

The Bethlehem Academy



1188 West Broad St.
Mansfield, TX 76063
817-842-1216

Parent Handbook

SCHOOL COLORS

PURPLE and GOLD

Purple– Royalty

Gold- Glory of God/His Divine Nature

SCHOOL MASCOT

Guardian Angels

SCHOOL MOTTO

*“Train up a child in the way he should go: and when he is old,
he will not depart from it”*

Proverbs 22:6

Revised July 2020

THE BETHLEHEM ACADEMY

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Mansfield, TX 76063
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Welcome to the Bethlehem Academy! We are excited and very blessed to have the opportunity to serve you and your child. This handbook is designed to answer any questions you may have, however you are always welcome to come in and talk to us if you need additional information.

MISSION

The Bethlehem Academy is a private school that fosters spiritual, positive social and intellectual growth in every participant. The mission is to provide safe and quality education of the highest academic standards, while developing young minds and bodies to become Godly leaders, pursue excellence, and successfully contribute to the global society.

PURPOSE

The purpose of The Bethlehem Academy is to equip our students with the highest spiritual and academic skills needed to become Godly leaders of tomorrow. In fulfillment of this purpose, The Bethlehem Academy aspires to:

- ✓ Facilitate the development of our students through an academically challenging curriculum in order to develop core subject propensity and provide students with the skills needed to excel academically and successfully matriculate into college and the global society
- ✓ Provide a diverse liberal education that will include programs in English/Language Arts, Science, Technology, Math, Social Studies and Fine Arts
- ✓ Foster Spiritual growth so that all students will acknowledge Jesus Christ as their Lord and Savior and seek to develop a close personal relationship with Him
- ✓ Teach Biblical Standards of conduct so that students will have the highest moral and ethical standards
- ✓ Encourage students to make a difference in the lives of others by reconciling, rebuilding and restoring men back to Christ as they share the gospel of Jesus Christ

GOVERNANCE

The Bethlehem Academy is a private school, a ministry of Bethlehem Baptist Church Inc. of Mansfield, Texas. The Academy is governed by an independent Board of Trustees. Under the direction of the Board of Trustees the school's day to day activities are carried out by the Director of the School.

FACULTY

The faculty and staff of The Bethlehem Academy are dedicated to the ministry of teaching and have the student's best interest at heart. The faculty members are academically qualified, college trained and continues to pursue additional education and training to ensure that they possess the skills and qualifications required to be effective instructors.

STAFF

The Academy has a staff of professional workers and volunteers. Staff members and volunteers are thoroughly trained and kept advised of the changing trends in education. To promote personal and professional growth, staff members and volunteers attend workshops and seminars offered by state certified agencies as well as workshops offered by the Academy and the church.

STATEMENT OF NONDISCRIMINATION

The Bethlehem Academy is dedicated to the training of children in a program of academic study that is Christ-centered. The academy is not a disciplinary institution nor is it equipped to teach children with severe learning disabilities. The school does not permit discrimination on the basis of race, color, national origin, disability or sex.

STANDARDS

The following standards have been formulated to facilitate the maintenance of order, discipline, and decorum which will safeguard the reputation of the school, the students and the supporters. Adherence to these standards while enrolled and participation in school activities is mandatory and enrollment will constitute agreement to abide by the prescribed guidelines.

ADMISSIONS

All applicants are considered on the basis of aptitude, entrance exams, achievement tests, previous report cards, transcripts and recommendations

The following criteria are vital factors in the consideration and acceptance for admission:

- ✓ Interview of child in classroom (2 hr. minimum)
- ✓ Behavioral patterns
- ✓ Personal Interview with the student, parents/guardians, and a member of the administrative staff
- ✓ All enrollment documents must be completed and submitted before the interview
- ✓ The final admission decision will be made upon completion of the interview and review of the test results

ENROLLMENT

Each child must have a completed application/enrollment form. Incomplete applications will be returned for completion before the child can begin care. **All of the forms and information listed below must be completed before enrollment.**

Required Items for Enrollment

1. **Mask**
2. Completed Application/Enrollment Form
3. Immunization Records
4. Authorization of Emergency Medical Care
5. Signed Discipline and Guidance Policy Form
6. Signed Parent Agreement Form
7. Allergy Action Plan
8. Photo Authorization
9. Picture ID of Parent or Guardian
10. Registration fee and 1st Month Tuition is due
11. CCMS Form if Applicable

It is very important that parents report changes of address, jobs, work phone numbers, or other pertinent information to the Academy as soon as possible.

