



CROSSPOINT
CHRISTIAN SCHOOL

CrossPoint Christian School

Parent Handbook

Last revised: 6/2023

CrossPoint Christian School is an integral part of CrossRoad Lutheran Church. CrossRoad Lutheran Church is a community church affiliated with The Lutheran Church-Missouri Synod, a Biblically conservative branch of the Lutheran Church. CrossRoad stands on the authoritative Word of God and upholds moral life values. CrossPoint Christian School provides programs for young learners eighteen months of age through kindergarten.

CrossPoint Christian School is a gang-free zone.

CrossPoint Christian School 700 S. Westgreen Blvd. Katy, Texas 77450
School 281-945-5133 fax 281-599-9457

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Mission Statement, Philosophy, Goals, Commitment and Strengths

Mission Statement

The mission for CrossPoint Christian School is to:

Build each child's foundation through academic and developmental activities in a loving Christian environment while connecting families to Crossroad Lutheran Church.

Philosophy

Each child is a special creation of God. Each child comes to CrossPoint Christian School (CCS) with a unique understanding of the world, family lifestyle, physical, emotional and intellectual needs. The goal of CCS is to provide a Christ-centered, nurturing environment where each child will receive the special gift of positive self-esteem built on the foundation of God's love enabling them to learn and grow both mentally and spiritually.

CCS staff will exemplify Christ's love to all His children. They will assist all our young learners in their daily walk with Christ. When a child feels secure in a learning environment that fosters creative play, a child is able to explore, investigate and learn about God's beautiful world. The CCS staff strives to provide each child with this special security enabling all the opportunities that flows from it.

Goals

Children learn best by being actively involved in the learning process. To foster learning, teachers have created centers that promote investigative learning in all the CCS classrooms. Manipulatives and materials that stimulate young minds are readily available at all times.

The CrossPoint Christian School curriculum goals are as follows:

1. To provide a Christ-centered knowledge base
2. To encourage spiritual development
3. To develop positive self-concept at the primary level and beyond
4. To encourage both oral and written language development
5. To encourage physical development
6. To stimulate emotional and intellectual development
7. To encourage creative expression
8. To develop appropriate social skills

Our Commitment

CrossPoint Christian School is committed to provide the community with an age-appropriate Christian learning environment, reaching all children regardless of race, nationality or creed.

We care about the children we serve and want to share our love of Jesus Christ, our Savior, with them and their families.

Our Strengths

- A qualified staff equipped to guide, motivate and further develop the unique qualities of each child.
- An "Open Door Policy" that encourages parents to visit and observe the learning process.
- Accreditation by the **National Lutheran School Association**, recognized by the Texas Commissioner of Education
- Licensed by the Texas Department of Family and Protective Services

Policies, License and Other Information

Hold Harmless Release

Parent/guardian knowingly holds harmless CrossPoint Christian School, Crossroad Lutheran Church, its employees and its volunteers, from any claims that might result from any accidents at any time involving your child(ren). **Parent/guardian is solely responsible for any damages caused by their child(ren) after hours whether supervised by an adult or not.**

School Calendar

The Katy Independent School District (KISD) calendar will be taken into consideration when developing the CCS school year calendar. A copy of the CCS calendar will be provided to parents. Please keep the calendar available to be aware of school closings, holidays and events. Our school calendar can be found at lifeatcrosspoint.org/ccs-calendar

Non-Discrimination Policy/Children with Disabilities

CrossPoint Christian School will not discriminate against any person with reference to sex, age, race, religion, national origin, handicaps or disabilities. CCS will accept children in compliance with the American with Disabilities Act (ADA), its regulations and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities. Enrollment of a student with a disability will be handled on a case by case basis during any school year due to financial limitations.

Federal Tax EIN Number

CrossPoint Christian School is a non-profit ministry of Crossroad Lutheran Church. Our Federal Tax Employer Identification Number is **76-0533376**. Tuition statements are accessible through the Brightwehl App.

License

CrossPoint Christian School is licensed by the State of Texas. The current licensing report is located in the glass cabinet located outside of the school office. A copy of the State Licensing Minimum Standards is located in the School office for review. The Texas Department of Health and the Texas Department of Family and Protective Services have the authority to inspect and audit CCS records without prior consent in accordance with licensing procedures.

The local licensing office address is: P.O. Box 16017 Houston, TX 77222; Phone # 713.940.3009

Reporting Child Abuse and Neglect

SUSPECTED CHILD ABUSE/NEGLECT POLICY

State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect.

CCS staff members who suspect any case of child abuse or neglect must immediately report directly to Childcare Licensing and also to our Director. Once the case has been reported, Department of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

Procedures:

Director

1. The Director must report all suspected child abuse cases to the Child Abuse Hotline. A person may not make the independent determination of whether a report is necessary or not.
2. The Director must send a written report of suspected child abuse to the Department of Family and Protective Services (DFPS) of the alleged abuse within 48 hours.
3. The Director must immediately report all suspected cases to the Owner.

Employees

1. You must immediately report a suspected case of child abuse to the Child Abuse Hotline and to the Director.
2. When reporting suspected cases of child abuse, the following information must include:
 - Name of child
 - Age of child
 - Child's present location
 - Type and extent of abuse
 - Name of individual making the report
 - Individual's title
3. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

Preventing and responding to abuse and neglect of children requires:

Staff Training

CrossPoint Christian School will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 7 days of their hire date. Any new staff hired during the school year will receive the training and will be documented in the employee's file. All employees must complete at least one clock hour of annual training from the Department of Family and Protective Services Website: <http://www.dfps.state.tx.us/Training/Reporting> or other source including but not limited to face to face and /online training.

Parent Education

The Child Abuse and Neglect Policy will be available to all parents in this handbook. If requested, parents will be offered training on the prevention of abuse and neglect and will be informed of available community resources from the National Association for the Education of Young Children and the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These includes the Help for Parents, Hope for Kids campaign which reaches out to parents with advertising and inspirational testimonials and gives them a website to connect them with prevention and support services statewide. GetParentingTips.com! (formerly helpandhope.org)

HOW DO I KNOW IF IT'S ABUSE OR NEGLECT?

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC):
<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm>

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm.

Sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.

Neglect includes the following acts or omissions by a person:

Placing a child in or failing to remove a child from a situation in which a reasonable person would realize that said situation requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child.

Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.

The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

What if I'm not sure if it's neglect?

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, there are many factors that determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone or Internet report to the Texas Abuse Hotline.

CrossPoint Christian School and its employees are required by Texas Law to report any suspected cases of child abuse or neglect to the confidential Child Abuse Hotline. 1.800.252.5400

www.txabusehotline.org

Operation Policies

Hours of Operation

Our hours of operation are Monday - Friday from 8:45 a.m. - 2:30 p.m.

Daily Admission

It is important to have your child at school on time, so they receive the full academic experience with their peers. Students are to be signed in upon arrival to the class/class teacher. The day begins at 8:45 a.m. School doors and gates will close at 9:00 a.m. Parents and children arriving after 9:00 a.m. must call the school office 281-945-5133 to gain entrance and walk their child to the school office. A CrossPoint staff member will walk the student to their classroom.

Drop Off Procedures

Parents/guardians will enter the school doors and walk students to their classroom. Parents/guardians are to sign in their child prior to leaving the building.

Pick Up Procedures

Eighteen Months and Two-Year-old Classrooms

Please pick your child up at their exterior classroom door. In the event of inclement weather, you will receive a notification prior to 2:30 if carpool drop off is an option. Carpool pick up will be on the West Side School entrance.

Three Year Olds and Older Classrooms

Carpool pick up for our 3-year-old – Kindergarten classrooms will take place at the West Side Pick Up Location. Parents/guardians will be given a carpool sign prior to the start of school. Please have your carpool sign visible in your front windshield during carpool pick up. All cars at carpool pickup must have a carpool sign.

