



CROSSROADS
SCHOOL



LOVE.LEARN.LEAD

Welcome to CROSSROADS School, a weekday education program for children ages 8 weeks to 4th grade. We look forward to having your child in our program this year. Our staff is dedicated to creating a positive and caring learning environment for your child.

Mission

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

Vision

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

Thank you for sharing your child with us.

Sincerely,

CR School Staff

Operation Times

Odessa Campus- School Year 2018-2019

August 27th -May 16th

8wks – Pre-K

Monday – Thursday

8:15AM - 2: 30PM

Kindergarten - Primary School

Monday- Thursday

8:15AM - 3: 00PM

Intervention Session

The intervention sessions are designed to help improve any subject related skills that your child may be in need of. Intervention sessions will involve more one on one support and tutoring, and allow your child to participate in more practice whether it is working with math/word problems or mastering phonetic skills. These are just a few examples.

Friday

8:15AM – 11:15AM

Early Drop Off Available 7:30 AM -8:15 AM
Monday-Friday

After School Care Available 2:30PM - 5:30PM

Friday Care Available 8:30AM – 5:30PM

Inclement Weather

If ECISD is closed, our program will be closed. If ECISD has a late start, we will start at 10:00 AM.

Admission

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

To enroll a child, the following must be completed:

1. Parent/guardian must complete an online Enrollment packet which includes; Allergy form, Discipline Policy form, Parent Handbook verification, Health Record form (signed by a doctor) a copy of a current shot record, or a valid exception form, Field trip permission slip, Facts/Renweb Agreement, Tuition Insurance Policy, and Picture Release form.

2. Tuition and Fees Paid

3. Previous school records required to complete enrollment for Primary students.

- 4. Enrollment will be completed online through Renweb, which is where you will create a parentsweb account, if you haven't already done so. CROSSROADS School will be using an online system only for enrollment and registration.**

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

Arrival

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

Parents will drop their Kinder/Primary student off no later than 8:15 am in the barn. You will check in your child, before dropping them off at the barn. If you drop your child off after 8:15 am, they will be counted tardied. It is extremely important that the school day, and your child start on time. 3 tardies is equal to one unexcused absence.

If you are needing to speak with your child's teacher, you must set up a time to meet with them during their conference period.

Conferencing will not take place during morning arrival or afternoon dismissal.

Birthdays

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

Custody Orders

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

Attendance Policy

Attendance is taken everyday at Crossroads School. It is extremely important that your child is on time, and is present at least 95% of the school year. Students that miss more than 90% of the school year could face grade level retention for the next school year as well as removal from the school program.

Excused Absences

Your child may be excused if they are:

- Sick
- Out due to Religious Holiday reason
- Required at a court appearance
- Participating in activities related to obtaining United States citizenship
- Sudden death in the family

If your child is sick, they must return to school with a doctor's note. You have up to 3 days to provide a doctor's note after your child returns to school. The doctor's note must be turned into the school office, not to the child's teacher. You are also responsible for calling the office, if your child will be out, as well as communicating with your child's teacher.

Your child is also responsible for completing any and all make-up work upon their return. Your child will get the time that they were out to make up their school work. For example, if they missed one day, they then have one day to complete all make-up work.

Unexcused Absences

Your child will not be excused if:

- Out due to family vacation
- Sleeping in too late
- Staying home

If your child is absent more than 5 times in a six weeks, a parent/teacher conference will be scheduled with the Director and/or Assistant Director. Please know that we take your child's education very seriously, and that they need to be present at school as much as possible.

Friday Work

Crossroads School is a Monday-Thursday school program with the option of intervention sessions on Friday's. Friday's are also meant for homeschool days with your child. Each week your child will receive Friday work from their teacher. This work is sent home to help further and improve the knowledge and skills sets for your child. All Friday work must be completed and turned in by the expected due date, and is a part of your child's grade. Failure to complete Friday work will affect your child's grade, and you will be asked to sit in a parent/teacher conference. If your child's teacher does not see improvement, this could result in removal from the program at the discretion of the Director and/or Assistant Director.

Discipline

Our discipline policy can be found in your enrollment packet through parentsweb, and on our website. Please keep one copy and sign and return the other copy to the office.