CURRICULUM

The A BEKA curriculum and a Character Program developed specifically for the Academy are used. The advanced academic curriculum is designed to challenge every student while developing core subject propensity. The academy offers a unique program that is designed to meet the developmental needs of our students. Bible is integrated in every subject taught and plays an integral role in the methodology that is used to instruct students.

Our newest curriculum, The FROG STREET Curriculum, is created to challenge the young learner to excel beyond their limits, they have worked with early childhood experts to create playful learning, and to stimulate a child's imagination. Frog Street intentionality focuses on several domains of learning; Social-Emotional, Literacy, Math, Science, Technology, and Art, to ignite their imaginations and fostering their academics.

HOURS OF OPERATION

Preschool Care

Monday – Friday 7:00 a.m. - 6:00p.m. (K-2– K-5)

ATTENDANCE

ABSENCES

If a child is ill and will be absent, or is absent for any reason, the parent will call the Academy. A message may be left on the answering machine. If the parent knows the child will be absent before the days of the absence, they will inform the Academy office. The staff will record the absences and advise all involved caregivers. The extra effort to ensure good communication is appreciated.

LEAVE OF ABSENCE and VACATIONS

When a child takes a leave of absence/break, The Academy does not guarantee the child a place in our center when they return. Parents will need to call to verify space availability. If space is available a \$85.00 enrollment fee is due to re-enroll.

There will be no allowances, credits, refunds, or make up days for occasional absences (i.e. sickness)

When a child is out for a full week of vacation only half of the tuition will be due. Advance notice is required. This fee reserves a space for the child while out. No credit will be given for single days. If a child is withdrawn during vacation, a new non-refundable registration fee will be required on their return.

HOLIDAYS

The Academy observes the following holidays and will **not** be open on these days.

Please see calendar attached for detail days of closures

K-4 & K-5 are on the Mansfield ISD schedule and will also observe the above dates. No refunds, credits, or any allowances for holidays. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday.

HEALTH POLICIES UPDATED

We have new health polices and screening required by CDC for entering the Academy due to COVID-19. Upon entering the Academy, personnel will perform a temperature check on every child. Children with a temperature greater or equal to 100.0 degrees Fahrenheit will not be admitted. Additional symptoms preventing children from admission would include the following: **coughing, shortness of breath, sore throat, chills, repeated shaking with chills, muscle pain, headache, and diarrhea.** If a family thinks they have been in the presence of someone with the virus but are not sick, they should monitor themselves for 14 days from the last point of contact using the symptoms mentioned above as a health guide. No employee or child will be admitted to the Academy if they have been in close contact with an affected Covid-19 person. They may return in 14 days after self-quarantine from the last day of exposure.

*Children must enter the Academy with **mask, clean, in uniform with shoes on ready for the day.***

Parents should notify the Academy of any physical limitations or chronic illness before enrolling a child. All children must have a physical examination by a licensed physician and a document signed by the doctor indicating the general results of the examination. The document should also contain the dates the child received the **required vaccinations and immunizations as well as vision and hearing screening (see requirements posted in our center or online at www.dshs.state.tx.us/immunize)** appropriate for the child's age group. All children will need an additional examination each year to update the Academy's medical records.

A Caregiver will provide a daily health inspection of each child. If a child has a contagious cold, fever, rash, or illness; Public Health regulations prevent him or her from being accepted for care.

