

SCHERTZ CHRISTIAN ACADEMY (SCA)



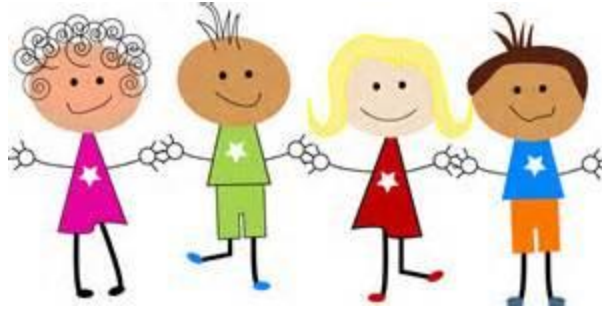
Pre-School and Mother's Day Out **Parent Handbook**

P.O. BOX 728
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DIRECTORS' LETTER

Dear Parents,

On behalf of Schertz Christian Academy (SCA), we are very happy that you and your child are part of our Pre-School or Mother's Day Out (MDO) programs. Our goal is to provide your child with a happy, safe, and secure place to learn. Our endeavor is to encourage your child to interact with other children while providing them with the enrichment and guidance needed. We will strive to nurture your child in all areas of their development and help them to know that they are special and loved by God.

We are elated to be a fully licensed facility and solicit your suggestions and questions as we seek to improve a program that will mutually meet your needs as a parent, as well as the needs of your child. The most recent licensing report as well as a copy of the minimum standard rules for a licensed childcare center will be posted on our bulletin board and available in the office for your review at any time. We are striving to provide the absolute best learning and caring environment possible for your children. Please feel free to contact us with any questions or concerns.

SCA desires to see every one of our students better understand and trust God and embrace the foundation of Jesus Christ and the principles set forth in His Work.

We rejoice in your decision to educate your child in an environment where the presence of the Holy Spirit is evident and where Godly love and patience is demonstrated by all staff and faculty.

Thank you for entrusting your child to the care of SCA.

Glenna Lagana, Executive Director

Sandra Elwood, Director

WELCOME TO A NEW SCHOOL YEAR!

This Parent Handbook is provided as a quick reference for information and answers to your most frequently asked questions. It is applicable now and during the school year.

In Ephesians 6:4, God directs parents to take responsibility for the education of their children; specifically, that they bring them up in the nurture and admonition of the Lord", SCA seeks to supplement, not replace, this parental responsibility. Therefore, SCA must receive its authority to teach and care for your child, from you the parent. SCA will team with you to provide a traditional, Bible-centered philosophy of education to compliment the training received in the home.

Communication between parents and SCA teachers and administrators can help ensure that all efforts in this endeavor are successful. This Parent Handbook is meant to be part of that success.

After having read this handbook in its entirety, please sign the statement below and return it with your child on his/her first day.

Administration

AGREEMENT FORM

I understand and consent to fulfilling my responsibilities that are outlined in this Handbook. I also understand and agree to my financial obligation outlined in this Handbook.

Child's Name/Age:

Parent's Signature:

OUR MISSION

To educate students for time and eternity by presenting God's truth in all areas of education, character development, and life skills.



SCA OBJECTIVES

- To provide loving care in a Christian atmosphere.
 - Provide a happy, safe, and secure place.
 - Provide enrichment and guidance that young children need.
 - Strive to nurture children in all areas of development.
 - Assure children that they are special and loved by God.
 - To place and/or move children to an age-appropriate room as deemed necessary as they grow and develop in classroom.
-
- We have pictures taken twice a year by a professional photographer. There are times that your child's teachers will take pictures of the class for a project or to display them on the door of the classroom. If you do not want your child to participate, please contact the office so we can put a note with their file.

PARENTS

- May receive a tour of SCA at the time application is completed and receive a copy of the Parent Handbook and school calendar.
- May review the policies of SCA at any time with the Director.
- Are required to sign your child in and out of class daily.
- Are welcome anytime to observe their children in class.
- Will be notified in writing of any policy changes.
- Daily sheets will be sent home to communicate with parents letting them know how their child's day was. Parents are more than welcome to schedule a parent/teacher conference; please contact the office to set up an appointment.
- We always welcome Parent Volunteers and Participation. A copy of your driver's license will be required to be on file.

