steps will be taken:
 - a. After the first warning, a child will have their clip moved down and the privilege of playing in his favorite center for the day.
 - b. When the clip is moved down for the 2nd time, teachers' choice.
 - c. If the behavior continues, parents will then be called.
 - d. If the problem continues, a conference will be scheduled with the parents, teacher, and Preschool Director.
 - e. Extreme cases may result in expulsion. *This action will not be taken until every effort has been made to alleviate the problem(s).

If your child complains about a policy or discipline, please follow these procedures:

1. Give the teacher the benefit of the doubt.
2. Realize that a child will report from an emotionally biased viewpoint. All the facts may not be presented.

3. Realize that the school has reasons for procedures which are enforced without favor.
4. Support the school and call the teacher first for all the facts.

Biting Policy

When biting occurs, our teachers and staff do not focus on punishment, but on helpful techniques that address the reason for biting. These steps will be taken if a biting incident occurs:

1. The biting will be interrupted with a firm “We don’t bite our friends!”
2. The bitten child will receive a lot of TLC!
3. The biter will be removed from the situation.
4. The wound of the bitten child will be cleansed with soap and water and ice will be applied if the child wishes.
5. The teacher will work with the child who bit to learn different behavior.
6. The parents of both children will be notified of the biting incident and a written record will be kept.

The names of the children involved will be kept confidential. This is to avoid labeling of the children, which makes it more difficult to work quickly and positively toward stopping the biting. If the biting routine continues, the problem will be addressed by the Director and your child’s teacher. After 3 incidents involving biting a child may be required to leave our program.

Discipline (Orange) Slip

If your child receives a discipline (orange) slip, please sign and return to the teacher or front office. Discipline (orange) slips are only given to children if the teacher or Director feel behavior merits the slip. If your child receives 3 discipline (orange) slips for behavior, SCA has the grounds for student dismissal from our program.

HEALTH**Absences & Illnesses**

When your child is ill, he/she should be kept home until they have completely recovered. If they return to school too quickly and have not regained all of the strength sufficiently, they

may relapse and become more ill than they were originally. Please keep your child home if he/she has a fever, deep or persistent cough, rash, upset stomach, diarrhea, non-clear runny

nose, or any infectious condition. Due to state regulations, a child must not return to school

for 24 hours from the time these symptoms have ceased: a temperature of 99.1 (under the arm), diarrhea, or vomiting.

The website www.mealsmatter.org/EatingForHealth/Topics/Healthy-Living-Articles/healthy-eating-during-cold-and-flu-season.aspx gives tips on how to stay healthy during the cold and flu season.

Medications

If your child needs medication, please place it in a clear plastic bag marked with your child's name. We also require you to complete the Medication Authorization Form with your child's name, the name of the medicine, the dosage required, and your signature. The Medication Authorization Form is located on the wall in the front office. The medicine must be kept in the front office. Please notify the Office Administrator if the medicine needs to be refrigerated.

Injuries

In the event of scraped knees, bruises, slivers, or scratches, the office staff or teacher will tend the wound and an injury report will be written up and presented to the parents. The school can only administer topical, oral, or homeopathic medication if the parent has granted permission. In the event of a medical emergency, the school will attempt to contact the parents or the Emergency Contact, and will take the child to Huntsville Memorial Hospital, if necessary.

Hearing and Vision

The state of Texas requires that 4- and 5-year-olds, be screened or have a yearly exam by a professional for possible vision and hearing loss. We do our screening during the fall. You will be notified by the office for the exact date.

Health Records

Parents must keep the medical information of their child current and up to date in the office. Immunization records must be up to date and turned into the school office. The Admission Information Form (required for enrolling) has a spot for allergies, illnesses, previous

hospitalizations, diseases, etc. Parents must write down any pertinent information here. If a parent feels it is necessary, he/she may also give additional documentation of a student's medical history and physical needs. If the student has special medical needs, SCA will not take responsibility for this information if it has not been put in writing. Students will not be allowed to attend class if health records, or updates are delinquent more than thirty days.

Allergies

If a child is allergic to anything that may hinder their health, Parents must provide a current doctor's note and plan of action to have on file.

EMERGENCY PROCEDURES

All of these are possible ways the school may inform parents of unscheduled school closings:

1. Listening to the radio and tuning in to KSAM 101.7.
2. Checking the school website.
3. Notices posted on the outer doors of the school.
4. Visiting www.cancellations.com on the internet.
5. Families will receive e-mails or a phone call from SCA staff in emergency situations.

EMERGENCY PREPAREDNESS PLAN

Fire

To be prepared in case of a fire, monthly fire drills are practiced. Evacuation Routes are posted in each room. Students will follow the designated route which will ultimately lead them to the back parking lot, directly in front of the playground. In case of an actual fire, children will then relocate to the “soccer field”. You will be contacted to pick up your child(ren) from the Lake Road entrance.

