

THE BETHLEHEM ACADEMY

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

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:

- ✓ Previous educational records
- ✓ 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. Completed Application/Enrollment Form
2. Immunization Records
3. Authorization of Emergency Medical Care
4. Signed Discipline and Guidance Policy Form
5. Signed Parent Agreement Form
6. Copy of Picture I.D./Driver's License of Parent or Guardian
7. Registration fee and at least one week payment
8. 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 advance 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. Students participating in the Afterschool program will also use the STAAR curriculum.

HOURS OF OPERATION

Child Care Monday – Friday 6:30a.m. - 6:00p.m. (Nursery – K-3)
The Academic School Monday – Friday 8:30 a.m. - 3:30 p.m. (*K-4 and Up)

Before and After-school services will be provided

Before School Monday – Friday, 6:30a.m. – 7:30a.m.
After School Monday – Friday, 3:30p.m. – 6:00p.m.

***K-4 and K-5 Students not picked up by 3:30 pm will automatically accrue an additional \$25.00 fee per week for After School Care.**

ATTENDANCE

ABSENCES

If a child is ill and will be absent, or is absent for any reason, the parent should 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 should inform the Academy office. The staff will

record the absences and advise all involved caregivers. The extra effort to insure 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 \$75.00 enrollment fee is due to re-enroll. Parents must notify the Academy at least one week in advance in writing of the days their child will be out. When a child is out for vacation only half of the rate will be due. This fee reserves a space for the child.

HOLIDAYS

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

NEW YEAR'S DAY

MARTIN LUTHER KING DAY

INDEPENDENCE DAY/4th of JULY (Friday before if July 4th is Saturday or Sunday, and Friday after if 4th is on Thursday)

LABOR DAY

GOOD FRIDAY

THANKSGIVING DAY/FRIDAY FOLLOWING THANKSGIVING DAY

MEMORIAL DAY

CHRISTMAS (DEC 25th- 29th and New Year's Day)

K-4 & K-5 are on the Mansfield ISD schedule and will also observe the above dates.

HEALTH POLICIES

Children must enter the Academy clean and with shoes on. 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 in order 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) The staff cannot care for the child adequately without risking the care of the other children.
- 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 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 above 100 degrees Fahrenheit axillaries or above 101 degrees Fahrenheit orally, and child looks and acts sick; persistent crying, uncontrolled coughing, difficulty breathing, wheezing, and lethargy;
 - Diarrhea—that is, increased frequency of stools, loose or watery stools, stool runs out of diaper, or child can't 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

Before returning to care, children must be fever free and medication free (from the current illness). LICENSEING IS ALSO NOTIFIED

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 and food preparer.

No outside foods are allowed unless child has SPECIAL DIET.

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

- 1) Contact the parent to pick up the child
- 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 physician identified in the child's record
- 4) Contact the child's parent
- 5) Ensure supervision of other children in the group

MEALS AND FOODS SERVICE PRACTICES

Health and nutrition are essential to the growth and development of children. The Academy children will be offered different kinds of foods and adequate amounts. ***If a child requires a special diet, the parent will be allowed to bring food from home with office approval.*** To ensure safety all foods are refrigerated until lunch time. Copies of the menus are available for parents and the menus are always posted in the office. Meals and snacks are included in the tuition and fee.

Meals and snacks are served as follows:

- ✓ Breakfast 7:30a.m. - 8:30 a.m.
- ✓ Lunch 11:30a.m. - 12:30p.m.
- ✓ Snack 3:30p.m. - 4:30p.m. (Afterschool snacks are served when the students arrive from school)

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; please label each piece of clothing with your child's name. 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.

PERSONAL BELONGINGS FROM HOME

Children should avoid bringing toys, video games, pictures, etc. to the Academy because it is easy for such items to be lost or broken. The Academy will furnish ample toys for play. However on the days we have show-&-tell, toys and other items from home are allowed.