PROCEDURES FOR DISPENSING MEDICATIONS

Medication needed by children during the day will be kept in a locked file cabinet or in the refrigerator if required. State law requires that any medication administered to children be accompanied by written permission and instructions from parents, including aspirin. All medication should be in the original container with the child's name, date, physician name and the dosage indicated. To ensure proper administration the Academy staff will limit the administration of medicine. When possible, parents are asked to administer medicine before students are brought for care and after they are released from care. In circumstances when it is crucial and medicine is administered by the Academy, staff will adhere to the following guidelines:

- 1) Parents must sign an authorization and include times for Academy employees to administer each medication according to label directions
 - 2) The medication must be in the original container labeled with the child's full name and the date brought to the Academy
 - 3) Staff will administer the medication in amounts according to the label directions or as amended by a physician
 - 4) Staff will administer the medication only to the child for whom it is intended
 - 5) Staff will not administer the medication after its expiration date
 - 6) A detailed record will be kept of all medication administered to each child
 - 7) A written statement will be provided for parents if medication is not given
- ❖ ***The Academy staff cannot administer half dosages if not prescribed; The Academy can never increase or decrease dosages of medicine without written permission from a physician.***

ILLNESS AND EXCLUSION CRITERIA

A child is too sick to attend school when:

- 1) The child does not feel well enough to comfortably take part in the program's activities.
- 2) Running noses that are not clear will be asked to see a physician.
- 3) The child has a contagious illness diagnosed by a doctor or other health care provider---until treated and/or no longer contagious---such as COVID-19, ringworm, pink eye, scabies, head lice, impetigo, strep infection, pertussis (whooping cough), tuberculosis, chicken pox, mumps, hepatitis A, measles, rubella, (German measles), H1N1 flu, oral herpes, or shingles.

- 4) The child has any of the following symptoms, unless a health care provider determines that the illness is not contagious, and the child is well enough to attend:
 - Fever at or above 100 degrees Fahrenheit auxiliaries and child appears and acts sick; persistent crying, uncontrolled coughing, difficulty breathing, wheezing, and lethargy.
 - Diarrhea or two loose stools—that is, increased frequency of stools, loose or watery stools, stool runs out of diaper, or child cannot get to bathroom in time,
 - Vomiting more than once in the previous 24 hours.
 - Mouth sores with drooling, or
 - Rash with a fever or behavior change
- 5) The staff cannot care for the child adequately without risking the care of the other children.

Before returning to care, children must be fever free and medication free for 24 hours and must receive a COVID-19 testing to return. LICENSEING AND CDC ARE ALSO NOTIFIED OF ALL COVID-19 REPORTS WITHIN THE ACADEMY.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

Each parent will be required to complete Authorization for Emergency Medical Care (**form 2904**), as well as a student information form on students. If a child becomes sick or injured the parent will be notified immediately and an Incident and Illness Report (**form 7239**) will be completed. The appropriate medical care will be administered. The following is the Academy's plan:

If a child has food allergies:

All staff members are educated on food allergies and they take precautions to ensure children are protected by providing allergy list to each caregiver.

If a child becomes ill or injured the Academy staff will:

- 1) Contact the parent to pick up the child, parent will have 1 hour to pick up ill child or \$25 will be charged to account.
- 2) Care for the child apart from other children
- 3) Give appropriate attention and supervision until the parent picks the child up
- 4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting

If critical illness or injury requires the immediate attention of a physician, the staff will:

- 1) Contact emergency medical services or take the child to the nearest emergency room
- 2) Give the child first-aid treatment or CPR when needed
- 3) Contact the child's parent
- 4) Contact the physician identified in the child's record

MEALS AND FOODS SERVICE PRACTICES

Health and nutrition are essential to the growth and development of children. Due to new rules and recommendations from CDC and Licensing, the Academy will only offer breakfast and afternoon snacks to children. Parents will be required to prepare lunch for their child daily. The sharing of food is strongly discouraged and will not be allowed. All lunches must be stored in lunch box and provided a cool compress as needed. We will not be able to heat lunches. Copies

of the snack menus are available for parents and the menus are always posted in the office. Snacks are included in the tuition and fee.

PLEASE NO PEANUT BUTTER OR NUTS

Meals and snacks are served as follows:

- ✓ Breakfast 8:00a.m. - 8:30a.m. (Served in Fellowship Hall in Bldg.#100)
- ✓ Lunch 11:00a.m. - 12:00p.m. (Provided by parents) served in Classroom
- ✓ Snack 3:00p.m. - 3:30p.m. (served in Classroom)

DAMAGES

Parents are responsible for damage to the Academy by their child, such as broken windows, etc.

