



## **Parent Policies and Procedures**

Our goal at Silverlake Christian Academy is to meet the emotional, social, physical, and intellectual needs of all of our children in a safe, healthy and loving environment. Meeting these needs leads to the development of desirable dispositions and attitudes, skills and processes, and the knowledge and understanding that will help children be their best selves.

Silverlake Christian Academy does not discriminate on the basis of religion, race, national origin, color or sex.

### **HOURS, DAYS AND MONTHS OF OPERATION**

Silverlake Christian Academy is open January-December. The hours of operation are Monday through Friday from 6:30 a.m. to 6:30 p.m. Holiday traditions are important for children; therefore, SCA will be closed on the following holidays during the school year:

- New Year's Eve (early closure) and New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the following day (Thursday and Friday) with early closure on Wednesday
- Christmas Eve and Christmas Day

### **RELEASE OF CHILDREN**

Children will only be released to an adult age 18 or older. Please do not send a child under the age of 18 to the door to escort siblings to the car. Children are to be signed in and signed out daily so that all staff members are aware of each child in care. If there will be someone picking up the child who doesn't normally pick up, please make sure that their name is listed on your child's emergency contact list. If not, your child will not be released to go with this person. A proper ID is required for authorized persons to pick up.



## **ILLNESS AND EXCLUSION CRITERIA**

For the protection of all the children and staff, if a child is ill with a communicable condition, attendance must be discontinued until the child is symptom-free for 24 hours or a valid doctor's note is obtained. The doctor's note should list detailed specifications that your child is symptom-free and/or is not exposing others to the illness. SCA reserves the right to send home a child who has suspicious or prolonged symptoms.

SCA requires a child to be sent home if any of the following conditions are present:

- Temperature of 100.4 fever
- Reddened and or/runny eyes
- Questionable rash
- Vomiting
- Diarrhea
- Outbreak of Communicable Disease
- Ringworm
- Abnormal Breathing
- Sore Throat
- Chicken Pox
- Pink Eye

Parents must make arrangements to have their sick child picked up within an hour of being notified. If a parent fails to pick their child up within the hour, the next person on the child's emergency contact list will be notified for pick up, which is why it's important to keep this list up to date. If no other person can be contacted to pick up a sick child, the Department of Family Protective Services (DFPS) will be notified.

## **PROCEDURES FOR DISPENSING MEDICATION**

SCA does not employ a licensed medical professional. Therefore, we will not administer any type of medication, including prescriptions and over the counter medications, without a signed parent consent form. All medication must be clearly marked with your child's name on the exterior container. Prescribed medication must be in the original prescription bottle accompanied by the written instructions from the prescribing physician. No over the counter medication will be



administered unless it is accompanied by a doctor's note that specifies why the child requires the over the counter medication. Medications must not be expired.

## **PROCEDURES FOR HANDLING MEDICAL EMERGENCIES**

In the case of an injury or accident, parents will be notified immediately by the director for serious illnesses and accidents. Parents will receive written notification at the time of pickup for minor accidents which may require first aid. If an injury or accident requires critical 911 Emergency Services, a parent will be contacted immediately. In the event of a medical emergency, your child will be taken to the nearest hospital. At that point, the parent will need to decide and instruct the director of what action to take. In all cases of accident or injury, SCA will fill out an incident report, which will be signed by SCA and the parent of the child involved. All serious accident reports are sent to DFPS Child Care Licensing for evaluation. A copy of our Liability Insurance is on file at the school and can be provided at parent request. All staff members are CPR and First Aid certified.

## **PROCEDURES FOR PARENTAL NOTIFICATIONS**

Parents will be notified of minor accidents when they pick up their child. An incident report will be given and must be signed. In serious cases, a parent will be notified immediately by phone. Monthly calendars for activities and meals will be sent home. Parents will also be notified via SMS or Email with other non-emergency updates that may need to be shared.

## **DISCIPLINE AND GUIDANCE/ SUSPENSION AND EXPULSION**

SCA believes that every child should learn from their mistakes and be taught how to handle themselves properly in any given situation. Appropriate behavior will be highly praised.

