



# **CFC BILINGUAL ACADEMY**

"I will teach all of your children and they will enjoy great peace".

Isaiah 54:13

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Pre-K – 8<sup>th</sup>  
Grade Parent  
Handbook

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## CFC Bilingual Academy

Dear Parents:

We are excited to welcome your child to CFC Bilingual Academy. Learning starts long before students even step into a classroom. It starts in the most important place of all, your home. Positive parental participation is essential to ensure the best education of each student. CFC Bilingual Academy welcomes and encourages you to become involved in your child's education.

Please read the rest of this packet to be informed of all our School Policies and Procedures. We know this will be a great year for your child, and our promise to you is that we will strive to aide in the development of the "whole" child: mind, body, and spirit.

We would like to thank you for sharing your child with us and for choosing "**CFC BILINGUAL ACADEMY**". Please do not hesitate to call should you have any questions.

Respectfully,

CFCBA Administration  
Email: [cfcbilingualoffice@gmail.com](mailto:cfcbilingualoffice@gmail.com)  
281-340-2400 Ext. 2

(CFC) Christian Family Center with a Passion for God and Compassion for our Neighbors

E-3



# CFC Bilingual Academy

Parents, please allow yourself time to read the following policies carefully.

## PROGRAM OVERVIEW

Doors Open: 7:45 AM

End of Day: 3:15 PM

Specific Schedules and School Calendar will be given to each student on the first day of school.

## PHILOSOPHY

We believe our Program is an extension, reinforcement, and partner with the home, assisting the parent in fulfilling their God-given responsibility to "train up a child in the way he should go" (Proverbs 22:6). Jesus said: "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14. We strongly believe it is our calling to teach children with our words and actions about God's love for them and to love God with all their hearts. We aspire to provide a rich, nurturing, and challenging environment for our students. We strive to create an atmosphere where each student is respected and encouraged in a safe, well supervised environment.

## DECLARATION OF FAITH (See Appendix)

## NON-DISCRIMINATION POLICY

Enrollment in our program is open to all families of our community. No one shall be excluded from any of our programs because of race, color, religion, disability, sex, or national origin. We operate on a non-discriminatory basis.

## **CHILDREN REQUIRING SPECIAL ACCOMMODATIONS**

CFC Bilingual Academy complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for students who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the student's file. Whenever we deem it appropriate to the needs of the student to have a student with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that student. Any questions about the accommodations of the student should be referred to the leadership staff.

## **STATE LICENSING**

We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your children. CFC Bilingual Academy complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

## **OUR STAFF**

At CFC Bilingual Academy we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. All our staff has:

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about education and the needs of students. We emphasize training and encourage all our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an education setting.

# **ADMISSION POLICIES**

## **ADMISSION REQUIREMENTS**

Only the student's parent or legal guardian may enroll a student (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend CFC BILINGUAL ACADEMY. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up their child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. CFC BILINGUAL ACADEMY must be informed of any custody situation in advance and will request that the proper paperwork be in the student's file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

## **ADMISSION**

Parents wishing to enroll their children in CFC Bilingual Academy are required to set up an appointment with the school office for a tour and to meet the Director and their child's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:30 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the schedule of your child's average day. At this time, we will give you any forms necessary to enroll your child(ren). All students shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn.

## **PAPERWORK, FORMS AND ANNUAL RENEWAL**

We are required by the State to have current and updated information on each student in our School. This is also for your child's safety. As mentioned above, we require all forms to be filled out for each student prior to their initial attendance at CFC Bilingual Academy. Also, each year when registering for a New School Year we will have parents/guardians fill out new registration forms. Annual registration fees and annual book fees will also be added each year at this same time.

## **IMMUNIZATION REQUIREMENTS**

All students enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. Here is the link to apply for exemption: <https://corequest.dshs.texas.gov/>

## **VISION, HEARING AND ACANTHOSIS NIGRICANS SCREENING REQUIREMENTS**

**Who must be screened for Vision and Hearing: as required by Texas State Law:**

All students who are 4 years old as of September 1st  
All kindergartners, first, third, fifth, and seventh graders  
All first-time entrants from another Texas school who are not in the above categories unless he/she can bring written documentation from the other school.  
All first-time entrants (4 years through 12th grade) from an out-of-state school

Who must have the Texas Risk Assessment for Type 2 Diabetes for Children (Acanthosis Nigricans, or AN screening); as required by Texas Bills 2989 & 2721

- All students in first, third, fifth and seventh grades; other grades are optional.

CFC Bilingual Academy contracts Pine Woods Screening Services to provide hearing and vision screening for our students that require this service. Parents must complete an application authorizing Pine Woods Screening Service to screen their child and pay the fees directly to them. Hearing and Vision screening will be done on campus. School will notify you of upcoming screening days. Any student who does not have a Screening Report on file by that date will be required to be screened by Pine Woods Screening Services.