Children Are Precious



OUR PLAN

- We will encourage students to grow toward Christian maturity.
- We will challenge students using an academic program of excellence.
- We will apply Biblical principles to every part of their daily lives.
- We will foster self-discipline and self-control.
- We will minister to the whole child; spiritually, academically, socially, emotionally, and physically.

SCA PRE-SCHOOL

This program is designed to give your child a happy and secure place to learn while instilling Christian values.

CURRICULUM

SCA offers the ABEKA program. This Christian-based program is designed to incorporate hands-on learning as well as higher level thinking skills.

AGES

3-1/2 to 5 years old
(As of September 1st)



SCA MOTHER'S DAY OUT (MDO)

MDO is a program designed to give children a pre-school preview while giving Mothers a morning off. Our teachers are loving, Christian women who have a heart for children.

CURRICULUM

MDO offers a Wee Learn curriculum that centers on Bible lessons, playful learning, singing as well as arts & crafts.

AGES

6 weeks to 3 years old
(As of September 1st)



FINANCIAL POLICIES

SCAs fees include but are not limited to: annual summer & fall registration, monthly tuition, late fees (if applicable), returned check fees (if applicable); drop ins (if applicable).

REGISTRATION PAYMENT IMPORTANCE

Payment of your registration fee is the only means to secure your child's placement in our school. Nonpayment can leave the possibility of another child filling your child's desired placement. It is on a first-come, first-served basis, even for returning students. This fee is nonrefundable, as its purpose to secure your child's placement in turn rejects another's placement request.

WITHDRAWAL/ABSENCES

Early withdrawals require a 30-day notice, in writing, to the SCA Director. Parents are responsible for the tuition during that 30-day notice period. There will be no exceptions for compensation of monthly tuition due to holidays or student absence. Please see SCUCISD calendar for SCA closing dates.

SCA DISCOUNTS

- 10% off tuition for additional siblings, after full price for higher rated child's tuition is submitted.
- 10% off each child's tuition whose parent is "active" military.
- 10% off each child's tuition whose parent is an "active" teacher.
- Active Resurrection Baptist Church members, see SCA for discount, and upon church approval.

(Monthly tuition is the only portion where discounts may be applied. All other fees such as registration, drop-in days, extra hours, etc., discounts do not apply.)

PAYMENT POLICIES

Monthly tuition is due on the 1st day of each month, with a 5-day "grace period" through 6pm on the 5th day. If full tuition is not received by the 5th day of the month, a late fee of \$35 will be applied weekly. If the 5th falls on a day we are closed, then payment is due before that date. However, you are welcome to postdate the check to the 5th.

Any fees acquired within the month (ex: late fees, drop-in days, additional hours, etc.) are due at the time of service.

All accounts must have a zero balance by the 25th of each month in order for students to return to school the following school day.

RETURNED CHECK FEE

A \$30.00 fee will be charged for all returned checks, as well as a \$25 late fee, as the payment will not have been received on time.

If a second check is NSF by same payer, payment by check will be revoked and only cash, certified checks, or money orders will be accepted for there on out. When the bank informs SCA of the NSF check, the payer will be informed and will have 24 hours to reconcile, in order for the child to return to school the following school day.



DROP INs

SCA welcomes Drop Ins. Please see administration for rates.

HOLIDAYS

SCA will follow the Schertz/Cibolo/Universal City Independent School District (SCUC-ISD) calendar for all holidays/early release days. Monthly tuition will remain the same regardless of days closed/early release, as monthly tuition is not based on the weeks/days of each month but based on the cost of the entire school session, divided by the months of the session.



GENERAL INFORMATION

DISABILITY STATEMENT

SCA is exempt from the requirements imposed by the Americans with Disability Act. The Public Accommodations Title exempts religious organizations from coverage under that section of the Act. Furthermore, SCA does not accept any federal financial aid or assistance. Since SCA is not a recipient of federal financial aid or assistance, it is not covered under the Rehabilitation Act of 1973, which could require SCA to provide for disabled students.

SCA regrets that it cannot accommodate students with physical, mental, or emotional disabilities. These students are precious in God's sight and need a school wherein they will receive all they might require.