Inappropriate behavior such as biting, hitting, scratching, kicking, pinching, spitting, and profanity will not be tolerated. We will praise positive attitudes, redirect children, and use "thinking time" for students to reflect on their behavior. Students may be separated from the group, when appropriate, which will be limited to no more than one minute per year of the child's age.



Incident reports will be filled out for each inappropriate behavior. Parents will be notified and asked to sign. If inappropriate behavior continues more than three times, a conference will be held with the director and the child's parents to discuss the behavior and to provide the best resolution.

In the rare instance that a child has a serious discipline problem, is habitually disruptive or maintains physically aggressive behavior, we reserve the right to suspend (all fees still required) and/or withdraw the child from the school in order to guarantee the safety of the other children in care. There will not be any refunds or reimbursement of previously paid funds.

In accordance with Silverlake Christian Academy and state regulations, the following apply:

- Children shall not be subjected to discipline which is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest, or toileting.
- Discipline shall not include spanking or any other form of physical punishment.

### **SAFE SLEEP FOR INFANTS 12 MONTHS AND YOUNGER**

At the time of registration, parents will be provided with infant care instructions form which will be updated every 30 days until the child is no longer on formula. Parents will also receive the operational policy on Infant Safe Sleep.

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Parents will review this policy upon enrolling their infant and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of

Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at:

<https://www.cdc.gov/sids/about/index.htm>

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety



Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].



- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

#### Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practicesprivacy#security>.

#### **MEALS AND FOOD SERVICE**

- SCA will provide all meals and snacks to all children at no additional fee. If you do not wish for your child to have our school lunch, your child may bring his or her own lunch. Please be mindful that tuition will NOT be discounted for lunches that you provide.
- Breakfast will be served until 7:45 a.m. **NO EXCEPTIONS!** If your child arrives after this time, please do not bring food from the outside. It is a distraction to the class. A morning snack will be provided during the 9 a.m. hour.
- Each child will receive an a.m. and p.m. snack. Children are welcome to bring their own snacks.
- Please do not include sodas or candy with your child's snack or lunch. (see infant care and breastfeeding)
- SCA provides Walmart Brand Parent's Choice formula for infants. Parents will provide the child's formula of choice if the school's option is not best for the child. Please remember that we are a **PEANUT FREE school!**

#### **INFANT CARE AND BREASTFEEDING**

A rocking chair will be available for any mother who has a child attending SCA to sit in our infant room and breastfeed her baby at any time. All infants (6 weeks to 11 months) are required to bring their own milk (formula or breastmilk) if Walmart's Brand Parent's Choice is not sufficient. All bottles should be labeled with the child's



first name and last initial. All meals and snacks must be labeled in small containers for infant feedings. All appropriate spoons, bowls, and sippy cups must be labeled for feeding. Infant feeding requirements are provided to parents separately upon registration and must be updated monthly.

### **IMMUNIZATION AND TUBERCULIN (TB) REQUIREMENTS**

Each child enrolled or admitted to SCA must meet applicable immunization requirements that are specified by the Texas Health Department. This requirement applies to all children in care from birth to 12 years of age. All immunizations required for the child's age must be completed by the date of admission. A copy of the immunization record must be given to SCA.

The health department requires that all children be properly immunized. In order for your child to have continued attendance at SCA, we required the proper medical forms. At this time, Brazoria County does not require Tuberculin (TB) testing for children in school settings.

If you choose not to vaccinate your child, you must obtain an affidavit from the Texas Department of State Health Services and/or any other documentation required from the state, as set by the state of Texas. You must also sign a waiver where you understand and acknowledge that SCA is NOT responsible for illness or sickness your child has contracted and/or been exposed to. Flu shots are not required, but they are highly recommended for all children enrolled.

Although it is recommended that all staff members keep up with immunizations, it is not required for employment at SCA.

### **HEARING AND VISION REQUIREMENTS**

All children four years or older must have a hearing and vision screening on file with SCA within 120 days of admission.

### **ENROLLMENT**

In order for a child to attend SCA, all required enrollment forms must be completed and accompanied by the required fees before the first day of attendance.



Enrollment forms are included in the admission packet along with a checklist of additional paperwork that is required. Parents should be aware that our policies may change over time. If such changes occur, parents will be made aware of the change(s) within 30 days via email and will be required to sign the receipt of the notification. If parents have questions or concerns about policies, please contact the director to review or discuss.

### **TRANSPORTATION AND FIELD TRIPS**

In the case of an emergency, if it is necessary to transport your child, all seat belt/car seat laws will be adhered to. At this time, students will not be attending field trips.

### **WATER ACTIVITIES**

During the school year, for learning purposes and during the hot summer months, SCA will occasionally participate in water activities (i.e. water tables and sprinkler play.) Please be aware that all water activities are monitored as per minimum standards. Permission slips will be sent home to be signed before students are able to participate.

### **ANIMALS**

If animals will be present on the premises, parents will be made aware in writing with details on when the animals will be present. SCA will ensure that animals do not create any unsafe or unsanitary conditions. Children and staff members will wash their hands after being in contact with any animals. We will ensure that we have the necessary documentation that shows that the animals have been vaccinated and have a statement of health from a veterinarian. Students will not be allowed to come in contact with chickens, ducks, reptiles or amphibians. Stray animals that may wander on the property will be removed immediately.

### **PROCEDURES FOR APPLYING INSECT REPELLENT AND SUNSCREEN**

Sunscreen and insect repellent should be applied to your child at least once at home to test for any allergic reaction. Aerosols, sprays and combined sunscreen/insect repellents are prohibited.





Written CONSENT IS REQUIRED. Insect repellent must contain a concentration of 30% DEET or less and may not be used in infants under the age of 2. All sunscreen and insect repellent must be provided by the parent/guardian and must be:

- Provided in the original container
- Clearly labeled with your child's first name and last initial AND given to teacher or administrator with consent- not placed in your child's bag or cubby
- Sunscreen/Repellent will be placed out of reach of children in a secure location
- Within expiration date
- Appropriate for the age of the child

### **PROCEDURES FOR PARENTS TO REVIEW & DISCUSS QUESTIONS/CONCERNS**

Parents can schedule to meet with the center director to address any questions or concerns about SCA's policies and procedures. Parents can have access to review the minimum standards requirements and most recent Licensing Inspection Report upon request. A copy of SCA's handbook will be sent electronically to each parent within 30 days of enrollment. A copy will also be kept on file at the front desk for parents to view.

### **PROCEDURES FOR PARENTS TO PARTICIPATE IN OPERATIONS & ACTIVITIES**

Families are welcome to volunteer in their child's classroom and arrange a time for observation at any time. Birthday celebrations and holiday parties are welcome; however, parents can only provide prepackaged snacks or commercially prepared food (ie., pizza, Chick-fil-A, etc. ) Background checks are required for all volunteers who come on a consistent basis.

### **PROCEDURES FOR PARENTS TO REVIEW MOST RECENT LICENSING INSPECTION**

SCA's most recent licensing inspection will be posted on the information wall along with all other required postings. Parents may view these at any time.



## **MINIMUM STATE STANDARDS, DFPS AND ABUSE HOTLINE**

Parents may access the state minimum standards online at the following website:  
<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

Parents are able to contact the local DFPS office at 713-287-3238.

In an effort to protect the safety and well-being of children, the state of Texas requires anyone suspecting child abuse and neglect to report it to the proper authorities. All employees and staff members have been trained to identify the signs and symptoms of abuse and neglect. If, after an investigation, symptoms indicate abuse or neglect, designated agency personnel will document and report the suspected abuse. SCA is required by law to cooperate with any investigations of child abuse and neglect. You will be notified if your child is questioned as part of an investigation. To report child abuse and/or neglect, you may anonymously call the Abuse Hotline at 1-800-252-5400.

Community resources will be provided as needed to prevent child abuse and neglect.

## **EMERGENCY PREPAREDNESS PLAN/INCLEMENT WEATHER**

Should Pearland ISD close due to the weather conditions, SCA will also close. Listen to your T.V. or radio in the morning for information. If severe weather occurs during school hours, then SCA staff will follow our emergency preparedness plan and take shelter if necessary. A copy of the Emergency Preparedness Plan will be posted on the information wall. Teachers and students will adhere to the following chart in case of an emergency. A copy of this emergency plan will be included in every room. We will do our best to inform parents as soon as possible by telephone and/or email. Be sure to keep your contact information current. If the need to evacuate and relocate occurs, all parents will be notified.

