

# **Fallbrook Christian Academy**



## **Parent Handbook**

**“Preparing our Students to be Leaders of Tomorrow”**

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## **Our Mission**

The information in this Parent Handbook is to provide students and their parents/guardians with a summary of the policies and administrative procedures that relate directly to the student.

Fallbrook Christian Academy provides daily experiences that enrich and foster each child's spiritual, cognitive, social, emotional, and physical development. Policies, regulations, and procedures are necessary so that the students understand the behavioral expectations, the offenses that are subject to discipline, and the possible consequences or penalties.

Parents, to give your child the greatest opportunity toward the realization of his or her capabilities through the best possible guidance, full cooperation between the home and the school will be required. You may assist in the following ways:

- Know your child's teacher and establish a good rapport.
- Require regular and punctual attendance.
- Ask for and study your child's progress report and report card.
- Report correct contact information to the school promptly as updated.
- Read the handbook and understand as fully as possible the operations of the school.
- Keep an open line of communication with faculty and staff.

Please use this handbook as a reference and a guide to help you and your child have a positive and successful year. We are an organization that works hard to encourage the development of the whole child intellectually, emotionally, physically and morally. Fallbrook Christian Academy is a family-oriented school. It is important to us that everyone feels known, valued and welcomed at the school and that everyone has a role in making the year successful. This handbook cannot cover every situation that may arise. However, a full understanding of the general policies and procedures as set forth will be of assistance to all. It is important that every student, parent, and teacher read this handbook carefully.

## **Philosophy**

We believe that excellent childcare depends upon consistent caregiving. Children grow and learn best in safe environments that provide opportunities to explore, create, and communicate with other children and adults. This program is designed to include all children, including those with disabilities and unique learning and developmental needs.

## **Our Staff**

Our staff is here to assist your child in meeting their developmental needs and goals. Questions about the facility can be directed to the Childcare Center management. All staff are trained and have extensive knowledge of Early Childhood and specific training in developmentally appropriate practices related to the age of the children they care for. They are also trained in CPR/ First Aid for infants, children, and adults.

## **Curriculum**

Our program uses Abeka Curriculum. Our goal is to facilitate the development of young children from 18 months – 5 years old. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities, and exploration as the foundation.

## **Educational Goals**

Fallbrook Christian Academy will provide all children with experiences that are designed to meet the needs of the whole child. Each child's life will be enriched and support their need for the academic, spiritual, cognitive, social-emotional, physical, and creative development.

Each teacher will meet the following goals during their tenure at Fallbrook Christian Academy:

1. To teach Biblical Studies throughout the curriculum as a guide and tool for students to apply to their daily lives.
2. To teach the Christian-based comprehensive curriculum which promotes academic excellence in Mathematics, Reading, Language Arts, Science, Social Studies, Foreign Language, Health and Bible.
3. To provide students multiple opportunities to experience the various areas of the arts and to encourage them to play leading roles in our future.
4. To nurture and cultivate healthy self-esteem among all students and a true respect for the rights of others.
5. To encourage students to exhibit the qualities of good citizenship based on a combination of love and respect for all.
6. To develop self-discipline habits so that students will assume responsibility for their own actions.
7. To clearly communicate concerns and needs to all parents regarding their student's academic, physical and behavioral growth and development.
8. To build a stronger character and to connect home, school and community.
9. To prepare all students to academically compete with themselves, cooperate with their fellow students, and collaborate with other students globally.

## **Developmental Milestone Checklist**

Our program uses the informal assessment, Infant & Toddler Developmental Checklist, for children ages 0 to 35 months. Children aged three to five years old will be assessed using the CIRCLE Progress Monitoring System (PreK). School-aged children will not be given any assessments.

These assessments are given to all children twice a year, excluding school-aged children. The results of these assessments will be shared with parents during the parent conferences and parents as requested. Our program will refer parents and guardians of children up to 36 months to the Early Childhood Intervention Services should any concerns arise from the assessment. These services can provide the family and child with activities to promote the child's development and assist the family with the next steps. For more information, please visit their website at

<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>

Teaching staff will use the assessment data to plan for future lessons to ensure teaching improves unmet goals.

## **Enrollment**

Enrollment is contingent on space, abilities of the student and willingness of the family to participate within the school guidelines. All entering students must be 18 months of age before he/she can enroll in Fallbrook Christian Academy. Our school welcomes students regardless of race, ethnicity, national origin, religion, ability, gender, or family structure.