SCA PROGRAM

We treat our children with tenderness and love. In addition to the ABEKA and Wee Learn curriculum the children will experience times of structured activities, as well as times of free play using the following:

- Painting, coloring, play dough, blocks, etc.
- Story time, Circle time, manipulative.
- Chapel Time: Bible stories, memory verses, music activities.
- Craft time; gluing, cutting, fine motor skills.
- Exposure to the alphabet, numbers, shapes, and colors.
- Sharing and taking turns with others.

Each child is required to have at least 30 minutes of outdoor activity each day. A doctor's note is required if your child is not allowed to go outside.

A rest period is required for all children whether they sleep or not.

The children will learn the Pledge of Allegiance and the Texas Pledge.

We do not encourage the children to bring live animals to school, however there may be a time when SCA has a special day with live animals and the proper hand-washing procedures will be followed.

HOURS & DATES OF OPERATION

SCA is open Monday-Friday, 6:30 a.m. to 6:00 p.m. (Please see calendar for possible observed holidays and/or early release days.)

For our Pre-School Program, your child must be enrolled for all 5 days of the week, and no less than the hours of 9:00 a.m. to 2:00 p.m. However, before and after care is always available; please see SCA for rates.

For our Mother's Day Out Program, you have the option for your child to attend anywhere from 1 to 5 days a week. However, your days of the week chosen are "set in stone." Changing your scheduled days from week to week is not allowed. If there is availability, and management approved, you are welcome to set a new schedule for the following month. If for one particular week you would like to "switch a day" from one of your normal set days to a different day, you are welcome to do so for an additional fee of \$10 for each switched day, on the condition of availability. Your monthly tuition rate will remain the same.

DROP OFF & PICK UP

For safety reasons, please be sure that the person dropping off and picking up your child is authorized to do so. Persons picking up children may be asked to show a picture identification prior to the child being released.

TRANSPORTATION AVAILABILITY

SCA has transportation available to pick your child up from his/ her elementary school and transport him/her to SCA. This service is available with select schools. Please see SCA for information and rates.

AFTER CLOSING LATE FEE

Please be reminded that our school closes each day at 6:00 p.m. sharp.

Our late fees for after closing are as follows:

\$1.00 per minute for the first ten (10) minutes.

\$5.00 per minute for each minute thereafter.

ABSENCES

Attendance is maintained. When possible, please inform SCA if your child will be absent or late arriving.

BREAST FEEDING AREAS

SCA provides two areas in our facility to support breast feeding. Parents may always use the infant nursery; or may use a private room located

near the church's sanctuary upon availability. Please see office administration for details.

EMERGENCY PLAN PROCEDURES

The master copy of the emergency plan procedures in preparation for fire, natural disasters, and lock down, is located in our main office for parental viewing.

MINIMUM STANDARDS AND LICENSING INSPECTION

The minimum standards and licensing inspection report are located on the bulletin boards in each of our two school hallways for parental viewing.

SCHERTZ CHRISTIAN ACADEMY (SCA) CALENDAR DAYS

- SCA's first day of school is always the Tuesday after Labor Day.
- SCA's last day of school coincides with the SCUC-ISD schedule.
- SCA follows the SCUC-ISD calendar for the days in between SCA's first and last days of school (ex: holidays, early release days, bad weather make-up days, etc.).
- The release time for SCA's early release days is 11am.
- SCA's Summer Program is determined by management on an annual basis. Please see the SCA office for more information.
- Please go to <http://www.scuc.txed.net> to see each school year's calendar for the school district's holidays, early release days, etc.



SUPPLIES

SCA maintains minimal school supplies. Each classroom has a supply list of items for each child to bring. SCA provides your child's sleeping mat. Each classroom naptime may vary depending upon the class. Children may also bring a 4' X 3' blanket, or a stuffed animal.

We encourage small backpacks due to small cubby storage for each child.



MEALS

- If your child is enrolled in the before and after school care, a morning breakfast will be provided as well as an afternoon snack.
- Every child will be given a light snack in the morning and a hot, nutritious meal will be provided for lunch.
- We do have prayer every day with snacks and lunch.
- Food will not be shared or traded among the children.
- Birthday refreshments are welcome. Please make arrangements with your child's teacher at least one week prior.