Parents may park and pick up their child from the carpool waiting area. Please bring the carpool sign with you.

We ask that parents picking up early in the morning pick up by 11:15 a.m. and early afternoon pick up 2:15 p.m.

Enrollment

Each child is enrolled on a first come, first serve basis depending upon availability. To register a child, a parent/guardian must fill out a Registration Form and pay a non-refundable registration fee to secure their child's place. Registration forms are located on our at www.lifeatcrosspoint.org. Once a student is registered, the parent/guardian will be sent a link to download the Brightwheel app. The admission forms will be accessible through this app.

The admission packet, including a current immunization record and last month's tuition deposit are due in the school office by July 1st of the current school year if enrolling prior to start of school. For enrollment after the start of the school year the admission packet, including immunizations and the tuition deposit are due prior to the student's first day of school.

Custody Issues

In the case of dual family relationships, CrossPoint Christian School requires a certified copy of the current custody order. This information is kept strictly confidential. If custodial conflict of any kind exists, please ensure that the CCS Director has been provided with copies of any pertinent legal documentation, i.e., a restraining order. The most current documentation on file will be followed. The individuals designated by the custodial parent to pick up his/her child in case of any emergency will be the only people the child will be released to under any circumstance. These designated individuals must produce a photo driver's license or other form of identification,

Procedure for Release of Children

The morning program ends at 11:45 a.m. and the afternoon ends at 2:30 p.m.

A five minute grace period will be granted for late pick-ups. Parents will be charged a late fee of **\$10** per fifteen minutes, or any portion of a fifteen-minute period, per child. The office should be contacted if there are extenuating circumstances that may prevent prompt arrival time. **Contacting the office does not eliminate the charging of a late fee.**

Children will be released only to people named on the CCS Authorization Form. Parents must advise the school office in writing if a person picking up a child is not listed on these forms. Driver's license, state issued/military identification or passports are required of all people designated to pick up children at CCS and will be checked before releasing a child.

Staff and Student Ratios

The current staff to student ratios we strive to maintain are:

Toddlers (18mos. -23 mos.)	2 Teachers to 10 students
Young Twos	2 Teachers to 12 students
Older Twos	2 Teachers to 12 students
Threes	2 Teachers to 14 students
Fours	2 Teachers to 16 students
Year to Grow	2 Teachers to 16 students
Kindergarten	2 Teachers to 20 students

Program Fees

CrossPoint Christian School is a non-profit ministry of CrossPoint Community Church. Fees are established by CrossPoint Christian School Advisory Team and the Executive Director of Crossroad Lutheran Church.

Registration Fee

There is an annual non-refundable registration fee for each child. Sibling discount not applicable to the Registration Fee.

Tuition

Taking into consideration all holidays, annual school tuition is divided into 9 equal monthly payments with a non-refundable deposit equal to one month's tuition, due by June 30th. This payment is non-refundable and will be applied only to May tuition (a month is defined as 30 days). Tuition is due on the 1st day of each month and a \$25 late fee is added after the 10th of each month if a balance remains. If payment in full is not received by the 15th day of the month, your student will not be permitted to return to school until payment has been made in full. If there are extenuating circumstances, it is your responsibility to contact the CCS office to make the school aware of your circumstances and make any necessary arrangements to take care of your financial obligation. All arrangements must be approved by the CCS Director or Assistant Director.

Adding afternoon classes or changing morning classes requires a deposit equal to one month's tuition.

For students enrolling after August 1st, the last month's (May's) tuition payment will be divided equally and added to the 1st and 2nd months' tuition.

There will be a \$25 NSF fee added to your account for any returned checks, declined ACH bank drafts or declined credit cards. Tuition is due regardless of occasional absences. Refunds, credits, or make-up days will not be granted.

Holidays and School Closings

Holidays and school closings have been considered when tuition is set therefore, **no refund is due for holidays, school closings (including staff development) or any inclement weather day(s).** Please see the school calendar.