The admission process involves submitting an application along with the following:

- \$180 Enrollment Fee (Nonrefundable)
  - \$50 Registration
  - \$110 Books & Supplies
  - \$20 Mandatory School Backpack
- Good Health Statement
- Current Immunization Record
- Divorce Decree (if applicable)

## **Tuition**

All tuition is due on the Monday of each current week. Tuition payments can be made via cash or credit card. A late fee of \$25 will be added to all payments made after the due date has passed.

Tuition is considered late effective on Tuesdays at 6:30 am. If all payments are not received within one week, your child will not attend until all balances are reconciled. Tuition is non-refundable.

## **Financial Suspension**

It is Fallbrook policy that all tuition be current. If an account falls more than one week past due, a parent will receive a financial notice from the Finance Department. If the account is not brought current within 3 days from the date of the financial noticed received from Fallbrook Christian Academy, the student(s) will be suspended from school until the account is current.

## **NCI Parents**

The Workforce Solutions is requiring all parents to use the attendance card provided for swiping in and out. This must be done daily in order for Fallbrook to receive payment and for your child to attend. Failure to swipe in and out will result in services not being provided by Fallbrook and the Workforce Solutions terminating childcare services.

If you receive assistance from 3<sup>rd</sup> party sources (NCI), please make sure that your parent fee is **paid by the 20<sup>th</sup>**. Please see the Director or an Administrator if you have any questions.

## **Calendar**

Our program follows the same school schedule as our local school district. Please pick up a copy of the current school calendar, which lists yearly closings and holidays, at the front desk.

FCDC will be closed on the holidays listed below:

- New Year's Day
- MLK Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving & the day after
- Christmas & the day after
- New Year's Eve

During Spring Break, Thanksgiving and Christmas holidays, Fallbrook Christian Academy will be closed; however, Fallbrook Community Development Center will be open from 6:30am – 6:30pm on certain days. All students who will be in attendance will pay the normal tuition fee. . If your child will not be attending, there will be a \$50 charge per holiday week to reserve your child's spot. This fee is due the week before the holiday break.

## **Inclement Weather**

Should weather conditions require schools to be closed or open late, FCDC will send an automated message by phone, email and post the notice online at [www.fallbrookacademy](http://www.fallbrookacademy). In addition, the message will be broadcast over local media outlets. Please access these communications tools rather than calling the school for information. Weather-related decisions are usually made shortly before 6 a.m. since conditions that make roads hazardous may moderate overnight. *If Spring Independent School District is closed, Fallbrook Community Development Center will be closed as well.*

## **Parent Communication**

Our goal is to keep the communication doors between the family and the center open. Each parent will receive a monthly calendar sent to you via email that provides important dates and upcoming activities at the center. Parents will also receive a weekly report on how their child's daily experiences with the program. Once a quarter, you will receive the center newsletter outlining important happenings relative to child development information. An archive of these various resources are stored in the parent resource room for your reference. Each resource is also placed on the bulletin board in the front lobby. In addition, parents will receive daily progress notifications from teachers through our family talk app.

We value feedback at our program. Each parent will receive an annual survey after parent conferences to offer any suggestions for our program. The information collected from the survey will be used to improve our program if applicable.

## **Hours of operation**

We are open Monday-Friday from 6:30 a.m. until 6:30 p.m. All children are required to be at school by 9:00 am for instruction. Although the center is open twelve hours a day, we strongly encourage you to leave your children at the center at most 8 hours a day when possible.

## **Embracing Diversity**

We do not discriminate against children, parents, or coworkers for any reason. This includes race, skin color, religion, creed, gender, disability, military status, or national origin. All are welcome at our facility.

## **Non-Discrimination Policy Regarding Students, Staff, and Volunteers**

The Fallbrook Community Development Corporation, in all of its activities, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

The Fallbrook Community Development Corporation, also has similar policies with regard to hiring and management practices. It is its policy to comply with all federal and state laws and regulations regarding equal opportunity. It is committed to maintaining a work environment that is free of unlawful discrimination or harassment. It will not tolerate unlawful discrimination against or harassment of any employees, volunteers, or other individuals at our facilities.

### **Nutrition/Meals**

The children will receive nutritious meals and snacks during the regular school day. Students and parents are educated on proper nutrition during the year. We currently provide breakfast, lunch, and afternoon snacks. Our menus and food program follow guidelines under the state requirements (milk must be served with breakfast and lunch). We do not charge an extra fee for meals and snacks.