## **EMERGENCY MEDICAL CONSENT FORM**

This form will give us your consent to call an ambulance or your child's doctor if he/she needs emergency care. Please list your child's doctor, and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts be listed on the Registration Form. If your child has any allergies or is on any medications, please include this information on the form. All these forms shall be updated annually. Immunization cards need to be presented on or before the first day the child attends the center. A photocopy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photocopy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and update or re-do this form.



# ATTENDANCE POLICIES

## ATTENDANCE

A written excuse, stating reason for absence or tardy, signed by a parent or guardian must be presented to the office when a student returns to school after an absence. Otherwise, it will be considered unexcused. If the absence is foreseeable, a note must be sent in advance to consider it excused. If your child is absent (3) three consecutive days, they will need a doctor's excuse. All appointments for doctor, dental, or any other reason, are to be scheduled after school hours if possible.

To maintain a credible reputation for our school, a student which accumulates more than (5) five unexcused absences in one semester will receive a written notice to meet with Administration. Absences for reasons other than sickness or emergency will be excused only if arrangements are made in advance with the administration.

Students should clock in at 7:45 am to be present for Opening Exercises at 8 am. Students arriving to school after 7:55 am are considered tardy. Continual tardiness will incur in a conference with the administration. This could lead to revocation of student privileges or suspension which automatically will appear in your student's permanent records. Any student receiving (3) three unexcused tardies in one grading period will not be considered for a perfect attendance award at the end of the school year.

## FAMILY VACATIONS AND SPECIAL EVENTS

Vacations or special events that take students out of school are disruptive to your child's education. Special events should be planned during school holidays. If the dates of special events are unavoidable, parents should fill out a "**Notice of Planned Absence Form**" (in Appendix) and turn it in at least 10 days in advance. The decision to excuse the absence will be made by the school administrator. Families that have their written request approved must ask for homework assignments directly from the classroom teacher.

## DROP OFF/PICK UP TIMES

Student Drop Off: 7:45 am

Student Pick Up: 3:15 pm

## DROP-OFF

Parents must drop off their child(ren) at the CFC Bilingual Academy main entrance area every morning between 7:45 am and 7:55 am.

## PICK-UP PROCEDURES

When picking up your child at the end of the day, please drive **all the way up to the front door** to wait for your student (there will be a line of cars under the carport facing the gate entrance on West Bellfort). To help with the flow of dismissal we are asking our parents to wait until 2:50 pm to line up under the carport to pick up students.

Please do not leave your vehicle until you see a teacher escorting your child to the car. You will be responsible for placing your child securely in his/her car seat. **Please make sure you have the appropriate car seats for your child's age.** People under 18 years of age and anyone not listed as authorized to pick up on the registration forms will not be allowed to sign a child out of the program. For security reasons, please have a picture ID available to show the staff.

A student will only be released to his/her parent or those adults (over 18 years of age) designated by the parents on the enrollment form. If someone else will be picking-up your child on a certain day, please send a written note (or email before 2 pm of the same day) requesting that the person is added to the permanent list. Please include in your note if this authorized adult can pick-up this child this one time only. To ensure student's safety, we do not release students to anyone who displays signs of being inebriated or is unable to provide safe transportation and care. Should this situation occur, the Director will notify parents if possible and then call Children's Protective Services in accordance with childcare licensing laws.

To ensure that your child is not released to a parent who is not allowed to pick-up, we must have a copy of the court order/divorce papers signed by a judge. We are obligated to release a student to parent without this documentation.

The center reserves the right to not allow an individual onto CFC Bilingual Academy property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID.

**PICK UP PERMISSION FORMS ARE REQUIRED TO BE FILLED OUT ANNUALLY, THEY ARE NOT VALID FROM ONE YEAR TO THE NEXT.**

## PICK-UP PERMISSION FORM

All persons authorized to pick a child up from the center must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent registering the student at CFC Bilingual Academy to properly fill out all forms. In a custody situation the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right not to allow any individual onto our property for drop-off or pick-up if they have created a problem.

## **LATE PICK-UP FEE**

**A \$1.00 per minute late fee will be charged for children not picked up by closing time at 3:15 pm.**

We allow 10 minute "grace" period but after that the late fee applies. This fee is non-negotiable and is the responsibility of all parents.

Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late (charges still apply). Late fees will be charged to the following month's tuition except for late fees occurring in May which will be collected by the last day of School. We use our school clock for the time. Children left at the center more than 60 minutes past closing without calling the school will be considered abandoned and Child Protective Services will be informed.

## **EARLY PICK-UP**

Students are required by law to be in school unless they are ill. The school will grant an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside school hours.

All requests for early dismissal must be made in writing and are to be submitted to the teacher at the beginning of the school day in student's folder (parent teacher communication folder).

Parents must report to the office to pick up a student. Students will then be called to the office to meet the parent.

# ACADEMIC POLICIES

## K – 8<sup>th</sup> Grade CURRICULUM

CFC Bilingual Academy uses SAVVAS Realize.

## SPIRITUAL DEVELOPMENT

### 1. Establishing a Christian Foundation

- Understanding God's love and care,
- Learning God's Word
- Weekly Chapel service

### 2. