



Operational Policies

Mission Statement: To minister to children and their families by developing the socialization and early learning skills of preschoolers. We continually strive to be a program of excellence by teaching a biblically based curriculum while providing high quality childcare in a nurturing environment. We are passionate about sharing God's love with the families He has placed in our path.

Curriculum: Our curriculum is educator-created with a focus of experiencing the world around them. Secular and Christian publishing's are used to create an age-appropriate curriculum that develops the children's educational and social skills with a biblical worldview. These publishing's include but are not limited to the well-respected Abeka and Wee-Learn curriculum. Our early education program helps build executive function by supporting the development of judgment, perception, memory, reasoning, critical thinking, and learning through play.

Admission Procedures: All admission paperwork is required before your child can start our program. Incomplete paperwork will not be accepted.

Classroom Assignments: All children are placed in classes according to their age on September 1st of the current school year. Since social development is so important at these early ages, we do not "bump" your child up to the next room due to size, developmental progress, etc.

Days and Hours: Our days of operation are Mondays through Thursdays, 9:00 am – 2:00 pm. Please be prompt in picking up your child(ren) at 2:00 pm. Sign your child in and out every day with initials/time when dropping off and picking up.

Visiting the Center: Parents are welcome to visit CPA any time during our hours of operation to observe their child, and/or operation and program activities, without having to secure prior approval. Parents have the right to breastfeed or provide breast milk for their child while in care. A rocking chair is available in A3 for comfortable seating.

Procedures for parents to discuss concerns with the director: You may bring concerns to the director at any time by calling 972-292-2269 or stopping by the front desk. An appointment can be set up if needed.

Parking/Security: When dropping off and picking up your child, please park in the east parking lot. The doors will be locked from 9:15 am – 1:50 pm. Please ring the doorbell or call the CPA phone number at 972-292-2269 should you need to enter the building during these times. Do not park in the fire lane.

School Days: CPA follows the Little Elm ISD (LEISD) school calendar for most holidays. Should LEISD close due to inclement weather, we will also close. In the event of school delays, CPA will remain closed. We will notify you by 7:30 am via Brightwheel. If LEISD uses a bad weather make up day, CPA will remain closed.

Classroom Ratios: To create the best environment for your child, we limit our class size. CPA strives to have two adults in every classroom. Classroom ratios vary by age.



Discipline and Guidance Policy: At CPA, we encourage children to develop self-discipline and constructive self-management of conflicts through positive guidance and understanding that every action has a logical consequence. Behavior modifications begin with re-direction, warnings, if-then statements, or time away from the group to refocus. A discussion will occur with parents if the action or behavior continues.

Suspension and expulsion: We reserve the right to refuse or discontinue service if a child exhibits a pattern of defiance towards authority, uses excessive harsh language, bites, or poses a threat against self, staff, or the children in our care.

Health form and immunization requirements for children: State law requires our center to have an updated health form on file for each student. This form must be signed and dated by a doctor. Please send a copy of any new immunizations that your child receives throughout the year to be added to your child's file.

You must show proof of the up-to-date immunizations or a notarized exemption affidavit from Texas Health and Human Services before your child can attend CPA.

Every child four years of age or older is required to have a vision and hearing screening. This can be done by your child's physician. We must have a current record of this screening for your child to be in care.

Staff Vaccines: We do not require any specific vaccines for our staff.

Medical Emergencies: While all precautions will be taken to ensure the safety of your child on campus, accidents may occur. Please note that injuries are documented. If your child is injured at school, you will be notified verbally and/or in writing. In the event of an accident the teacher or staff will administer first aid for minor injuries and call 911 for serious injuries. Parents are financially responsible for the emergency services, including, but not limited to, ambulance and emergency room costs.

Rest Time/Nap Mats: Children need to bring a washable nap mat for rest time. Please leave washing instructions on the nap mat. Foam is not considered sanitary, and we will not be able to use it in our school. If your child has a security item, he/she needs during rest time (lovie, blanket, pacifier, etc.), please label it.