Breakfast is provided from 6:30 am -7:30 am. Lunch is served 10:30 am – 12 pm. Afternoon snacks are served between 2:30 pm and 3pm for those who participate in a full-day center-based program and start at 3:30 for afterschool children.

Meals include milk, fresh fruit, and fresh vegetables. Foods and liquids hotter than 110 degrees are kept out of reach of children.

The office must have a copy of the doctor's report if your child is on a special diet or has a food allergy. An authorized medical official must complete an emergency food allergy plan. This is a requirement of the state. **Our center is a peanut-free zone.** Staff does not reward good behavior with food of any kind.

\*During special occasions such as birthdays and holidays, only commercially packaged foods are allowed.

We provide educational resources on nutrition for parents of young children on a variety of topics ranging from healthy eating habits, nutritional value of food, food safety, and more from the USDA website <http://www.fns.usda.gov/school-meals/child-nutrition-programs>. Resources are available on the parent bulletin board.

Parents are encouraged to provide meals with nutritional value for their child when preparing home lunches. Examples of a healthy lunch may include meat, cheese, fruit, raw vegetables, and yogurt. Home lunches brought to the program must be labeled and in an insulated lunch container.

## **Illnesses**

Our program takes every precaution to protect children against illness. Should a child experience a disease or irritation where they cannot comfortably function in a group setting, a parent will be notified to pick their child up. An ill child will be excluded from attendance for any of the following reasons:

- Temperature- 100 degrees or more accompanied by behavior changes or other symptoms
- Signs of severe illness –lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, illness, rash or fever, mouth sores with drooling, wheezing, etc.
- The child too sick to go outdoors is considered too sick to be at the center. There will be no exceptions.
- The child is diagnosed with a communicable disease until an authorized medical official determines that the child is no longer contagious to others and can return to normal activities.
- The illness results in a greater need for care that the staff can provide without compromising the safety and supervision of the other children.

If your child suffers frequent headaches, or has other minor chronic ailments, you may keep a signed note on file with instructions for treatment so that we do not have to contact you each time.

If the child has been ill, he/she must be symptom-free for 24 hours before he/she may return. For the health and safety of our students and staff, Fallbrook reserves the right to send home any student exhibiting signs of illness including, but not limited to: coughing, running nose, diarrhea, fever, and vomiting. If a child becomes ill during school, a member of management will contact the parent or guardian named on the Registration Form to pick-up your child. The child may be kept isolated from others until picked up as deemed appropriate by management. This is to protect other students and staff from possible contagious illnesses. If the sick child is isolate, the child will remain under the observation of a staff member. The child must be picked up within a reasonable amount of time from the time of notification, and may not stay on campus

## **Accidents/Emergencies**

Safety is our number one concern and we do everything possible to minimize accidents. In the event of an injury, we will provide first aid. An accident/incident report will be completed and ready for your signature upon arrival. If the injury requires medical attention, we will contact you and transport the child to the nearest hospital. If the parents cannot be reached, the emergency contact person listed will be notified. A member of management will accompany and remain with the child until a parent/guardian arrives. A written report will be provided for parents and placed in the child's file.

## **Lost and Found**

All articles left on campus will be deposited in the Lost and Found containers located in the foyer. Please mark all articles belonging to your child and check for any lost item as soon as it is missing. Missing articles should be reported to the office immediately upon discovery that the item is missing. Unclaimed articles will be donated to Good Will at the end of the month.

## **Medication**

Parents or guardians must sign an authorization form if your child needs medication. The school Director/Administrators are the only ones authorized to administer medication. No medicine will be given without written authorization. Any medication given by the school nurse must have the child's name on the label and be issued by a physician.

## **Immunizations**

All children admitted to the facility must meet immunization requirements, as specified for the child's age by the state's Department of Health. A copy of the most recent shot record must be provided for each child at enrollment and kept up to date. The parent is responsible for providing the center with the most up-to-date immunization requirements.

## **Open Door Policy**

Parents are welcome at the center at any time. We celebrate various activities throughout the year. We encourage parents to come and participate in any activity that our program hosts. Please see the bulletin board in the lobby for gentle reminders of upcoming events.

## **Injuries And Emergency Procedures**

In case of severe injury or acute illness, the child will be transported immediately to the nearest hospital. Parents will be notified of the injury/illness. If the parents cannot be reached, the emergency contact person listed will be notified. A member of management will accompany and remain with the child until a parent/guardian arrives. A written report will be provided for parents and placed in the child's file.