ATTIRE

- Play clothes should be practical, comfortable, loose fitting, and suitable for the weather conditions. Please send an extra set of clothing in case of spills or accidents.
- Please do not dress your child in boots or flip flops. Socks are required with tennis shoes.
- Due to outside play and artwork, SCA does not assume responsibility for damaged clothing.
- Modest one-piece swimsuits must be worn on water days. If there is a doubt concerning the modesty of the suit, please send a T-shirt to be worn over the suit.
- Girls with dresses or skirts should have a pair of shorts underneath.
- All clothing and personal items (lunch boxes, cups, bottles, diaper bags, pacifiers, etc.) must be labeled with the child's name in indelible ink. Misplaced items will be put in the 'Lost and Found.' Items remaining over 90 days will be donated to a charity.

POTTY TRAINING

All Pre-School children and MDO children 3 1/2 and up must be completely potty trained to be accepted in the program.

If your child is attending the MDO program our teachers are glad to help you in this process. However, until your child has had predictable success in this area, please dress him/her in disposable training pants (bring extras). We do not want your child to be embarrassed, nor do we want to compromise the sanitary conditions we strive to maintain.



HEALTH & WELL-BEING

MEDICAL FORMS

Each child is required by state law to have a completed "Wellness Form" on file. This completed form must be received within one week of the child's admittance. This wellness form must be updated annually to remain in school.

IMMUNIZATION RECORDS

All children enrolled are required by the Texas Department of Protective and Regulatory Services to be immunized according to the Texas State Vaccine Requirements, the immunization record must be current. A validated copy is required in each student's file. Updates to records must be provided to SCA each time a child receives an immunization.

At this time, a "TB TINE" test is not required, but in the event this may change and become required, all parents will be notified.

EMERGENCY MEDICAL ATTENTION

- All employees of SCA are CPR and First Aid certified.
- All children must have an authorization for emergency medical attention signed by a parent/guardian on file.
- Any accidents/emergencies will be reported to the Pre-School and MDO Directors immediately. If needed the Director will call the parents. If a parent/designee cannot be reached, the Director will then assess the child's needs and call the child's doctor or an ambulance. An "Illness/Accident Report" will be completed and sent home with the child, (duplicates will be kept in child's file).

FIRE/WEATHER SAFETY

SCA conducts Fire Drills once a month and Bad Weather Drills every 6 months.

INSURANCE

SCA does not carry insurance for child injuries. Injuries are the responsibility of their parents/guardians.

HEALTH & WELL – BEING (cont.)

SICK POLICY

For the protection of all the children in our care as well as the health of your own child and our families, this is a reminder of our sick policy. In order to protect the group as a whole, we ask parents to assist us by keeping sick children at home.

In the event a child becomes sick while here, the family will be notified, and prompt pick up arrangements will be made.

If a child is sick, unable to play outdoors, and/or unable to participate in regular activities, alternate arrangements for care must be made.

Children with infectious illnesses cannot attend.

When a child may not attend:

- Fever is 100.4 degrees and higher. This includes the night before/morning of daycare. No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they cannot come in the next morning.
- Rash – Unexplained rash – Consult doctor/requires a note stating your child is not contagious.
- Vomiting or/and diarrhea – All symptoms must be gone and no vomiting or diarrhea for 24 hours.
- Strep throat – Consult doctor/requires a note. Child must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.
- Flu/Bronchitis/Pneumonia – Consult doctor/requires a note stating it is OK to come back to daycare. This usually takes about 2-3 days before they can come back. Must be on antibiotics and no fever for at least 24 hours without taking fever reducing medication.
- Ear infection – Consult doctor/requires a note. Child must be on antibiotics and not fever for 24 hours without taking fever reducing medication.
- Conjunctivitis (red eyes with yellow discharge)/Pink eye – Consult doctor/requires note. Child must be on eye drops/antibiotics for 24 hours.
- Head lice – Usually takes 24 hours to treat head and house. When all nits have been removed and child is clear from the doctor/requires note.

COMMON COLD POLICY

Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. For example, hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc. Also, when caring for an ill child, the ability for us to provide high quality care to all of the other children.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into our care.