SIGN IN & OUT PROCEDURES

Parent/guardian **must** sign children in and out daily and pick them up in the designated building. Children are released to adults authorized by the parents/guardians on the "Parent Agreement" only. Children cannot come earlier or stay late unless you have made prior arrangements with the Director. **All Children must be picked up from the Academy by 6:00 p.m.**

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"**

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

Tuition is set by the Academy Board and is payable upon enrollment
The Academy's tuition is compatible with most private schools

PAYMENT ASSISTANCE

Parents may qualify for low income or free day care; please call the Day Care Association at:

(817) 831-0374. Ask for a client service worker (CCMS is accepted)

PAYMENTS DUE

Payments are due every Friday before 6:00 p.m. prior to the next week of care. The fee reserves a space for the child and must be paid even if your child misses a day or more. Any payment paid after 6:00 p.m. will be late and a late fee of \$15.00 will be added to your rate. If payment is not received on Friday prior to service, we will not be able to care for your child. You will be informed at drop-off that you will not be able to leave 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 or by mail using cash, check, money order or credit card.

Please No Cash!

Mailed payments must be received by the due date. 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 may be made for 1-4 weeks; full fee amount is due for 3-5 days of attendance.

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 every minute. If a parent is 30 minutes late without calling, the fee will be \$30.00. The fee is due on Friday. Failure to notify the Academy of late pick-ups may cause termination of the enrollment. **Afterschool participants will be charged if they do not notify the Academy by noon on the day of pick-up that the child will not ride the bus.**

DIFFERENT WORK HOURS

Parents who work different hours daily will need to provide the Academy with a copy of their work schedule weekly. The schedule is required before the Academy can begin to care for the child.

WHEN SCHOOL IS OUT

Please notify the Academy if your child will not need service when school is not in session. When school is out, full tuition is due during holidays and inclement weather days.

PARENT INFORMATION

PARENTAL NOTIFICATONS

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 and parent advisory meetings are held monthly. In addition an Academy Newsletter will be published bi- monthly.
- 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 down load the Remind app to communicate directly with the Academy.

PARENT CONFERENCES

Parents Conferences are held 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 welcome to visit the Academy during operating hours to observe their child. Parents do not have to have an appointment to drop in to visit the Academy; however, they do need to sign in at the front office. All parents who plan to participate in field trips as caregivers or who plan to volunteer at the Academy for more than 30 minutes per day will need a background check, FBI fingerprinting, and CPR/First Aid Certification.

All visitors must check in at the front office for the safety of the children

Physical Activity

Physical Activity is a part of each child daily routine, time and schedule can be found on pages 13 and 14 please see yellow highlights under "Daily Activity Schedule".

FIELD TRIPS

Parents will be notified of field trips via letter. The trip details will be posted at least 48 hours in advance and will remain posted until the children return to the Academy. The notification will include: date, time and place of field trip as well as expected time of departure and return. Permission slips will also have to be completed for all children before they are transported on field trips.

WATER ACTIVITIES

Water activities will be limited to splashing and wading pools with under two feet of water for children ages three 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 be posted at all times and is included in the Parent Handbook.

TRANSPORTATION

The Bethlehem Academy Transportation department will provide transportation for the Afterschool Program. Students are transported from their prospective schools to the Academy. Parents are responsible for notifying the student's school that The Bethlehem Academy will pick up the child. The transportation department adheres to by the Texas Department of Motor Vehicles and the Federal Motor Vehicle Safety Standards. In addition to vehicle safety, the following safety precautions will be taken when loading and unloading children from the vehicle.

- 1) Children will be loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway
- 2) Children will not be allowed to cross a street unless the child is accompanied by an adult any time before entering or after leaving a vehicle
- 3) All children will be accounted for before exiting or leaving the vehicle
- 4) Children will never be left unattended in the vehicle

- 5) All children will be secured in a child safety seat or seat belt, as appropriate to the child's age, height, and weight according to the manufacturer's instructions before starting the vehicle, and during all times the vehicle is in motion accordingly
- 6) The driver will be properly restrained by a safety belt before starting the vehicle and at all times the vehicle is in motion
- 7) All adult passengers in a vehicle transporting children will be properly restrained by safety belts

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 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

DISCIPLINE AND GUIDANCE POLICY

Proper behavior is expected at all times. When disruptive or uncooperative behavior becomes a problem, the child is assigned to time-out as appropriate to age group. During time out the child is given an enrichment activity appropriate to reinforce proper behavior. Positive behavior modification is used at all times. Parents are notified of any behavior problems daily through a behavior log kept on children.

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 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.

The Academy will adhere to the Mansfield ISD decision.

BUSINESS OFFICE HOURS

Monday-Friday

8:00a.m. – 6:00 p.m.

Calls received after 6:00 p.m. will be returned the following business day during business hours.

NON DISCRIMINATION POLICY

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

The Bethlehem Academy welcomes comments, suggestions and concerns at any time. Any person who has one please discuss the issue with the Academy director or contact us at

The Bethlehem Academy
1188 West Broad Street
Mansfield, Texas 76063
(817)842-1216
(817)477-4810 fax

Again, we welcome your child and family to the Academy. It is our pleasure to serve you!

Thank you,
 The Bethlehem Academy

The Bethlehem Academy
Daily Activity Schedule

	18-23mon	2-3yrs	4-5yrs	6-8yrs	9-13yrs
6:30 - 7:00	Students Arrive	Students Arrive	Students Arrive	Students Arrive	Students Arrive
7:00- 7:30	Free play/rest Self Help	Free play/rest Self Help	Free play/rest Self Help	Free play/rest Self Help	Free play/rest Self Help
7:15- 7:30	Hand Washing Morning Devotion	Hand Washing Morning Devotion	Hand Washing Morning Devotion	Hand Washing Morning Devotion	Hand Washing Morning Devotion
7:30- 8:30	Breakfast/snack	Breakfast/snack	Breakfast/snack	Breakfast/snack	Breakfast/snack
8:30- 9:00	Diaper Change Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Restroom and hand washing
9:00- 9:30	Thinking/ Language Activity	Thinking/ Language Activity	Thinking/ Language Activity	Thinking/ Language Activity	Thinking/ Language Activity
9:30- 10:00	Small Muscle	Small Muscle	Small Muscle	Small Muscle	Small Muscle
10:00- 11:00	Social/Emotion	Social/Emotion	Social/Emotion	Social/Emotion	Social/Emotion
11:00- 11:30	Diaper Change Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Restroom and hand washing
11:30- 12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:00- 12:30	Diaper Change	Clean-up	Clean-up	Clean-up	Clean-up
12:30- 1:00	Story Time	Story Time	Story Time	Outdoor Play	Outdoor Play

1:00-1:30	NAP	NAP	NAP/Rest	Outdoor Play	Outdoor Play
1:30-2:00	NAP	NAP	NAP	Hand washing/ Restroom	Hand washing Restroom
2:00-2:30	NAP	NAP	NAP	Rest	Rest
2:30-3:00	NAP	NAP	NAP	Rest	Rest
3:00-3:30	Diaper Change Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Rest	Rest
3:30-4:00	Snack	Snack	Snack	After School Arrives Devotion	After School Arrives Devotion
4:00-4:30	Outdoor/Gym Activity	Out/Gym Activity	Out/Gym Activity	Snack/Homework	Snack/Homework
4:30-5:00	Diaper change Restroom and hand washing	Restroom and hand washing	Restroom and hand washing	Enrichment	Enrichment
5:00-5:30	Review and Clean-up	Review and Clean-up	Review and Clean-up	Activity	Activity
5:30-6:00	Pick-up	Pick-up	Pick-up	Pick-up	Pick-up

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 Yourself and WASH You're 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.*

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

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 Partnership and the Subchapter Affecting the Parent-Child Partnership, Subtitle B, Protection of the Child, Chapter 261, Investigation of Reports of Child Abuse or Neglect, Subchapter B, Reports of Abuse or Neglect, § 261.001

F2958-0000

Discipline and Guidance Policy for _____

Name of Operation _____

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) 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:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or 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.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

- parent employee/caregiver household member of child-care home

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:

_____ *Breakfast* _____ *Lunch* _____ *Afternoon Snack*

I will pay a _____ weekly _____ Monthly fee of \$ _____. Payment is due in advance on Friday before 6:30pm prior to the next week of service.

If this fee is not paid by that day, a penalty of \$ 15.00 will be charged, or my child must be withdrawn from care.

My child(ren) will be in care between the hours of _____ and _____ on the following days _____.

Care outside of these hours will require an additional fee of \$ 1.00 for each 1 Minute, 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



I have been informed or received information on the following:

- Attending Academy Open House
- Parent met their child's Teacher
- Received a copy of the Academy Handbook
- Received copy of Daily Activity Schedule
- Received a copy of The Bethlehem Academy Rules
- Received a copy of Gang Free Zone
- Received a copy of Keeping Kids Safe
- Received a copy of Attention Parents (Minimum Standards)
- Received a copy of Discipline & Guidance policy
- Received a copy of The Bethlehem Academy parent Agreement

I acknowledge receipt of the above information.

Parent Signature

Date

Director Signature

Date