If children need to be relocated in case of an emergency, they will be transported to Building 1 on the campus. Once settled, all parents will be notified and will be required to promptly pick up their child. All children who are able to walk will walk

out to the parking lot via the evacuation route. Those who need assistance will be placed in our emergency evacuation cribs.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

**STUDENTS**  
 Return inside  
 Business as usual

**TEACHER**  
 Bring everyone indoors  
 Lock outside doors  
 Increase situational awareness  
 Business as usual  
 Take attendance



## LOCKDOWN! Locks, lights, out of sight.

**STUDENTS**  
 Move away from sight  
 Maintain silence  
 Do not open the door

**TEACHER**  
 Lock interior doors  
 Turn out the lights  
 Move away from sight  
 Do not open the door  
 Maintain silence  
 Take attendance



## EVACUATE! To the announced location.

**STUDENTS**  
 Bring your phone  
 Leave your stuff behind  
 Follow instructions

**TEACHER**  
 Lead evacuation to location  
 Take attendance  
 Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

**STUDENTS**  
**Hazard**     **Safety Strategy**  
 Tornado     Evacuate to shelter area  
 Hazmat     Seal the room  
 Earthquake     Drop, cover and hold  
 Tsunami     Get to high ground

**TEACHER**  
 Lead safety strategy  
 Take attendance



## HOLD! In your classroom. Clear the halls.

**STUDENTS**  
 Remain in the classroom until  
 the "All Clear" is announced

**TEACHER**  
 Close and lock classroom door  
 Business as usual  
 Take attendance



## HYGIENE AND HEALTH CHECKS

Children will be encouraged to learn good hygiene habits. Children will be guided by teachers to wash hands with soap and water before and after snacks/meals, after using the restroom, before engaging in any activity handling food, after coming in from outdoor time or water play, and anytime the teachers feel it's necessary. All children are visually inspected daily at the time of arrival. If the need arises, SCA will photograph a child with visible marks, bruises or scratches.

## PARENT VISITATION

Parents are always welcome to visit our school at any time of the day. Please adhere to the following guidelines:



1. To help your child adjust to school, do not have an overly long goodbye or plan to visit the classroom. Your child will sense any feelings of apprehension on your part and react. The children are treated with a great deal of care and kindness by our staff members who are experienced in helping children deal with separation anxieties.
2. You may watch your child's class through the classroom window if you choose to not go into the classroom.
3. Classroom visits are welcomed and encouraged. Parents should be prepared to interact with the classroom routine. Classroom visits cannot be longer than 30 minutes unless it is a special occasion where parents are invited to the classroom.
4. Should your parent visit upset your child, please be prepared to take your child home with you.

## **ATTENDANCE**

Regular attendance is important for your child, and routine becomes a part of your child's day. Students should be at school no later than 9:30 a.m. each day. Students will not be able to attend school for the day if they arrive later than 9:30. If the child visited the doctor or dentist for a routine check up that morning, they may attend if the doctor's note is provided.

## **SPECIAL NEEDS**

At this time, Silverlake Christian Academy has no special training or adequate staff to handle children with special needs. Special needs will be considered on a case by case basis.

## **BIRTHDAYS**

Birthdays are important events and may be celebrated in the classroom if you wish. Please contact your child's teacher in advance before the celebration to help with planning. No candles or balloons are allowed in the classroom. For health regulations, it is required that all food be store-bought. Food may not be prepared at home.

## **OUTDOOR TIME**

Because our play area is detached, during outdoor time, cones or a "slow down for children" sign will be placed outside to block incoming traffic. Younger and older children will not be combined; each class has a designated playtime as specified in their daily schedule.

A daily grounds checklist will be completed to alleviate hazards, and a monthly playground inspection will be completed.

Younger children will use a teacher-led single file line when exiting the building if needed with a walking rope as pictured.



Restrooms are located inside the building. Walkie talkies will be used to communicate with admin if the need arises for toileting while outside.



A walkie talkie will also be used to communicate with staff about any injuries or incidents. Teachers will have a fanny pack type first aid kit which will be taken to the playground.