## **Family Participation**

Family involvement in our program is important to the success of our program and your child (ren). There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our center will be a great one! Parents are encouraged to attend as many events as your schedule allows.

Opportunities for parent involvement include:

- Class parties
- Muffins with Mom
- Donuts with Dad
- Holidays (see monthly calendar)
- Grandparents' Day
- Field day
- Graduation

Parents can receive pertinent information about the community's resources and their child's growth and development. The resource room is open during the center's operating hours. Please take advantage of our lending library, which offers parents the opportunity to check out books, toys, and activities to do at home with your child (ren).

## Drop Off/ Pick-Up Procedures

Upon arrival (drop off), parents must walk their child (ren) into the center and check them in using ProCare before proceeding to the classrooms. Please ensure that your child's teacher is aware of their presence in the classroom by walking your child to their classroom and completing morning check-in confirmation with their teacher. Please do not allow children to walk to their class on their own. Your child's safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure the safety and well-being of your child.

Upon departure (pick up), parents must sign children out using Pro Care before proceeding to the designated pick-up area. Please always keep your children with you and do not allow them to roam the building or walk out of it alone.

If someone other than yourself will be picking the child up, please let the front desk know via email or phone call and ensure that the designated person is listed on their authorized pick-up list. Please tell the designated individual that they must show proper identification before the child is released. If there are any changes that would impact this procedure, please inform us in writing. Unless it is an emergency, please finish all phone calls before entering the building during drop-off and pick-up times. We have a No Cell Phone Policy in the building.

*According to Section 746.631 of the minimum standards for licensed child-care centers, all parents **MUST** sign students in and out. Children are not allowed to clock themselves in or out. No student is permitted to enter or exit the building without proper signage! With the click of a few buttons (4 digit code and enter), you are in and out in no time. If you do not have a code, please see someone at the front desk and they will assist you. Please **DO NOT PARK IN THE SCHOOL ZONE/CROSSING LANE!!!** Please park your car in a parking space.*

## Late Arrival

For our students' safety, the main entrance doors will be locked from 8:30am to 3:00pm. All students must be dropped off & picked up at the receptionist area located on the north side of the building.

## Late Pick-up

All children not picked up by 6:30pm will be charged a late fee upon arrival. The fee is assessed by the minute as of 6:31pm. **The cost is \$1 per minute per student.** We ask that you call the office when you will not be able to pick your child up by 6:30pm. **We reserve the right to raise this fee for anyone who is consistently late.** We greatly appreciate punctuality on your part.

## Attendance

Regular attendance and punctuality are required of every student. Students who have good attendance tend to achieve higher grades, seek an active involvement in activities on campus and learn the skills necessary to attain success. Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction. The instructional program designed by each teacher is a progressive and sequential experience. Classes begin at 8:00am.

## **Absences**

Students are expected to be present and on time daily. In order to receive the full benefit of the education experience, a student must attend class. Excused and unexcused absences are counted equally when assessing total days absent.

When a student returns to school after an absence, a written note from the parent must show the dates and reason for the absence in order to be excused. If a note is not provided, the absences will be unexcused. Any absence that is not cleared within 24 hours will remain unexcused.

Parents are asked to notify the office in writing should it become necessary for your child to be absent for more than five (5) days. Students will be excused from school because of personal illness, family illness, and emergency or for circumstances deemed appropriate by the Director of Fallbrook Christian Academy.

Students who are absent because of illness or injury and require medical attention must submit a doctor's excuse to the front office when they return to school. If a medical or dental appointment is scheduled during school hours, the student is required to bring a note from the attending physician upon returning to school that same day or the following day.

## **Class Work**

Class work is all work related to daily classroom assignments. It also refers to subjective areas such as oral participation in class activities and discussions. Teachers may objectively log/record students' responses to questions, collaborative/cooperative activities and written responses. This data may then be used to determine a portion of the class work grade. The class work grade shall not be used to evaluate class conduct, tardiness or other areas related to discipline.

## **Homework**

Homework reinforces the essential knowledge and skills covered in the classroom activities.

Homework assignments are expected to be completed outside the regular classroom setting.

**Homework will not be given on Wednesdays and Fridays.**

## Academics

The following scale represents the grading policy for Pre-K3 and Pre-K4 students:

### Electives

Excellent	E
Satisfactory	S
Needs Improvement	N

### Core Subjects

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – below	F

## Honor Roll

Teachers will use the following criteria for determining Honor Roll students.