If you have any questions concerning this policy and whether your child should attend, please call us before bringing your child.

PLEASE BE COURTEGOUS OF ALL THE CHILDREN IN OUR PROGRAM AND REFRAIN FROM BRINGING AN ILL CHILD UNTIL 24 HOURS HAVE PASSED SINCE ANY FEVER, VOMITING, DIARRHEA, OR ANY OTHER COMMUNICABLE SYMPTOMS HAVE OCCURRED.

COMMUNICABLE DISEASES

Parents/Guardians are requested to notify SCA as soon as the child has been diagnosed with a communicable disease (chicken pox, mumps, influenza, lice, pink eye, etc.). The administration will notify SCA families when necessary. If the child has been diagnosed with a communicable disease, he/she may not return to class until medical evaluation determines the student is no longer contagious.

If a child has a fever, he/she is considered infectious and may not return to school until fever free over 24 hours. Providing your child with acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) only masks the symptoms/temperature. It does not make the student less contagious.

MEDICATIONS

Medications will not be administered by SCA personnel without written orders from a physician or parent/guardian. Prescription medication must be in original containers with a current date and physician's direction for use. When having a prescription filled at your pharmacy, please ask for a "school bottle." The pharmacy will provide this free of charge. Parents/Guardians are required to complete an authorization form prior to any medication being administered.

SUSPECTED CHILD ABUSE

The Texas Department of Family Protective Services requires the Academy to report any suspected abuse or neglect of a child.

HEARING & VISION

Hearing and vision tests are required when a child turns 4 years of age.



DISCIPLINE

Our goal is to promote self-esteem, self-discipline, and acceptable behavior with positive discipline (not punishment) based on the child's individual needs and development. Self-discipline is fostered in each child based on respect and reverence to God and all authority. The program teacher is the authority in the room.

Cruel or harsh words and actions such as yelling, humiliation and physical punishment are completely not tolerable at the Academy and will result in dismissal immediately.

Our approach to discipline is positive, yet clearly defined:

- In-classroom time-out (approximately one-minute times the age of the child).
- Redirection
- Affirmation
- Recurring incidents of disruptive behavior may result in a time-out with a Director outside of the classroom.

INCIDENT REPORTS

Harmful behavior (to self, other children, teachers, furniture/ equipment) will be reported to parents each time it occurs.

After the third such occurrence, the incidents will be recorded on an Incident Report Form and given to the Director. If a fourth incident occurs, a second Incident Report Form will be completed, given to the Director, and discussed with the parent and signed by both. If a fifth incident occurs a third and final Incident Report Form will be completed, reviewed with the parent by the Director and signed by both, and the child will be dismissed at that time from the Academy.

Thank You, Parents...

Once again, we thank you for entrusting us with your child. Through God's guidance, we strive to meet all of your needs.

The Administration

A Teacher's Prayer

HELP ME BE GRATEFUL

For the students who like to learn and feel challenged by those who don't.

HELP ME BE THANKFUL

For the students I love and understand those I'm learning to love.

HELP ME BE MOTIVATED

By the students who learn to think, and be committed to those afraid to try.

HELP ME BE INSPIRED

By the students who choose right from wrong and be patient with those who lack the courage.

HELP ME BE GENTLE

With the students who make mistakes and learn to forgive a difficult child.

HELP ME BE WISE

With the students building character and be unwavering with those without conscience.

HELP ME BE COMMITTED

To the students who are responsible and are persistent with those who value nothing.

HELP ME BE CALM

In the midst of violence, and model self-control in the midst of anger.

HELP ME BE FAITHFUL

In the days of discouragement and be dedicated to making one child smile.

Marsha Elfin Wright

Important Telephone/Contact Numbers:

Texas Department of Family Protective Services:

Local Intake Line: 210-337-3399

State Office: 512-438-4800

Report Abuse or Neglect Hotline: 800-252-5400

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

Nearest licensing office:

Nichole McFarland

210-782-4362

SCHERTZ CHRISTIAN ACADEMY:

Office - 210-845-8301

Executive Director - Glenna Lagana - 210-845-0191

Director - Sandra Elwood - 210-845-3340

Director of Operations - Debra Burdine Philippi - 210-845-9686