## **NAPS**

Children will be given the opportunity to take a scheduled nap during the day. Any child who does not take a nap after 30 minutes will be allowed to do a quiet activity instead. There will be books, crayons, puzzles, and other materials that your child may be given during this time. Children must remain quiet. Each child requires a different amount of sleep. If you prefer that an attempt be made to wake your child up after a given period of time, please let the teacher know. Each child must bring a blanket and crib sheet to use while napping (ages 18 months+). Please remember to label the blanket and sheet and take them home at the end of each week to wash. If you fail to bring a blanket and sheet, be mindful that SCA does not have any extras to supply due to hygiene and allergy purposes.

## **HOLIDAY CELEBRATIONS**

Holidays represent opportunities for young children to learn about the celebrations that various cultures observe. Certain holidays are recognized in the preschool classroom in ways that are consistent with the individual program's curriculum and the age of the children. Examples include, but are not limited to, Halloween, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and Easter. The school staff recognizes, understands and values other holidays that reflect the cultural diversity represented among our families. Teachers encourage all parents to propose the observance of additional holidays that reflect their family background and tradition. Such celebrations represent unique learning opportunities for children to experience and understand various cultural heritages.

## **CURRICULUM**

Silverlake Christian Academy is a theme-based center. Our goal is to meet the needs of each child through hands-on learning experiences and thematic units. The curriculum is designed to foster development in the cognitive, physical, and



social-emotional areas through daily active learning opportunities. SCA uses Abeka and Appelbaum for our program's curriculum.

### **CAR SEAT REQUIREMENTS**

Texas law requires all children to be properly restrained no matter where they are seated in the vehicle. Children through age 3 must be secured in a separate carrier (child safety seat) or in a vehicle manufacturer's integrated child safety seat. For children ages 4-5, a separate carrier, an integrated child safety seat, or a safety belt may be used. If a safety belt does not fit the child correctly, a booster seat should be used to correctly position the lap and shoulder belts once they outgrow forward-facing safety seats (generally at about 40 pounds and 4 years old.) Children from approximately 40-80 pounds and under 4'9" in height should ride in a booster seat. Infants must ride rear-facing until they are at least one-year-old and weigh 20 pounds or more. Rear-facing, the infant should be semi-upright at an angle or no more than 45 degrees. A forward-facing older child should ride sitting upright.

### **ONLINE VIEWING**

SCA offers online viewing for parents to watch their children during school hours. After your child has enrolled at SCA, you will be allowed to create an account with our online viewing. Your online viewing registration will only allow you to see the classroom in which your child is enrolled.

### **TOYS**

Children should leave all toys at home. The toys and activities provided at SCA are carefully chosen to suit the ages of all children in care. Toys and other articles are allowed at school on Show & Tell days. Please do not send any play guns or swords.

### **UNIFORMS**

Silverlake Christian Academy is a uniform based school. Children ages 2-5 will wear a SCA uniform shirt with khaki bottoms Monday-Thursday. Jeans may be worn on Fridays with a uniform shirt. Students out of uniform will be given a uniform shirt to wear, which will be charged to your account.



In the interest of safety, sandals, flip flops, jellies, or crocs may not be worn to school. We recommend that all children wear sneakers.

To foster independence, parents are encouraged to purchase bottoms that the children can easily manipulate. Children must keep a complete change of clothing on hand at school for spills and other emergencies. These clothes should be labeled with your child's first name and last initial (including socks and shoes.) Getting "dirty" is a part of learning. During the winter months, children should have an extra hat and sweater as well.

### **DIAPERS AND TOILET TRAINING**

Potty training can continue on at school if a parent is starting at home. Potty training research shows that children who stay dry longer than two hours at a time are ready for potty training. During potty training, your child will be taken every two hours (for no more than 10 minutes) or when a child verbally lets us know or shows signs of wanting to go- either holding themselves or squirming in their seats. Remember that every child is different and everyone learns at their own pace. Please have plenty of extra clothes to change your child into because accidents will happen. If your child continues to soil themselves before the two hours without warning, we can give the child a 1-2 week break and continue training after the break. When children are being potty trained, teachers will still continue to assist with wiping during toileting.