Severe Weather

To be prepared for severe weather, such as a tornado, drills are practiced at least twice a year. Evacuation Routes are posted in each room.

Chemical Spill/Gas Leaks/Relocation Instances

In the case of a chemical spill, students will be relocated to:

**Carriage Inn 2805 Lake Road
Huntsville, TX 77340
Phone: 936-295-0600**

Parents will then be contacted to pick up their children or be given more information about the situation. For all emergencies, teachers in each classroom will use attendance sheets to make sure they have all their students before they leave the building. They will take classroom emergency binders, along with student rosters, to count students again and then notify parents.

PHOTOGRAPHS

SCA provides two opportunities each year for school pictures to be taken. In the fall, individual pictures will be taken. In the spring students take individual and class pictures.

ADMISSIONS

Acceptance of the student will be based in part on a personal interview with parents and student and other information concerning character, attitude, and over-all willingness to cooperate with standards set out by Summit Christian Academy. **Your child must be fully potty trained to start in our Pre-K 3 & 4 classes.**

Enrollment Procedure

1. Read the Parent-Student Handbook carefully, sign Handbook Agreement Form and Discipline Policy Form.
2. Complete the Enrollment or Re-enrollment Forms listed below.
3. Parents should schedule an interview with the Preschool Director.
4. Parents will make the necessary financial arrangements required by the school.
5. Attend the Parent Orientation.

Enrollment Forms

- Registration Card/Designated Pick-up
- Persons Admission Information
- Advertisement Release
- Handbook Agreement
- Discipline and Guidance Policy Form

We Will Need a Copy of Your Child's:

- Birth Certificate
- Immunization Records

CHANGES TO CLASSES OR HOURS

Because each class is limited with the amount of part-time and full-time students, we require parents to consult the office before any changes to classes or hours are instituted. Changes are at the Director's discretion. If you intend to change the frequency your child will be attending (i.e. M/W/F, T/Th), or wish to switch the class they attend, we will require a Transfer Fee of \$100.00.

END OF CARE

We ask that parents provide a written notice two weeks prior to withdrawal. Parents can email a letter of withdrawal to office@scahuntsville.org. Families with outstanding balances on any account will not be able to enroll any children in the future until the account is paid in full. If a student attends **one day of any month**, the parent is responsible for **tuition payment for that entire month**.

Care can be ended for any reason by either the provider or the family. Based on each situation, SCA may choose to end care immediately if either party is unable to continue care amicably or based on the gravity of the situation.

Any personal belongings will be placed together for parents to pick up. Families will be expected to pick up their items within a reasonable amount of time. Any items remaining will be donated.

SUMMER CARE

Summer care is offered from 7:00 am until 5:30 pm. Please call the school office at 936-295-9601 for the starting day in June. Activities are scheduled for each day and a list will be provided prior to start day in June.

WATER ACTIVITIES

Water activities are scheduled each week during the summer semester only. Water days will be placed on the Summer Monthly Calendar. Preschool will be able to play in wading pools and sprinklers inside the fenced playground area with staff supervision. There will be a first aid kit with a staff member. Please provide your child with an extra set of clothes, a towel and apply sunscreen before they come to school on this day.

GANG-FREE

Summit Christian Academy's grounds are a gang-free zone.

REPORTING ON CHILD ABUSE

The law requires any person who believes that a child is being abused, neglected, or exploited to report the circumstances to DFPS. Abuse may be reported by either calling **1-800-252-5400** or going online at www.txabusehotline.org. You may visit the TDPS website at http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp for more information. The staff at SCA receives annual training on the prevention and recognition of child abuse.

RESOURCES

Parenting

www.focusonthefamily.com

www.drleman.com

www.crosswalk.com/parenting

The Strong-Willed Child – Dr. James

Dobson *Parenting Isn't for Cowards*– Dr.

James Dobson *Bringing Up Girls*– Dr.

James Dobson

Bringing Up Boys– Dr. James Dobson

Have a New Child by Friday – Dr. Kevin Leman

Healthy lifestyles

www.squaremeals.com

Movie, music & game reviews

www.pluggedin.com

Child-care licensing & Reporting Abuse

www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing www.dfps.state.tx.us/Contact_Us/report_abuse.asp

THE ADMINISTRATION

The Administrative staff is responsible for the day-to-day running of the school. This staff is made up of the Preschool Director, the Financial Secretary, and the Office Administrator. The Preschool Director works to maintain the healthy day-to-day operations of the school. The Financial Secretary is responsible for the bookkeeping duties and the operations of the Lunch Program. The Office Administrator leads the admissions and re-enrollment processes at the school, including special programs, such as Aftercare and our Summer Program.