General Information

Curriculum

Information on our age level Bible, phonics, math and literature curriculum is available at <http://www.lifeatcrosspoint.org/cp-school/>

Our Music & Movement focuses on developing large gross motor movement, rhythm, music and more. Every class will be scheduled to attend Music & Movement once per week. Five-day programs will be scheduled to attend Music & Movement twice per week.

In Spanish class, students learn basic vocabulary: colors, numbers, family members, greetings and more. Spanish is offered once per week for all two-year-old classes, once per week for all MWF, M-TH and M-F threes, fours, Year to Grow and Kindergarten classes.

Age-appropriate learning centers are part of each classroom's learning environment. Dramatic play, sensory tables, blocks, hands-on science, and art activities are examples of the centers that are available in the classroom.

Chapel

Chapel is held weekly on Tuesday and Wednesday at 8:45 am in the Sanctuary. Students who attend Tuesday & Thursday, Monday- Thursday and the Year to Grow classes have Tuesday chapel, students attending Monday, Wednesday, Friday, Monday- Friday and Kindergarten classes will attend Wednesday chapel.

Chapel is a time of worship and the children play an integral role. Students are invited to the stage to sing the monthly worship song, celebrate birthdays and receive an age-appropriate Bible message. Chapel lasts between 10 -15 minutes.

We encourage parents to attend if their schedule allows. Chapel is a time for parents to model behavior, we ask that excessive conversations be kept to a minimum during this time. Parents must check their children in and if the parent leaves, please notify the teachers prior to doing so.

Afternoon Classes

Parents will have the opportunity to choose the days their child attends afternoon classes. Afternoon classes end at 2:30 p.m. Please see <http://www.lifeatcrosspoint.org/cp-school/> for specific details of current afternoon classes and the days on which they are offered.

After initial enrollment, please allow 3 business days for requested schedule changes to go into effect.

Screen Time

With regards to screen time, we adhere to Minimum Standard 746.2207 Subchapter F. CrossPoint Christian School utilizes minimal screen time in the classroom setting. One hour or less.

Field Trips

Field trips are scheduled for our four-year-olds, Year to Grow and Kindergarten. To participate in a class field trip, a child must be accompanied by a parent or guardian who provides transportation to and from the activity and remains on site to supervise the child.

Potty Training

It is not necessary for students enrolled in our two-year-old classes to be potty trained. The three-year-old classrooms are not equipped with a changing table, therefore all students enrolled in our three-year-old classes must be potty trained by **November 1st**.

Please take into consideration the ease in which your child can remove their clothing when choosing your child's outfit. Belts and buttons are hard to maneuver at this age. Elastic waist pants are ideal. Students who have potty accidents will be assisted in changing their clothes, but there may be occasions where the parent/guardian will be called, and the student will be sent home for the rest of the day. This will be on a case-by-case basis.

Three-year-olds need to wait until they are consistent with potty training before they can participate in afternoon classes. A student who has more than three afternoon potty accidents in a month will be pulled from afternoon classes until the student has mastered potty training. Parent/Guardian will meet with the Director and Morning Teacher to determine when the student will return to afternoon classes.

Personal Items

CrossPoint Christian School is not responsible for personal items brought to school. Students should leave personal items at home except at the request of the teacher. Label all jackets, sweaters, backpacks, water bottles and lunch bags with your child's name.

Lost and Found

Children's clothing and personal articles need to be labeled with their name. "Found" items without a name will be placed in the Lost and Found bench located on the concourse. Unclaimed Lost and Found items will be donated to Katy Christian Ministries or other charitable organizations on a regular basis.

Birthdays

Parents wishing to celebrate their child's birthday in the classroom with a treat should consult with the teacher in advance. Birthday snacks should be individual size. Birthday parties are not to be held at school. Unless the entire class is being invited, birthday party invitations need to be mailed to individuals and not handed out at school.