- If a child requires diapers or disposable training pull-ups, the parents must provide an adequate supply. If a parent is notified and fails to supply diapers and training pull-ups, SCA will purchase the items needed and a charge to your account will be added in addition to a \$5 convenience fee.
- Please note that we do not believe in pressuring a child during toilet training. Therefore, we must insist that parents provide an adequate supply of diapers or training pull-ups until the child is accident-free at school for at least two full weeks.
- If we feel your child is not ready to potty train, SCA will not force them. Children must keep a dry diaper for up to two hours to show signs of readiness.





## **FEE POLICY/LATE FEE/DELINQUENT ACCOUNTS**

Tuition Fees are due and payable on the Monday of the week students are to attend. A \$10 late fee will be assessed each day the account is delinquent. Automatic drafts will take place on Monday through Tuition Express. You may choose to pay weekly or monthly.

\*\*\*All fees are subject to change with proper 30-day notice.

Full tuition is required regardless of days missed due to illness, vacation, school holidays, weather conditions, half weeks, or any other absences. SCA will follow Pearland ISD's school closure schedule during inclement weather days.

Silverlake Christian Academy closes at 6:30 pm. Please be advised that a \$5.00 late pick-up fee will be administered for the first five minutes and \$1.00 each additional minute. We must receive advance notice if you will be late to pick up your child. After 7:00 pm, we are obligated to contact the local authorities if we have not received notification of late pick-up and pick up time.

After a week of non-payment, your child may NOT return to SCA until full payment along with late fees is received. Tuition contracts are set according to the program you have enrolled your child in and that are available at that time. If you wish to change to a different program, you must give written two-week notice to the front office. If you decide to change your program again, you will not be allowed to do so for 90 days of your change. If you decide to change back to your previous program, and it is not available, we will add you to the waiting list until that program becomes available again.

### **Annual Fees:**

Registration Fee- \$100 per child or \$150 per family (non-refundable)

Supplies Fee- \$75 per child or \$125 per family (non-refundable)

## **VACATIONS**

Each child will receive two vacation weeks each school year (August to July.) Half (50%) tuition is due when you choose to use a vacation week. You may use a vacation week any time your child is absent for a full week. Any other weeks missed within the year are to be paid in full to secure weekly enrollment.



## **ALLERGIES**

If your child has allergies to certain foods, insect bites, or any other item, please make sure that the allergies are listed on the enrollment form. If your child has an allergy that requires an EpiPen, then a food allergy and anaphylaxis emergency care plan form will need to be completed by the child's physician. At SCA, we use a variety of food items for hands-on learning experiences, and if your child is unable to participate, teachers can substitute the food item or move your child to another classroom for that required lesson. \*We are a peanut-free school!

## **PARENT INVOLVEMENT AND CONCERNS**

Parent involvement and concerns are important to the success and growth of your child's education. Parents are welcome to visit anytime during operating hours for up to 30 minutes a day. This is so not to disrupt the daily routine of those in the classroom who may have a hard time re-focusing. If you would like to have a conference with one of your child's teachers, please call or stop by the front office to make an appointment.

There are many opportunities throughout the school where parent involvement is needed. Written notice for volunteers during special occasions will be sent out at various times throughout the school year.

## **CUSTODY & VISITATION ISSUES**

If there are custody or visitation issues to address, SCA must have a copy of any custody and/or visitation orders or agreements in order to enforce them. SCA cannot deny a legal parent from picking up their child without a court order.

## **WITHDRAWAL NOTICE**

There is a required two weeks notice to be given if you need to withdraw your child from SCA. All fees apply for the last two weeks. No payments will be reimbursed. If you fail to pay fees, SCA will be forced to contact its business collection agency or lawyer associated with the school in order to collect funds.



## **FIRE DRILLS**

Fire drills will be conducted on a monthly basis. Children will be instructed as to why we have fire drills and what is expected of them during these times.

## **GANG FREE ZONE**

### **Gang-Free Zone**

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where the prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include daycare centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### **How do parents know where the gang-free zone ends?**

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

### **What is the purpose of gang-free zones?**

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.



**What does this mean for our center?**

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

**What can we do?**

As parents, we need to be aware of our surroundings. If you expect a gang or drug-related activity is occurring, please call 911.