Safe sleep policy for infants 12 months and younger: Research shows more babies die in incidents involving cribs than with any other piece of nursery equipment. An independent crib with mattress and fitted sheet is provided for each infant and follows the health and human services minimum standards for child-care centers requirements in section 746.2409. Infants will not be allowed to sleep in a restrictive device. Infants will be placed in a face-up sleeping position without the use of bedding, blankets, or toys. Pacifiers are allowed as long as they are not attached with a cord or object.

Physical Activity: Physical activity and outdoor play offer many benefits to preschoolers including freedom and flexibility, fuller expression through loud talk, greater range of active movement, social-emotional development, and both large and small muscle development. Children are allowed free play on the playground for thirty minutes each day, weather permitting. Students need to arrive each day with appropriate clothing, coats, and shoes that will allow them to play safely outside. There are some circumstances that will prevent us from going outside:

- Temperatures/heat indexes above 95 degrees
- Temperatures/feels like below 40 degrees
- Red Alert Ozone days (for any outside play after 12:00 pm)
- Rain/Ice/Snow/Excessive wind



In the event we are unable to go outside children will play with age-appropriate toys in a designated safe area to allow for thirty minutes of physical activity.

Procedures for parents to participate in operation activities: We will have times during the school year that parents are invited to join the class for a special event, a Christmas Party as an example. This varies by age and classroom. Please talk to your child's teacher if you have any questions.

Birthday Celebrations: Children like to share their birthday with classmates at school. If you would like to bring cookies or cupcakes for your child's class, please contact your child's teacher in advance.

Procedures for drop off and release of children: Per Texas state laws, parents have a right to access their child at any time. We strongly encourage parents to drop off their child(ren) at 9am and pick them up at 2pm each day so that they can take part in our full educational program.

Parents are required to sign the attendance sheet upon arrival and departure, including the time. Students will not be released from the playground area. Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you.

In the event that a parent is unable to pick up their child, the following must occur prior to pick up time:

- A parent must inform the CPA office of the authorized adult picking up.
- The authorized adult must be listed on the admission form.
- The authorized adult must bring a picture ID to the front CPA office to make a copy for the child's file.
- Children will not be released to a minor.

Please inform the CPA office if there are any re-occurring scheduled carpool arrangements made.

Emergency Contacts: It is the parents' responsibility to keep the school updated on any address, telephone, or emergency contact changes. There must be at least one additional contact listed besides mom and dad in the event of illness or emergency.

Illnesses: Children who, within the previous 24-hour period, show signs of illness such as 100.0 or above fever, heavy nasal discharge, vomiting, constant cough, or diarrhea will not be allowed in the classroom.

If any of these symptoms occur during school hours, you will be notified to pick up your child. If you cannot be contacted, the contact person listed as an emergency contact will be called and asked to come pick up your child. We expect the child to be picked up within 30 minutes of notification. This is for the protection of all children. We may refuse any child attending due to illness. If there is a question regarding any condition, please see the Director. Your child may return to school when he/she has been fever-free for at least 24 hours without the use of fever-reducing medication. Upon returning to school, if any symptoms are noticeable, we ask that a doctor's note be provided stating that your child is not contagious. Parents are required to notify the school whenever a child has been exposed to a contagious disease, including, but not limited to COVID-19, hand/foot/mouth, strep, staph infection, lice, etc. We will notify you if your child may have been exposed to a contagious disease during CPA hours. The names of children and CPA staff are always kept confidential.



Head Lice: If at any time we detect the presence of lice/nits on a child while they are at school, we will call and ask that you come and pick up your child. The child may return to school after proper treatment and the absence of nits (eggs). The returning child will need to be checked by the director before being allowed to attend class.

Procedures for dispensing medication:

If your child suffers from a severe allergy, or asthma that requires immediate emergency medication (Benadryl, Epi-pen, inhaler, etc), please have your doctor fill out and sign an emergency action plan. Prescription medication must be in its original container with label, including the child's full name.

If your child needs medicine or special care during the day (such as a nebulizer), we encourage you to keep him/her at home until well.