Balloons

Per Minimum Standards, balloons will not be allowed in the classrooms or be available for play as they are a major cause of childhood choking

Dress Code

CrossPoint Christian School students must always wear closed-toed shoes for safety purposes (no flip flops, sandals, crocs, or croc like shoes). **Tennis shoes are suggested**. Clothing should be modest and appropriate for playground and gym play. Girls must wear shorts under skirts and dresses for modesty. All potty-trained students are required to wear undergarments, i.e., underwear or panties.

Please realize that pre-school is a fun and messy learning experience. We utilize paint, glitter and glue on a regular basis. Please take this into consideration when choosing your child's clothing for the day.

Class Supplies

Most class supplies are provided by the school. Each teacher will post a classroom wish list of items they would like for the classroom. Providing items on the teacher's wish list is voluntary.

Students will need to bring a standard size backpack each day. The backpack must be large enough to hold a 9x12 folder, snack/lunch box and spare clothes. Please **no backpack with wheels**.

The Parent and School: A Partnership

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk with them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7

Parent Responsibilities

A positive team effort is the key to success at CrossPoint Christian School. CCS serves the needs of young learners throughout the community and respects the uniqueness of each child, therefore, a parent/school partnership is essential. CCS encourages parents to participate in the enrichment and education of their child. We are committed to providing young learners with a loving, Christ-centered learning environment. These principles should be practiced at home as well.

Parent Assistant League (PAL)

Our Parent volunteers are led by Parent Assistant League. These volunteers help in the school and plan special events. Parents are encouraged to become involved. PAL is a great way to meet other parents in the school and get connected.

Parent Visits

Parents may visit at any time during the school day. Please stop by the CCS office to Raptor (visitor tracking process) in and out. Parents are asked to be mindful of not interrupting the learning process.

Parent Conferences

Formal conference times are scheduled in the Spring for all students. During Spring conferences, the school will be no school for our CCS students.

Year to Grow students and Kindergarten will have an additional conference times in the Fall.

Parents may request a conference anytime during the school year. Each teacher will have a specific time during the day available for parent conferences. Please contact your child's teacher to schedule.

Security

For the safety of students and staff, the exterior entrances to the building will be always locked. Visitors must call the school office (281-945-5133) to gain entrance.

School Entrance

Parents and children are to enter the school through the double glass doors at the end of the concourse. For the safety of the children, **doors to the building will be locked. Please call the**

school office to gain entrance to the building. Additionally, all double doors entering the main school hallways will remain locked during school hours. All visitors will be required to Raptor upon arrival and wear a name tag during their visit. To Raptor, you must present your photo identification at the school office each time you enter.

Parking

Park only in designated parking spaces. Parking in undesignated parking areas prevents visibility of children. **The driveways under the awnings and alongside the walkways ARE NOT parking spaces.** Please do not park in the west parking lot as that is designated staff parking. Please do not leave items of value in your vehicle. CCS and Crossroad Lutheran Church are not responsible for damage or theft. **Please be aware and drive safely in the CrossPoint parking lot.**

Raptor

We use the Raptor Visitor Tracking System. This is the same system used by Katy ISD to track visitors on their campuses. You will be asked to present one of the following forms of identification to gain entry to our campus beyond the front office: Valid Driver's license (any state), State issued ID card, Work Visa, or Green Card. Your license or identification card will be scanned. Once cleared, you will be issued a visitor's badge, which **MUST** be worn and easily seen when you are on campus. Upon departure the visitor's badge must be returned to the front office. Be prepared to show your ID at EVERY visit.

Nutrition and Allergies

Snacks

Parents provide a snack for their child EACH day the child attends school. Healthy snacks are always encouraged. Your child's teacher will provide information about any allergies within the classroom and provide you with a list of healthy snack ideas and allergen-free alternatives. We cannot 100% guarantee all snacks provided will be of a healthy nature (for example: special birthday treats) therefore CCS is required by State Licensing to ensure you understand you are providing your child's snack (and lunch if they stay until 2:30 p.m.). Snacks and water bottles/sippy cups must be labeled with the child's name and dated. CrossPoint Christian School is not responsible for the nutritional value of foods served or for meeting the child's daily nutritional needs.