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

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

Student Code of Conduct

The goal of Crossroads School is to help students become followers of Jesus Christ. We hope that the need for discipline will rarely arise. If it does, the teachers will determine the kind and amount of discipline. The discipline will be administered in the light of the individual student's problems and attitude. All discipline will be based on biblical principles. No corporal punishment will be administered. However, if a teacher is unable to satisfactorily deal with a discipline problem, the student may lose privileges and may also be sent home. If the behavioral problems persist or are severe, the matter will be brought to the Director and/or Assistant Director to determine the nature of the discipline. Teachers reserve the right to send a child to the office with an office referral. Repeated offenses and behavior may result in immediate removal of Crossroads School.

Bullying

Crossroads School is a bully free zone. Bullying is prohibited and not allowed. All bullying incidents must be reported to your child's teacher as well as the Director and/or Assistant Director.

Playground Rules

- No running on the playground equipment or up and down the steps
- One person at a time on the slide
- The area must be clear at the end of the slides before sliding down
- No hitting, kicking, pushing, pinching other students on the playground
- Be respectful to all playground equipment, including each other
- Share and take turns using different areas of the playground and equipment
- Do not leave the playground until you have talked to an adult. You must get permission first
- If you see a stranger in the area, let the teacher know immediately

Dress Code Policy

Students attending Crossroads School are expected to comply with the following guidelines for student attire:

- Dresses/skirts/shorts/skortis must be of appropriate length, no more than 4 inches above the knee
- No spaghetti straps or tankini tops for girls or shirts that show the stomach
- No holes, tears, etc., in denim or clothing
- No hats, bandannas, or other headgear

- Footwear must be worn at all times-students must bring a pair of tennis shoes for P.E. and other physical activities
- Pajamas, slipper, or other lounging attire is not allowed (with the exception of an event)
- No student clothing or accessories that display words or prints that are of slang, violence, vulgarity, etc., and that disrupt the learning environment

Students should always come to school neat and clean. The dress of a student reflects the level of respect for oneself, respect for one's school, and respect for others.

Grading Policy

The grading policy for Crossroads Kinder and Primary School is as follows:

- Kinder-2nd-90% Class work/Daily work/Homework/Participation
- Kinder Tests/Quizzes-10%
- 3rd-4th-85%-Class work/Daily work/Homework/Participation
- 3rd-4th-15%-Tests/Quizzes

Grading scale is as follows:

A-90-100

B-89-80

C-79-70

D-69-60

F-59-0

Grading participation:

Efforts, neatness, completion with a positive attitude, and in a timely manner.

Six Weeks Schedule

- 1st 6 weeks-August 27th-October 4th
- 2nd 6 weeks-October 9th-November 15th
- 3rd 6 weeks-November 26th-January 10th
- 4th 6 weeks-January 14th-February 21st
- 5th 6 weeks-February 25th-April 11th
- 6th 6 weeks (5 weeks)-April 15th-May 16th

Dispensing Medication

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

1. Medication must be in original container

2. The child's name must be on the container
3. Parent must complete the Authorization form
4. Prescription medications must have a label with doctor's authorization and instructions
5. Over-the-counter medication, which instructs, "consult your physician" will only be administered if accompanied by written instructions from the child's physician.
6. Medical authorization form signed by the parent, giving permission to administer the medication provided by the parent or doctor.

Emergency Drills

Fire drills will be conducted monthly. Severe weather drills will be conducted every 3 months. Lockdown and shelter in place drills will take place twice a year, one per semester. A copy of our Emergency Preparedness Plan can be viewed in the office.

Hearing and Vision Screening

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

CROSSROADS School will perform Vision and Hearing Screening for all Pre K 4's and Primary students. If a child enrolls after the screenings are performed, parents will be required to furnish proof that a professional has screened their child.

Illness

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

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

- o Symptoms/signs of possible severe illness
- o Hand, foot, mouth disease

Should your child show any of the above symptoms, you must pick him/her up immediately after you have been contacted. The child may not return until he/she has been free of symptoms for a minimum of 48 hours. A child maybe sent home if other systems are present, with or without a fever, at the Director's discretion.

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

- 1) take all siblings enrolled in the program
- 2) quarantine for seven days
- 3) return with a doctor's release for each student.

Parents should contact our office if your child is unable to attend due to illness.

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Immunization Records

All children are required by the State of Texas to have current, age-appropriate immunizations. A copy of the current record is required before admission to the program is granted.

Late Pick-ups

Kinder/Primary classes end at 3:00 PM each day.

