



CROSSROADS
SCHOOL



LOVE.LEARN.LEAD

Welcome to CROSSROADS School, a weekday education program for children ages 6 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-2018-19 School Year

August 27th -May 16th

8 weeks – PRE-K

Monday – Thursday

8:15AM - 2:30PM

Primary School

Monday-Thursday

8:15AM-3:00PM

Intervention Sessions

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 8:15AM – 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 on Renweb/Parentsweb, Allergy form, Discipline Policy form, Parent Handbook verification, Health Record form (signed by a Doctor) a copy of a current shot record,

Field trip permission slip, Tuition Insurance Policy, and Picture Release form.

2. Tuition and Fees Paid through FACTS management system.

3. Previous school records are 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. You will be asked to sign your child in at classroom unless a CR staff member is present.

Students will not be able to enter the classroom after 8:30 AM. All campus doors will be locked. If you have additional questions on this policy, then you need to speak with the CR School Director or Assistant Director.

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.

Biting

If the bite does not draw blood and is not on the face:

Babies: biter is immediately placed in another area.

Toddlers and older: the biter is immediately redirected and placed in time-out.

If the bite draws blood, leaves a mark, is on the face or occurs a second time parents will be called immediately. The biter's parents will be expected to come and pick-up their child and take them out of the program for the remainder of the day.

If biting continues, the Director will discuss the issue with the parent/guardian to determine the reason for the biting. The parent will be expected to stay in the class with the child for the next session and if biting occurs, discipline their child immediately.

If biting still continues we will ask that the child be withheld from the program for a period of time.

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.

Discipline

Our discipline policy can be found in your enrollment packet 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.

Suspension and Expulsion

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 suspension or dismissal from the program.

Playground Rules

- No running on the playground equipment or up and down the steps
- One person at a time on the slide
- The area at the end of the slide must be clear, before sliding down
- No hitting, kicking, pushing, pinching other children on the playground
- Be respectful to all playground equipment, including each other
- Share and take turns using different areas of the playground equipment
- Do not leave the playground without an adult
- If you see a stranger, let an adult know immediately

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.

Emergency Drills

Fire drills will be conducted monthly. Severe weather drills will be conducted every 3 months. 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 100.0 or higher
- o Diarrhea
- o Vomiting
- o Mouth sores
- 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.

Hand, Foot, Mouth Disease

Hand, mouth, and foot disease has become more common in preschools, and any other facilities with younger children. If your child has had any symptoms of hand, foot, and mouth disease over the weekend or holiday break, parents must notify the Director or Assistant Director. If your child has been diagnosed with HFM, it is our policy and right to ask you to keep your child home until bumps are gone regardless if the doctor states otherwise. You will be asked to pick your child up, if they have not seen the doctor, and are showing symptoms of the disease. If your child has been diagnosed with hand, foot, mouth disease, they must remain home 7-10 days after the diagnosis. If the child has siblings, they must follow the same policy. This is to help prevent the spread to other children. Parents will be notified if their child's room has a case of hand, foot, mouth.

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

Classes end at 2:30PM each day.

A late fee of \$1.00 per minute will be assessed for every minute after 2:35. The late fee will be added to the following month's tuition. Repeated failure to pick up a child on time may result in dismissal from the program.

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

After school care ends at 5:30pm each day.

A late fee of \$1.00 per minute will be assessed for every minute after 5:35pm. 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 with the office. Drop-ins will not be allowed. Please see the Director or Assistant Director, if you have any questions on this.

Lunch

Please label ALL sippy cups, lunch boxes and sack lunches with your child's name. Please use a cold pack to cool other food in your child's lunch. Please send food sliced, peeled and ready to eat.

Lunch Guidelines and Suggestions

- Cut up chunks of meat and cheese
- Avoid hard candies and popcorn
- Please cut whole grapes, carrots, celery or hot dogs into small pieces
- Oranges and apples need to be peeled, seeded and cut into small pieces

Do not send anything that needs to be heated; we do not

have the equipment to 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 as wanted, but must be approved with your child's teacher.

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 the exact change. We will not take bills larger than \$10. We won't be able to take orders past the deadline.

Breastfed babies

Mothers of infants or babies that are breastfeeding will have a comfortable area to nurse their baby. This area is designated in the Cottontail room in a private corner of the room. Mothers have the right to breastfeed their babies or provide breast milk for the school to store for feedings.

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

remained 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.

Parental Notifications

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

Other parental notifications may also be received via email, and parents may also be contacted by phone calls.

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 432-368-2693.

The office location is 2525 N. Grandview Ste. 100, Odessa, TX 79761

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

Rest Time

The Minimum Standards require a rest period after the noon meal. Parents must provide a mat, small pillow and blanket for any child ages 18 months and up. Any items brought from home for rest time should be marked with the child's name.

**Do not send full size pillows or blankets, as we do not have room to store them.

Nap Mats and other items will be sent home at the end of the week for sanitizing or washing.

Toilet Training

Parents should notify their child's teachers if they are ready to begin toilet training. Our staff will not begin toilet training without consulting the parent and will not continue the program without parental support at home.

Children will not promote to the 3 year old class until they are fully potty trained. Teachers are allowed to verbally assist students, but are prohibited from physically assisting students per Minimum Standards. Recurring accidents may result in dismissal from the program. If you have any questions, regarding this policy, please speak with the Director or Assistant Director.

If your child has an accident we will put it in a ziplock bag and put in a basket in the foyer. We no longer can put them in their backpacks. This is a biohazard safety for our classrooms per Minimum Standards.

Staff training

Crossroads school staff are trained annually, and are required to meet the expectations of professional development hours, as well as exceed minimum standards expectations. Our staff are responsible for engaging in promoting their knowledge and skills through different professional development opportunities.

Chapel

Chapel is a requirement for all students. This class is held Monday -Thursday, 8:40AM-8:55AM for all PRE-K students.

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.

Preschool children will not be released from class between 2:15 and 2:30pm. If you need to pick up early please do so prior to 2:15pm.

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 cash, and/or credit cards/debit cards.

A \$25 late fee will be required for any returned payments. Beginning the 5th of each month. A 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 2.5% 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 reimbursement 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 school year, withdrawing two weeks prior to May will forfeit the spot for the upcoming year. If for any reason you are asked to withdraw your child from CROSSROADS School, Tuition Insurance may be used.

Changes to policies

Anytime there are changes in our policies, and the parent handbook is updated; you will receive another copy of the parent handbook, along with an expected date to sign and return the signature page. Parents must be notified of any policy or changes that have been made to the parent handbook.

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 _____