Lunch

Children who are enrolled in kindergarten or attending an afternoon special will need to bring a cold packed lunch from home. **Please do not send any kind of soda or foods high in sugar. Glass containers are forbidden-if broken they are a serious hazard to small children.** Try to choose from the basic food groups to create a well-balanced, healthy meal when selecting food for your child's lunch. Teachers are not allowed to microwave your child's food.

Per NLSA standards and in accordance with Minimum Standards the following foods should not be served to children under four years old:

- Hot dogs (whole or sliced in rounds)
- Whole grapes
- Nuts
- Popcorn

- Raw peas
- Hard pretzels
- Spoons of peanut butter
- Chunks of raw carrot

Lunchroom visitors are welcome; however, visits should be kept to a minimum as not to interrupt peer interactions or interfere with student independence.

Food Allergies

CCS takes food allergies very seriously. Consult your child's teacher when selecting snacks and lunches for your child. Teachers will inform parents of children with food allergies or other dietary food restrictions. Food allergies must be diagnosed by a physician. All food allergies require a Food Allergy Action Plan signed by the child's physician.

Food Allergy Action Plans will be posted in every classroom.

Health Policies

Physical Activity

In accordance with Minimum Standards Sub Chapter F: All CCS students will have daily opportunities for outdoor play, weather permitting in which a child will be able to make use to both small and large muscles. Occasionally, Texas weather conditions prohibit outdoor play. When this happens, teachers use classrooms, the blackbox and the gymnasium to ensure students have the opportunities for movement and physical activity. Students will have child initiated outdoor play both in the morning and afternoon in addition to active play throughout the day.

CrossPoint Christian School follows these weather guidelines for outdoor play:

HOT: If the temperature or heat index is **95** or greater, classes will only be outside for 15 minutes at a time. If the temperature of heat index is **97** or greater, classes will NOT go outside at all.

COLD: If the temperature or windchill is **38** or lower, classes will only be outside for 15 minutes at a time. If the temperature or windchill is **36** or lower, classes will not go outside at all.

If you do not want your child to go outside during these temperatures, please keep your child at home.

Illness Procedures

Children who are **obviously ill** with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease, or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever of 100 degrees or higher, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 281-945-5133 to be sure they may attend. If your child appears to be sick or has any of the above symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within thirty minutes of notification.

Parents will be informed immediately if their child becomes ill, exhibits malaise, excessive crankiness/fussiness, excessive coughing, green mucous nose or is unable to participate classroom activities while at school. A staff member will supervise the sick child while a parent or emergency contact is called. Please make updates to emergency contact information as needed throughout the school year.

A child with a fever of **100.0** or higher will need to be picked up by a parent or authorized adult. Students are expected to be picked up within 30 minutes of parent notification of illness.

The child will be permitted to return to school when his/her temperature is below 100 degrees for **24 hours** without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning to school.

To help keep all children healthy, a child must be flu, virus, vomit, diarrhea and fever free (without fever reducing medication) for 24 hours before returning to school. If symptoms reappear during the school day the parents will be called to take the child home.

COVID.

In regard to a COVID positive case in the school, CCS will take into consideration TEA, Childcare Licensing and CDC recommendations. These guidelines are subject to change.

Contagious Diseases

CrossPoint Christian School strives to provide each child in the school with a safe and healthy learning environment. **Please inform us immediately if your child becomes ill with any of the following: strep, flu, chicken pox, scarlet fever, hepatitis, impetigo, pink eye, head lice, measles, mumps and COVID.** Parents of children in a classroom where a child has developed any of the above will be notified. A physician's release note must be obtained for the child to be able to return to school in the case of all communicable diseases except head lice.(see below)

Lice

To return to school, a student who has contracted lice must provide proof of treatment and be inspected by school staff.