CLOTHING

All Academy students from Pre-K up are required to wear school uniforms. Sometimes clothes may become soiled during certain play or learning activities. We ask that each child keep a spare set of clothes in his or her storage unit. All clothing must be in a large 1 to 2 gal. Ziploc plastic bag and label each piece of clothing with your child's name including the bag. Unfortunately, because of health regulations teachers cannot wash out soiled clothes. Clothes will be put a plastic bag for parents to take home and wash.

- 2 yr. = 2 pkg. Clothing
- 3yr. = 2 pkg. Clothing
- PreK = 1 pkg. Clothing

PERSONAL BELONGINGS FROM HOME

Due to new standards from CDC and Licensing, children only allowed to bring child size blanket to the Academy to minimize the risk of COVID-19.

SIGN IN & OUT PROCEDURES UPDATED

Due to new standards from CDC and Licensing, the Academy has changed the drop-off and pick-up procedures. Parents/guardians **must** sign children in and out daily and pick them up at the designated building location. Children are released to adults authorized by the parents/guardians on the "Parent Agreement" only. Parents/guardians will be provided pick up and drop off procedures to review and follow. Procedures are subject to change as need to ensure safety and best practices. All students must arrive by 9:00am and will not admitted for that day. (unless accompanied by a doctor's note) Children cannot come earlier or stay late, due to additional sanitation procedures required by CDC and Licensing. **All Children must be picked up from the Academy by 6:00 p.m.**

Absolutely NO food will be allowed in building except lunches that are prepared for child's lunch & afternoon snack.

PROCEDURES FOR RELEASE OF CHILDREN

All employees will be instructed on release of children at the Academy. **Children will only be released to adults authorized by the Parent/Guardian on the "Parent Agreement" and at the designated location. Parents/Guardians will not be able to enter the Academy.**

Verification Plan

Parents must have the name, address and phone number of the person authorized to pick up the child. When the authorized person comes to the Academy to pick up the child, they must provide their driver's license so staff can verify the information in the child's file. The Academy's staff will make sure that no child is picked up without a staff member's knowledge and that no child is released to any unauthorized person.

Please inform relatives and friends that they will be requested to show a picture I.D. and must be pre-approved. Pre-approval may be granted by having their names listed on the enrollment application or with a written note and a verbal confirmation from the program director only.

TUITION

PAYMENTS DUE

Payments are due on the 1st of every month if the 1st falls on the weekend the payment is due the Monday following. A late fee of \$25.00 will be applied on the second week if payment is not received by the first week. If payment is not received as requested, an email and phone call reminder will be sent. Then discussions will be made to find alternate care for your child. In order to maintain quality care, the Academy cannot give refunds or discounts for days absent. **Full tuition is due during holidays and inclement weather days.**

If students will be out when the Academy is in session, one half of the payment is due.

METHOD OF PAYMENT

Payments may be made in person using cash, check, money order or credit card online payments. Payments may be made in person on or before the due date. The term of payment must be noted on check or money order; payments must be made monthly.

Please make checks payable to:

The Bethlehem Academy

INSUFFICIENT CHECK PROCEDURE

- (1) The Academy will charge \$30.00 for each insufficient check
- (2) After the 3rd insufficient check, The Academy will no longer accept checks from that person or family.

LATE FEES

Late fee is \$1.00 per minute. The fee is due on the same day the child is picked up late. Failure to notify the Academy of late pick-ups may be cause for termination of the enrollment.

WHEN SCHOOL IS OUT

Notification will be posted when MISD students have a holiday and are able to attend.

PARENT INFORMATION

PARENTAL NOTIFICATIONS

Parents will be kept informed of the policies of the Academy, events that will take place when a child has been hurt or is ill, when there has been an outbreak of a communicable disease, and other issues that may occur. To ensure that parents are informed, the Academy requires and will do the following:

- Upon enrollment of the child in the Academy, each parent is issued a parent handbook which outlines the policies and procedures. Parents are given a letter each time an activity or event is scheduled. In addition, the Academy has electronic messaging for families to notify them of any activities here at the Academy.
- When a child has been hurt or ill, and Incident and Illness Report (**Form 7239**) is completed and the parent is notified immediately via telephone (in case of serious incidents), minor scrapes or burses (when child is picked-up)
- When any of the children or groups of children have been exposed to a communicable disease and other issues occur parents are contacted via telephone and sent an emergency situation letter.