- *A Honor Roll* – students who have a 90 and above average for each class for the entire grading period.
- *A – B Honor Roll* – students who have an 80 and above average for each class for the entire grading period.

Students at all grade levels will receive Honor Roll recognition at the Promotional Ceremony.

## Emergency Information/ Updating Contact Information

In an emergency, the center will immediately try to contact the parent and other emergency numbers. Please ensure that all contact information is up to date. You can update your contact information at any time by emailing [claude@fallbookcdc.com](mailto:claude@fallbookcdc.com), or calling the front desk 281-444-6198.

## Threatening Incidents

If the facility's safety is threatened, all center staff are trained by local law enforcement to keep the children safe and secure the environment. Parents will be notified immediately and kept abreast of the situation. If children need to be moved to another safer location, all employees are trained to help transport children by bus to the nearest school when deemed safe by administration and law enforcement officials.

## **Behavior Expectations**

We encourage each child to make appropriate choices and sometimes use the “calm down” and “think about it” area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices, and redirection. In cases where there is an issue of constant inappropriate behavior, parents must attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved.

## **Transition Plans**

When your child is ready to move to a new classroom, we do all we can to make this transition a smooth and successful one. We will contact you when we feel your child is ready to move. The move will always be a collaborative decision among parents, teachers, and administrative staff. We recognize that transitions can be challenging, so we will consider each child’s temperament and adjust our transitions accordingly.

Transition planning will be discussed in detail during the parent conference.

## **Parent Conferences**

Please do not use drop/off pick-up time to communicate lengthy concerns with your child’s teacher, as this can distract the care of other children in the classroom. Parents are offered conferences twice a year, but parents can request a conference to discuss any concerns as needed. During conference time, each parent will receive information on their child’s development and can set goals with teachers based on the results of the developmental assessments conducted by the teacher. Fallbrook has an open-door policy and parents may visit at any time.

## **Termination Of Services**

Fallbrook Christian Academy attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs, we will not be able to care for your child. Children will be dismissed for the program in the following situations:

- Failure to pay (see tuition)
- Routinely late picking up child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the child's needs
- Lack of compliance with regulations
- Failure of the child to adjust to the center after a reasonable amount of time

Once a written warning is given, our program's administration has the right to give written notice of immediate termination where extreme circumstances affect the well-being of the provider or other children in attendance. Parents who would like to withdraw their child from the program must give two weeks' notice.

## **Uniforms**

Please dress your child in comfortable clothing that is appropriate for the weather. Flip-flops or any open-toed shoes are not permitted. Please have children wear closed-toe shoes. Please provide children with an appropriate jacket/coat for outside time during colder months. We also ask parents to bring a full set of changing clothes in a labeled Ziploc bag.

Fallbrook Christian Academy's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. All students are expected to exemplify proper dress attire and grooming standards in a manner that portrays an appropriate image for the student, the school and God. All students will be required to wear school uniforms on a daily basis. Wearing a uniform helps to erase economic differences among students, sets a tone for serious study, facilitates school pride, and improves attendance. Uniforms also enhance students' self-concepts, classroom behavior, and academic performance. A \$25 out of uniform fee will be applied for students out of uniform.

## **General Guidelines**

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance which tends to draw attention to an individual rather than a learning situation must be avoided.

- Uniform pants must be worn at the waist. No sagging is allowed.
- Shirts must be tucked in, loose fitting and completely cover the abdomen.
- Skirts, dresses, and skorts must fall at knee length.
- Belts must be worn with shorts and pants at all times.
- Shoes must be closed toe. No flip flops, sandals, or clogs!

### Boys attire:

- Uniform shirt
- Khaki shorts or pants

### Girls Attire:

- Uniform shirt
- Khaki shorts, capris, pants, or skirts or skorts

We also ask parents to bring a full set of changing clothes in a labeled Ziploc bag.

## **Spirit Friday/Field Trip**

Every Friday will be Spirit Day. Students will be allowed to wear Fallbrook Christian Academy t-shirts and khaki bottoms.

## **Field Trips**

Field trips for ages 4 and up are planned throughout the year. A notice will be presented least 48 hours before the trip. The field trip permission form will indicate the day, time, location, purpose, and items your child will need for the day. The teacher will send a detailed list home before the field trip. Parents, grandparents, aunts, uncles, etc. are always invited to attend any of our scheduled field trips.