A late fee of \$1.00 per minute will be assessed for every minute after 3:05PM. The late fee will be added to the following month's tuition. Repeated failure to pick up a child on time may result in dismissal from the program.

After school care is available for students who have signed up in the office. Drop -ins will not be allowed.

Again, please remember that conferencing with your child's teacher does not need to take place during afternoon dismissal. Please schedule a time to meet with your child's teacher for a parent conference.

Lunch

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

Parents will provide lunch and a light snack. The school does supply water. A snack menu is posted in each class and a copy will be sent home with each child monthly. The School is not responsible for the nutritional value of lunches/ snacks or meeting the child's daily food needs. Please inform the school of special diet instructions in order for us to meet the needs of children that requires any dietary restrictions/additions.

Parents that will be dropping off lunch for your child must notify teachers if doing so the morning of. Lunch must be dropped off by 9:30AM, no exceptions.

Parents will be allowed to eat lunch with students the third Thursday of each month. If there is another time that you would like to eat lunch with your child, please be sure to set up that time with your child's teacher.

Dajour

Lunches must be placed online. Please be sure to complete your orders ahead of time for your child.

Chick-fil-A

Lunches will be delivered every Thursday. Orders must be submitted on Tuesday by 9:30AM. Please complete a form for your child's meal and return to your child's teacher with exact change. We will not take bills larger than \$10. We won't be able to take orders past the deadline.

Medical Emergencies

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

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

Parent Conferences and Visits

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

an appointment.

We have an open door policy for parents. You are welcome to visit during the day, but you must notify the office that you are on the premises and receive a visitor tag.

All visitors must use the church office entrance between the hours of 8:30 AM and 2:15 PM. All other doors will remain locked throughout the school day. During an event we will follow the same procedure. Parents are asked to help us keep our students safe, we ask that no doors are ever left propped open due to snakes and critters etc. Please know that your child's safety and security is our first priority.

Parent/teacher conferences will take place at least twice a year. One conference in the Fall semester, and one conference in the Spring semester. If any other time, you would like to conference with your child's teacher, please schedule a time to do so. Communication and parent/teacher interaction is very important at Crossroads School.

Parental Notifications

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

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

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

The local licensing office number is 368-2693.

A copy of this center's most recent Licensing inspection report if posted on east hallway bulletin board or a copy can be viewed in the office.

Chapel

Chapel is a requirement for all students. This class is held Monday -Thursday, 8:15-8:25 AM for Kinder and Primary students.

Specials

Bible, Music and PE classes are offered to all Kinder and Primary students. The cost is included in the monthly tuition.

Security System

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

Water Activities

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

Release of a child

A child will not be released to anyone other than the persons on record. However, you may update the record at anytime. The telephone request will only be honored if the person calling can be properly identified as the parent or legal guardian. CROSSROADS School reserves the right to ask for photo identification from anyone picking up a child.

Tuition

Tuition may be paid in full. Accounts on the payment plan are due the 1st of each month beginning in August and will run through May. All tuition will be processed through FACTS. Crossroads School will no longer accept checks and cash for tuition. You can either use your bank account or a Visa, MasterCard, or Discover credit card.

A \$25 late fee will be required for any returned payments. Beginning the 5th of each month daily fee of \$5 per day will be charged on all unpaid balances.

Parents are responsible for ensuring all accounts are current. We have the right to withhold records for any accounts with unpaid balances.

Accounts Receivable Policy

When a person has an account, which becomes thirty days past due, that person's child or children will be subject to immediate dismissal.

Tuition Insurance

Each family electing the Ten Month Payment plan will be required to purchase the Tuition Refund Insurance. The cost of this insurance is 3.2% of

the annual tuition and is payable *in full* on or before May 1, 2018 (or at the time of enrollment if later than this date).

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

Withdrawal

Should a parent need to withdraw a child before the end of May, a two-week notice in writing will be required. If a two-week notice is not given prior to the payment due date the payment will be charged and reimbursements will not be given. **Registration, Supply, Technology and Tuition Refund Insurance Fees will NOT be refunded.**

If a student has already registered for the following year, withdrawing two weeks week prior to May will forfeit the spot for the upcoming year.

If for any reason you are asked to withdraw your child from CROSSROADS School, Tuition Insurance may be used.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

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

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

Child's Name : _____

Parent Signature: _____ Date: _____