Emotional Well-Being

Please let us know if your child has or is experiencing a traumatic situation at home. The school staff will be supportive. The church staff is also available to help in difficult situations.

Injury Procedures

All student injuries are directed to the school office. Should a child sustain a minor injury, scrape, or cut, basic first aid and tender loving care will be given. Sterile water and an eyecup are also available to wash sand and other small particles from irritated eyes. An incident report will be filled out and the parent will be notified at within 24 hours. Parents are required to sign a copy of the Incident report. **In the case of a bump to the head, a parent or emergency contact will be contacted.** In the event of a serious injury, emergency medical care (911) will be immediately requested, and parents will then be notified. A CCS staff member will stay with the child until a parent arrives. If a parent cannot be reached, the child's physician will be consulted for medical advice. Accurate emergency contact information is crucial during any emergency; please inform the office of any phone number changes or changes to emergency information.

Although we do not conduct daily body checks, if a staff member notices an injury, mark, bruise etc. on a student, the staff member is required to complete an incident report. The parent or guardian will sign and receive a copy of the report.

Vision and Hearing

Texas Department of Health requires all four- and five-year-old enrolled in pre-school to have a current vision and hearing screening **on file**. This screening is not mandatory for two- or three-year-old students. If parents choose to have the testing done at a physician's office, a copy of the test results must be provided to the school office. **The State of Texas requires this testing be done to ensure any vision or hearing impairment is found early. **

Speech and Language Evaluations

Speech and language evaluations will be available for a fee through Texas Speech Mom Therapy Services PLLC. These evaluations will be conducted during the school day the second week in November. Parents wishing to take advantage of this service must sign their child up and pay for the service. Fees for this service is determined by Texas Speech Mom Therapy Services PLLC

Medication Policy

CrossPoint Christian School staff will store and dispense medication (over the counter or prescriptions medications) only in the school office. A Medication Form **must** be completed and signed by a parent before a staff member may administer medication. Parents/guardians must bring medications to the front office. **Please do not put medication in your child's backpack.** Do not ask your child's classroom teacher to dispense or store medication.

Immunizations

All immunization records need to be current and on file prior to the beginning of each school year. A notarized state issued waiver is required for any delayed vaccinations.

[Chapter §97.62](#) of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. The school will accept only official affidavit forms developed and issued by the Texas Department of State Health Services (DSHS), Immunization Branch. **No other forms or reproductions will be allowed.** See www.tdh.state.tx.us/immunize for more information.

Discipline and Guidance Policy

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements;
- Using brief supervised separation of time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- Conference with parent, teacher, and Director
- Child may be sent home at the discretion of the Director

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, playground time or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliation, ridiculing, rejection, or yelling at a child;
- Subjecting a child to harsh abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Biting/Malicious Intent/Assault

Biting is a serious issue in a large group situation. Teachers will handle a biting incident in the following manner:

1. A confidential log will be kept which will include the time, date, place, and the names of the children involved in the incident.
2. The parents of the children involved will be informed of the first incident, and a parent/ teacher conference may be requested.
3. Upon the second incident, the child will be removed from the classroom until the parent is notified of the incident.
4. If a third incident occurs, the parent will be asked to pick up their child. If behavior continues, CCS reserves the right to have the child removed either temporarily or permanently from the school.

Regarding 18 month- 2-year-old students, we recognize that children this age explore their world orally and incidences of biting will be addressed on a case by case basis. Parents will be notified of any biting incident.

Trial Period/Removal Policy

CrossPoint Christian School understands that not all children are ready to be a part of our learning environment; therefore, all new students enrolled at the school are placed on a six-week trial period. However, at any time during the year, CCS reserves the right to ask parents to remove any child who exhibits behavior contrary to school guidelines.

Safety for ALL students is a priority. If any child exhibits disruptive, aggressive, or violent behavior, the following steps will be taken on any one day:

- At the first instance the child will be removed from the conflict situation and the parents will be informed. At the teacher's discretion, the child may be removed from the classroom and sit in the office for a time away from class activities.
- If the child continues to exhibit aggressive behavior, the child's parents will be called to take their child home for the remainder of the school day.
- If the child strikes a teacher he/she will be sent home for the remainder of the day.