PARENTS' ROLE AND PARTICIPATION AT THE ACADEMY

Parents play a vital role at The Bethlehem Academy and it is important that each parent be involved in the growth, education and development of the child. Parents are invited to participate in Academy activities and events and input is always welcome.

Any parent with questions, concerns or recommendations are welcome to meet with the director by appointment. If there is an immediate concern the parent should inform the caregiver or the Academy office. Parents are encouraged to call the Academy at (817) 842-1216 and speak directly with a staff member or download the Class Dojo app or Kinderlime (for K2) to receive daily communication about your child's day.

PARENT CONFERENCES

Parents Conferences will be held via Zoom call twice each year **March/April** and **October/November**.

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee is comprised of parents who want to contribute by volunteering. The committee is involved with coordinating special events and fundraisers as well as providing additional support. The committee meets monthly. All parents are invited to participate.

PARENT VISIT TO ACADEMY

Parents are asked to adhere to the new CDC guidelines pass down by Governor Abbott on entering the building. Parents will have to have an appointment to drop in to visit the Academy; however, they do need to sign in at the front office.

All visitors must wear a mask and check in at the front office for the safety of the children

WATER ACTIVITIES

Water activities will be limited to splashing of water for children ages two and above.

ANIMALS

Animals will not be allowed except occasions of special events with trained professionals who handle the animals. In case of these events both parents and licensing will be notified.

GANG FREE ZONE

Gang Free Zone notification will always be posted and is included in the Parent Handbook.

WITHDRAWAL POLICY

1. Parents wishing to withdraw their child from the Academy must present a signed request to the director stating the reason for the withdrawal and effective date
2. Withdrawals require at least a two-week notice
3. Parents will be informed of any late fees
4. All financial matters will need to be cleared before withdrawal is approved
5. Exit interview with Management

DISCIPLINE AND GUIDANCE POLICY

Proper behavior is expected at all times. When disruptive or uncooperative behavior becomes a problem, the child is assigned to cool down period/ Safe Place Conscious Discipline area. During cool down period, the child is given an enrichment activity appropriate to reinforce proper behavior. Positive behavior modification is always used. Parents are notified of any behavior problems daily through a daily notification through communication Apps and anecdotal notes.

MINIMUM STANDARD NOTIFICATION

The Bethlehem Academy follows the Minimum Standards Policies of the State of Texas Department of Family and Protective Services Childcare Licensing Division.

Parents may view guidelines at <http://www.tdprs.state.tx.us> or call for standards at 1-800-862-5252 or 817-321-8604. In addition, the Academy has a copy of the standards available for review during operating hours.

FIRE/ DISASTER DRILLS

One fire drill is conducted monthly in accordance with state regulations. Teachers will instruct the children on the proper procedures. Other disaster drills such as tornado & emergency preparedness drills will be conducted quarterly throughout the year.

INCLEMENT WEATHER CLOSING

Academy closings or other important information is available by calling the Academy at 817-842-1216, on inclement weather days the Academy will attempt to provide information as early as possible for the safety of all. Please call to verify and watch the news for closings. If the school is closed for an extended period, you will continue to be responsible for your tuition payment.

The Academy will adhere to the Mansfield ISD decision.

BUSINESS OFFICE HOURS

Monday-Friday

8:00a.m. – 500 p.m.

Calls received after 5:00 p.m. will be returned the following business day during regular business hours.

NON-DISCRIMINATION POLICY

The Academy does not permit discrimination based on race, color, national origin, disability or sex.

The Bethlehem Academy welcomes comments, suggestions, and concerns at any time. Any person who has concerns please discuss the issue with the Academy director or contact us at (817)842-1216. Again, we welcome your child and family to the Academy. It is our pleasure to serve you!