To ensure the safety of all children on field trips or excursions and during any transportation provided by the Academy, the school will have:

- Signed permission from the parent including permission to transport the child
- Emergency Medical Consent Forms and Emergency Contact Information Forms for each child on the field trip
- A first-aid kit immediately available on field trips
- Each child wearing a Fallbrook Christian Academy spirit shirt listing the name of the school, address and telephone number.
- CPR and First Aid Trained staff present on each trip
- A copy of the enrollment application on the vehicle
- A fire extinguisher on the vehicle
- A list of all children being transported and a copy left in the main office.
- Communication devices for staff

All parents who are interested in volunteering on any field trips must undergo a background check.

## **Communication with Faculty and Staff**

Fallbrook Christian Academy believes that open and clear communication is essential for maintaining an effective community. For such communication to take place there must be an atmosphere of mutual trust and respect. It is our goal to establish a strong bond between your family and our staff.

If the need arises for you to address a concern that involves a staff member, please be sure to go through a member of management to do so. Please do not directly confront a staff member in the unlikely event that a grievance arises. It is also necessary to go through a member of management to address any concern you have about a student who is not your child, or if you have a dispute with another student's parent. Please do not confront students or student's parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your registration and tuition. These policies exist for your own protection, so that we may ensure that disputes are witnessed, mediated, and properly documented and resolved.

**Contacting Faculty/Staff Members** – Fallbrook Christian Academy teachers may be contacted by:

- **Telephone** – Call the school at 281-444-6198 to leave a message for your child's teacher.

Teachers cannot be contacted by phone during instructional hours. You may reach any teacher via phone from 1:00 – 2:00pm which is the planning period for all teachers.

- **Conference** – All teachers planning period is 1:00- 2:00pm daily. If you would like to schedule a conference, please submit your request at least 2 days in advance.

## **Physical Activity**

Our daily schedule provides opportunities for children to engage in physical activities. Children participate in age-appropriate outdoor and indoor activities as part of the daily schedule. All ages groups excluding infants will receive a minimum of 45 minutes a day engaged in outdoor play. Children can play outside freely by utilizing the playground equipment and the various outside toys, including hula hoops, tricycles, and more. Additional indoor activities to promote physical development will be provided during inclement weather.

## **Toys**

No personal toys should be brought to school unless otherwise directed by administration. Toys such as radios, CD players, iPods, iPads, electronic games, stuffed animals, dolls, cards and other such items will not be permitted. The school provides ample selections of balls, jump ropes, and other items for recess and playground use as well as appropriate games in the classrooms

## **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 will be amended to include Section 42.064 requiring that information about gang-free zones, be distributed to parents and guardians of children in care at licensed child care centers.

Information about this requirement can be found on the parent information board, and copies of the information are printed for parents in the parent resource room.

## Screen Time Policies

Electronic media is only used for educational purposes. Children are allotted no more than 30 minutes of screen time per day.

All screen time is:

- based on meeting educational goals,
- age-appropriate, and
- ad-free.

Screen time is not used during mealtimes. School-aged children who need technology to complete their homework will be provided with technology free of time restrictions. Screen time for children under two years of age is restricted.

At Fallbrook Community Development Center, we believe in fostering a balanced environment that encourages healthy development in children. We understand that technology plays an integral role in today's world, but we also recognize the importance of physical activity, social interaction, and hands-on learning.

**1. Purpose of Screen Time** Screen time at Fallbrook Community Development Center is limited and carefully curated to ensure that it serves an educational, developmentally appropriate purpose. Our goal is to enhance children's learning experiences and not to replace other essential developmental activities, such as active play, social interactions, or creative expression.

## 2. Guidelines for Screen Time

- **Age-Appropriate Content:** Any screen time offered will be age-appropriate, educational, and aligned with the developmental needs of the children in our care.
- **Limit Duration:** Screen time will be limited to no more than 30 minutes per day for children under 5 years old. For children older than 5, the amount of screen time may vary based on individual needs and group activities, but it will not exceed 1 hour per day.
- **Active Engagement:** Screen time will be used as a tool to engage children in learning activities, such as educational games, interactive videos, or virtual field trips. Staff will actively participate with the children during these activities to foster conversation and enhance learning experience.
- **Timing:** Screen time will be scheduled in a way that does not interfere with physical activity, outdoor play, or mealtimes. It will generally occur during times when other activities are limited, such as during rainy days or rest periods.