Medication may only be administered following the manufacturer's recommendation on the label. Medication must be in the original container. Please speak with the director or assistant director and fill out a medicine authorization form at the front desk. This includes but is not limited to prescriptions, diaper creams, allergy medicine, etc.

What to Bring: Please label everything and place all items in the basket that is required by CPA. All children will need to bring the following every day:

- A nutritious lunch
- A nutritious snack packed separately
- Refillable sippy cup/thermos or water bottle
- Change of clothes (weather appropriate) including shoes
- Washable nap mat with special "lovie" or blanket for rest time (ones, twos and threes)
- Diapers or "Pull Ups" (individually labeled)
- Weather appropriate sweater or jacket.

Labeling: Please make sure everything your child brings is clearly labeled. This includes lunches, cups, mats, clothes, coats, hats, blankets, etc. Label lunch boxes on the outside.

Baskets: Baskets are required for all classes and can be purchased at the front for \$25.

Lunch: Parents are responsible for the nutrition of their child. Each child is to bring lunch and must feed themselves. Please send food your child can handle such as finger foods. Lunches need to be cut up, prepared, and ready to eat. We are unable to prepare or heat your child's lunch. Please supply all necessary utensils (i.e. straw, spoon.)

Clothing: Each day your child attends, please bring a change of clothes including undergarments. We require every child to wear closed-toe shoes at CPA for their safety. Flip flops, house shoes or slippers are not acceptable shoe attire. Girls wearing skirts and dresses should wear a pair of shorts underneath.

Personal Toys: We ask that you leave your child's toys at home. If brought, we cannot be responsible for lost or broken toys. The exception to this is show-and-tell or a sleep "lovie" which should be labeled with the child's name. No play guns or swords of any kind are allowed.



Procedures for supporting inclusive services: Special needs care will be met to the best of our ability when recommended by a healthcare or other qualified professional. This includes adaptive equipment and early intervention, or special needs education as arranged, approved, and paid for as needed by the parent. CPA will ensure activities integrate children with and without special needs in a natural environment.

Absences: Please call or email us at info@crcpreschool.com as early as possible if your child is going to be absent due to illness or any other reason. CPA's number is 972-292-2269. If your child is absent, you are still responsible for tuition for the entire month including illnesses or vacations.

Late Pick Up: If your child is picked up after 2:10 pm there will be a late fee of \$20 added to your account that day.

Non-payment: If your account is not paid in full by the last day of each month your child will not be eligible to return to school. Your place in our program will be forfeited.

Withdrawal Policy: A 30 day written notice for withdrawing a child from CPA is required. If a 30-day notice is not provided, you will be responsible for the remainder of the month's tuition. Registration and supply fees are non-refundable.

Procedures for parents to contact Childcare Licensing (CCL), DFPS, Child Abuse: CrossRidge Preschool Academy (CPA) is licensed and regulated by the Texas Department of Health and Human Services as a daycare center. We follow The Minimum Standards for Childcare Centers 746.501. You can find our school's yearly inspection, investigation, and compliance information at [Protective Services Providers | Texas Health and Human Services](#) or at the local Licensing Office. You may ask the director or assistant director at any time to show you the most recent copy of the minimum standards for this child daycare center. This information is also available on the web at [Protective Services Providers | Texas Health and Human Services](#) or you may call our local licensing office in Denton at (817)321-8604.

Gang-Free Zone: 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 penalties.

Child Abuse Reporting Law Requirements: CrossRidge Preschool Academy's staff are required by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. The staff will not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736. The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Additions and Changes: CPA reserves the right to edit or adapt the policies as need arises. We will make all changes and additions available at the time these changes are made. Parents will be notified of these changes through written communication and email at the time they are made effective. We believe that parent input is a valuable part of our program assessment. Parents are encouraged to address concerns or share ideas with the teachers at any time. Parents should bring any problems or concerns to the attention of their child's teacher. If the matter cannot be resolved at this level, parents should contact the director or assistant director