Thank you,
The Bethlehem Academy

Our Policies

The above polices are not an all –inclusive list of policies, your child, family members, authorized agents and Academy are bound by the state child care regulations, the Parent Handbook, and all other company policies, which may be modified at any time, without notice. Also understand that childcare regulations of the state in which your child attends may prevail over these policies when the state regulation is stricter. Understand that your continued enrollment constitutes your acknowledgement of, and agree to abide by, all policies and state regulations of Texas

No Modifications

No terms of this Agreement may be altered, revised, modified, or deleted by any person except in cases of policy change or rate change to which Parent/Guardian and the Director must sign. Please sign below that you have received a copy of the Parent Handbook and that you understand its contents polices and agree to be bound by the same.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Director Signature: _____ Date: _____

THE BETHLEHEM ACADEMY RULES

- ✓ Thou Shall Always Do Your Best
- ✓ Thou Shall Always Ask Permission and Raise Your Hand
to be Recognized
- ✓ Thou Shall Be Kind to Others; Say Please & Thank You
- ✓ Thou Shall Be Safe At All Times and Handle Equipment
and Toys With Care
- ✓ Thou Shall Clean Up After Thyself and WASH Your
Hands!
- ✓ Thou Shall Listen at All Times
- ✓ Thou Shall Not Run in the Hallways
- ✓ Thou Shall Respect All Others Especially the Adult in
Charge
- ✓ Thou Shall Use Appropriate Language and Voice Levels
- ✓ Thou Shall Enjoy Learning and Have FUN!

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 prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care 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 court house 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 my day care 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.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care. *For further information please contact your licensing representative or your local licensing office.*

Keeping Children Safe



Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

NEVER SHAKE A BABY!

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services
www.dfps.state.tx.us

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities F2958-0000

Attention Parents

You are entitled to see the following information. You may ask the center director to show you the most recent copy of:

- **The Minimum Standards for this Licensed Child Care Center (also available on the web at www.dfps.state.tx.us or at your local licensing office),**
- **The most recent Department of Family and Protective Services Inspection/Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office),**
- **Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,**
- **The most recent Fire Marshal's Inspection Report,**
- **The most recent Health Department's Sanitation Inspection Report,**
- **The most recent Gas Pipe Inspection Report, and**
- **The Child-Care Center's operational policies.**



**Department of Family and Protective Services
Child Care Licensing Division**

Discipline Policies

Discipline & Behavior Management

The ultimate goal of positive guidance is to instill self-discipline, self-control, and self-esteem in children. The Academy works hard to help ensure your child learns to use these important tools. We believe that children are likely to develop these skills when positive methods of discipline and guidance are used. 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.

The Academy's policies and classroom management techniques are designed around the following guidelines.

The Academy Staff will:

- Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Remind children of behavior expectations by clear, positive statements.
- Redirect behavior using positive statements
- Help children learn to set their own limits and understand consequences of their actions and the rationale behind rules and behavior expectations.

When a child persistently or progressively does not respond to the discipline techniques used by the Academy staff member, will begin recording notes of inappropriate behavior as well as document what staff have tried to change in the behavior. It may become necessary to collaborate with the family and staff to develop a specific guidance plan to address the behavior. Child will be subject to home care if behavior continues.

Our goal is to work together with families towards acceptable and appropriate behavior. Any behaviors that cause a significant risk to the health or safety of other children or staff will result in immediate disenrollment. These behaviors include, but are not limited to, physical assault which results in serious bodily injury, to anyone, attempted physical assault which if completed would result in serious bodily injury, Excessive biting, spitting, and inappropriate touching.

The Bethlehem Academy

Parent Agreement

I _____ agree that The Bethlehem Academy will care
for _____ beginning on _____ 20____
Child(ren)'s Name **Date**

The care will include:

_____ *Morning snack* _____ *Lunch* _____ *Afternoon Snack*

I will pay a _____ Monthly fee of \$ _____. Payment is due on the 1st of each month.

If this fee is not paid, a penalty of \$ **25.00** will be charged on the second week, or my child must be withdrawn from care.

The Academy hours of operation are 7:00 am to 6:00 pm Monday thru Friday.

Care outside of these hours will accrue a flat fee e of \$ **25.00** for first 30 minutes & **\$1 per minute for every minute after that**, which will be paid the same day.

When I withdraw my child(ren) from care, I will give at least two weeks advance notice.

Parent Signature

Date

Academy Official

Date