## 3. Screen Time Restrictions

- **No Unsupervised Screen Time:** All screen time will be supervised by staff members to ensure content is appropriate and the children are engaging meaningfully.
- **No Personal Devices:** Children are not permitted to use personal electronic devices (smartphones, tablets, etc.) during daycare hours. Screen time will only involve daycare-approved devices.
- **No Passive Viewing:** Screen time will not include passive activities like watching television or movies for extended periods. Any videos shown will be brief and will encourage interaction and discussion.

**4. Promoting Balance** we encourage children to engage in a wide variety of activities to promote their cognitive, emotional, and physical development. Screen time will always be balanced with other enriching activities, such as:

- **Outdoor Play:** Daily outdoor play is encouraged, and children will have access to age-appropriate play equipment.
- **Arts and Crafts:** Creative expression through art, music, and movement will be a key part of our daily schedule.
- **Social Interaction:** Group activities that promote cooperation, communication, and conflict resolution will be prioritized to help children develop social skills.

**5. Parent Involvement** We value open communication with parents and encourage discussions about screen time and technology use at home. If you have specific concerns or preferences regarding screen time for your child, please share them with us, and we will work together to create a supportive, consistent approach.

By following these guidelines, we aim to provide a balanced environment where children can grow, learn, and thrive—both with and without technology.

## Challenging Behaviors

Our program is committed to addressing challenging behaviors in a supportive and constructive manner, ensuring a positive learning environment for all children in our care. This collaborative effort involves clear roles for parents and teachers and defined steps the program will take.

The goals of our program are to foster each child's social-emotional development, promote positive interactions, and ensure school readiness within a safe and supportive environment. The program aims to help every child thrive and reach their full potential by tailoring strategies to individual needs and encouraging family involvement.

Teachers and the director communicate regularly with families about their child's behavior to foster a strong partnership. This ongoing dialogue allows us to address any concerns that arise promptly. Parents play a crucial role by sharing insights about their child's behavior at home, which helps create a comprehensive understanding of their needs.

Teachers are dedicated to observing and documenting behaviors, providing feedback, and developing individualized strategies to support each child. They will also initiate regular check-ins and encourage family participation in discussions about behavior management.

The program actively promotes collaboration between staff and families in developing effective strategies for managing challenging behaviors. This includes sharing observations and techniques that can be implemented at school and home. Regular meetings and workshops will be organized to facilitate this partnership, ensuring that everyone is aligned in their approach.

Discussions regarding a child's behavior are framed within our facility's objectives, which prioritize social-emotional development, positive interactions, school readiness, and a safe learning environment. Our approach focuses on understanding the underlying causes of behaviors and aligning our strategies with our program goals.

## **Steps Taken by the Program:**

1. Observation and Documentation: Teachers will regularly observe and document children's behaviors to identify patterns and triggers.
2. Individualized Strategies: Based on observations, teachers will develop tailored strategies in collaboration with families to address specific behaviors.
3. Regular Communication: Ongoing updates will be shared with families through communication logs, progress reports, and scheduled conferences, celebrating successes and discussing areas for growth.
4. Family Involvement: Families will be encouraged to actively participate in developing and implementing behavior strategies, reinforcing consistency between home and school.
5. Professional Development: Staff will receive training on effective behavior management techniques and ways to foster a positive learning environment.

To keep families informed about their child's progress, we provide regular updates and facilitate discussions that engage families in their child's developmental journey. This collaborative effort is essential for ensuring that each child receives the support they need to thrive.

This policy will be communicated to all staff, families, and stakeholders, and it will be reviewed annually to assess its effectiveness and incorporate feedback from both staff and families. Please contact the program director for any questions or further discussions regarding this policy.

## **Challenging Behavior Policy**

### **Purpose:**

The goal of this policy is to ensure a safe, nurturing, and supportive environment for all children at Fallbrook Academy. This policy outlines how we address challenging behaviors while promoting positive behavioral development. We work to teach children appropriate behaviors, encourage social skills, and provide individualized support where necessary.