THE ADVISORY COMMITTEE

The Advisory Committee is made up of parents, faculty, and community members who devote their time and energy to the legal and financial aspects of maintaining the school. The role of a committee member in our school is as a leader whose primary intention is to serve the community. Committee meetings are held every 4-8 weeks at the school. If you have concerns that you would like to have discussed at the meeting, please inform the school office in written detail. The Committee reserves the right to discuss personnel and other confidential matters in closed executive sessions.

STAFF VACCINATIONS

Summit Christian Academy does not require their employees to have yearly flu or covid vaccinations.

FINANCIAL INFORMATION

“Now it is required that those who have been given a trust Must Prove Faithful.”
1 CORINTHIANS 4:2

With full realization of the financial investment involved to give a child a Christian education, we pledge to cover your finances with prayer and assist you in any way we can. You are partnering with us so that your child will be instructed in the ways of God; we are partnering with you and with God to make this opportunity happen. SCA Administration and Staff ARE TRUSTING YOU AND GOD TO BE FAITHFUL.

1. SCA is a religious non-profit institution. Any money given to SCA as a gift is tax deductible. All monies paid for tuition, registration fees, curriculum purchases, supply fees, etc. are not tax deductible.
2. Registration fees are non-refundable and must be paid in full before students will be admitted to class.
3. Tuition accounts can be paid by the year, semester, or month. A 10% discount is offered when tuition is paid annually.
4. If pay by month is selected, families have the option to choose between the 1st or 15th of the month. There will be a grace period of 5 days after selected due date and then a late fee of \$50 will be added to delinquent accounts. Invoices will be sent via email through FACTS Management Company.
5. Incidental expenses, such as lunch, curriculum fees, or miscellaneous charges, will be invoiced through FACTS Management Company via email.
6. Curriculum fees are non-refundable and should be paid at the time of enrollment. If this will be a financial hardship, please notify the office.
7. SCA closes at 5:30 P.M. every Monday-Friday unless parents are otherwise notified (example: holidays, teacher workdays). **If a child is picked up after 5:30 P.M., the parent's account will be charged \$5 per minute after 5:30 P.M. SAME RULES APPLY FOR STUDENTS ENROLLED IN HALF DAYS.**
8. If any account is 45 (calendar days) past due the student will not be allowed in class until a payment arrangement has been made. Failing to honor your payment arrangement will result in the cancellation of the plan. The parent will be informed in writing of an Advisory Council meeting where the case will be reviewed. If a parent wishes for any extenuating circumstances to be reviewed, that parent may write a letter to be read at the Advisory Council meeting. The Advisory Council will then decide

whether or not the student will be able to continue attending SCA.

9. No student will be enrolled the following year that has an outstanding balance from the previous year. (Exceptions will be made on an individual basis.)
10. If a student should withdraw during the year, tuition will be charged for the full calendar month in which they last attended SCA.
11. A \$25 fee will be assessed for each returned check regardless of the check amount.
12. In the case of divorced families, one parent must take financial responsibility for all charges. SCA will not be responsible for collecting payments from the other parent.

CHILD CARE LICENSING

SCA is a state licensed childcare facility. Parents can review a copy of the Minimum Standards and our school's most recent licensing inspection report by contacting the school office at 936-295-9601. You may also contact a Childcare Licensing Official at 936-756-1551.

http://www.dfps.state.tx.us/child_care/

GENERAL CONTACT INFORMATION

School Office Telephone: 936-295-9601

School Office Fax: 936-295-9236

Pre-School hours are Monday-Friday, 7:00AM-5:30PM

Office Hours are Monday–Friday, 8:00AM–5:00PM

Summer Office Hours are Monday–Friday, 8:00AM–5:00PM

Messages may be left for Faculty and Staff by e-mail or calling the school office.

Website: www.scahuntsville.org

EMAIL ADDRESSES - School office: office@scahuntsville.org

HOLIDAYS OBSERVED

Week of Thanksgiving

Christmas Break

Martin Luther King Day

Spring Break

Good Friday

Fourth of July

A yearly calendar will be provided at the start of the school year and available on the school website.

DISCIPLINE POLICY FORM

Discipline will 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.

A caregiver will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following;

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior using positive statements
- 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 will be no harsh, cruel, or unusual treatment of any child. Time-out and removal of certain privileges are the **ONLY** form of discipline used to correct misbehavior.

The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline & Guidance

My signature verifies I have read and received a copy of the <u>Handbook</u> and this <u>discipline and guidance policy</u>

Signature **Date**

Check one please:

☐ parent ☐ employee/caregiver ☐ household member of child-care home

**STUDENT HANDBOOK PARENT AGREEMENT LETTER**

I, _____, parent/guardian
Of _____, have read the student handbook and
am now aware of the policies contained therein. I agree to and will abide by the rules and
guidelines that Summit Christian Academy has set forth for the duration of the school year,
especially in regard to the Discipline and Financial Policies. If I have any problems or an
exception, I will contact the school immediately to explain the situation and come up with a
solution.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date