Should a child consistently exhibit disruptive, aggressive or violent behavior towards students or staff:

- The child will be guided and observed by the Director, teacher and teacher's assistant.
- A team (comprised of teachers and the Director) will arrange to meet with the child's parents/guardians to create a Behavior Action Plan and offer help and guidance in promoting a joint home and school team effort. A 2-week period is required to implement the BAP. After that time, a meeting will be held to determine the efficacy of the BAP.
- If they disruptive/aggressive behavior continues CCS reserves the right to have the child removed either temporarily or permanently from the school.

Forms

The following forms are required for your child's file:

1. **Authorization/Emergency Contact Form**: states current address, emergency contact information and release information for child. This form gives release to CCS staff should your child need immediate medical assistance.
2. The **Help Us Know Your Child Form**: assists teachers and support staff in understanding your child. This form is used confidentially only by the teachers who will be working directly with your child.
3. The **Health Record Form**: states that your child is able to participate in a structured school program and requires a physician's signature. State law requires each child's school file contain a physician signed current health form and a copy of current immunizations.
4. A **Photograph and Directory Authorization Form**: grants or denies permission for CCS to use photographs and video presentations for school use (not marketing use) and contact information for individual classroom directory.
5. **Parent Handbook Acknowledge Form**: states that a parent/guardian has read and understands the contents of this handbook.
6. **Financial Agreement Form**: states the parent/guardian understands the financial responsibilities/policies of CCS.

Inclement Weather and Disaster Procedures

Inclement Weather Procedures

CrossPoint Christian School will follow Katy ISD with reference to school closure due to inclement weather conditions. Please consult radio and television stations for official word concerning KISD school closures. **There are no refunds or make-up days for inclement weather days.**

If KISD implements a delayed school day start time, CCS WILL NOT hold classes that day.

CrossPoint Christian School will notify parents of school closures through the Brightwheel App.

Disaster Procedures

CCS staff and students conduct monthly fire drills, quarterly natural disaster drills and bi-annual lock down drills. These drills help the children become acclimated to emergency situations in a non-threatening way and keep the staff and students prepared for emergencies that may arise. In the event of a disaster, children and staff will be moved to a designated safe area.

An Emergency Response Guide is posted in each classroom and is available for review in the school office.

CrossPoint Christian School Staff

All CCS staff are required to have a background in education and experience in working with young children. They also profess that Jesus Christ is their personal Lord and Savior.

Vaccines

CCS does not require any staff member to receive any adult immunizations.

Training & Staff Development

Professional growth is important for all CCS staff because it enables them to stay current on trends and changes in early childhood education standards. CCS staff and Director are required to obtain a minimum of 24 hours of early childhood education and staff development training **each** year. In addition, staff members must also be:

- CPR and First Aid trained.
- Participate in Orientation Training.
- Participate in Pre-service Training.
- Provide a signed statement of well-being.
- Provide a notarized statement of non-participation in a felony.
- Each employee must pass a thorough criminal history background check conducted by DFPS; employee criminal history is rechecked every two years.

Worship Opportunities

A warm welcome is extended to all CCS families to join us on Sunday mornings and for special celebration events. Our Sunday morning worship time is 10:00a.m. On the first Sunday of each month, our worship services include baptism for the whole family. If you or your children have not yet been baptized, we invite you to talk to our school director or one of our pastors about taking that important step. On the third Sunday of the month, Crossroad Lutheran Church celebrates the Lord's Supper as part of our worship services.

Crossroad Lutheran Church has wonderful resources available for the family and friends of CCS. We have a dynamic Children's ministry, Youth ministry and numerous adult learning and serving opportunities. We welcome you to join us as we strive to bless this community.

Parents will be informed of new policies and policy changes by Brightwheel/email notification.