### **Definition of Challenging Behavior:**

Challenging behaviors are actions that disrupt the learning environment or the safety and well-being of others. These behaviors may include but are not limited to:

- Physical aggression (e.g., hitting, biting, kicking)
- Verbal aggression (e.g., shouting, name-calling, swearing)
- Non-compliance or defiance
- Tantrums or emotional outbursts
- Destructive behavior (e.g., breaking toys, damaging property)
- Withdrawal or refusal to participate in group activities
- Inappropriate social interactions (e.g., bullying, teasing)

## Approach to Addressing Challenging Behavior:

- 1. Prevention:**
  - We focus on creating a positive and structured environment that encourages positive behavior. Activities are designed to engage children and reduce frustration.
  - We provide clear, consistent routines and expectations to help children understand what is expected of them.
  - We promote positive behavior through praise, rewards, and reinforcement.
- 2. Observation and Assessment:**
  - When challenging behavior arises, staff will observe and document the behavior to understand its cause. This helps us identify patterns and triggers that may contribute to the behavior.
  - We take into account the child's developmental stage, any emotional or social challenges they may be facing, and any external factors (e.g., changes in routine, family dynamics).
- 3. Response to Behavior:**
  - **Immediate Safety:** If a behavior poses a safety concern, staff will immediately intervene to prevent harm to the child, other children, or staff. This may include redirecting the child or providing a calm space for the child to regain composure.
  - **Calm and Supportive Approach:** Staff will respond to the child in a calm and respectful manner, aiming to de-escalate the situation. We avoid punitive measures such as time-outs, shaming, or harsh language.
  - **Redirection and Positive Reinforcement:** Children are redirected to more appropriate behaviors and provided with alternatives. Positive behaviors are immediately acknowledged and praised to reinforce desired actions.
- 4. Collaboration with Families:**
  - We believe that collaboration with parents and guardians is essential for addressing challenging behavior. If a behavior persists or escalates, we will meet with the family to discuss the child's needs, develop strategies, and create a behavior plan tailored to the child's specific challenges.
  - Communication is key. Regular updates will be provided to parents about any incidents and the strategies implemented to help the child.
- 5. Individualized Behavior Plans:**
  - In cases where challenging behavior is consistent and significant, a personalized behavior plan will be developed. This plan will outline specific strategies, goals, and interventions designed to support the child's behavioral growth.
  - Staff will be trained on the implementation of the plan and will monitor progress over time. The behavior plan may be adjusted as needed in collaboration with the family.
- 6. Severe or Persistent Challenging Behavior:**
  - In extreme cases, where the behavior may pose a continuous risk to the child or others, we may seek guidance from outside professionals such as child psychologists, behavioral specialists, or counselors.
  - If, despite all efforts, a child's behavior is consistently disruptive to the daycare environment, we may, as a last resort, recommend a temporary or permanent withdrawal from the program. This decision will be made in collaboration with the child's family and relevant professionals, always prioritizing the best interests of the child and the daycare community.

## **Staff Training and Support:**

- All staff members are trained in positive behavior support techniques, de-escalation strategies, and appropriate interventions for challenging behavior. Regular professional development is provided to ensure staff remain informed about best practices.
- Staff members are encouraged to maintain open communication with one another and with families to ensure consistency in handling challenging behaviors.

## **Review and Reflection:**

This policy will be reviewed annually and updated as needed to reflect best practices in child development and behavioral support. Feedback from parents, staff, and other stakeholders will be taken into consideration during the review process.

## **Accommodations**

Our program's policy and process in supporting families and children who may need additional accommodations to include home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent's primary language. Please notify the Director if you or your child require accommodation, and we will ensure that we do our part to meet your needs.

Below are ways that our program will partner with families:

- We will provide space to accommodate sessions if specific therapies are needed during the day while the child is in our care.
- Participation in all comprehensive care meetings if needed
  - Complete supporting documentation from an authorized medical professional for any accommodations related to the child's physical or developmental needs.
- Provide materials and resources in parent's/child's primary language.
- Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

# Fallbrook Christian Academy



“Preparing our students to be Leaders of tomorrow”

As the parent/guardian of \_\_\_\_\_,

I hereby confirm that I have received a copy of the Fallbrook Christian Academy/Fallbrook Community Development Center Handbook and Student Code of Conduct and that:

- I understand the policies, procedures, rules, regulations, expectations and practices as stated in this manual.
- I accept the consequences should my child fail to abide by these provisions.
- I have read and understand there is a “holding fee” for holiday breaks if students do not attend.

I, \_\_\_\_\_ have received, read and understand the policies, procedures, rules, expectations, and practices as stated in this manual. It is my responsibility to follow and abide by the policies established for Fallbrook Christian Academy.

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_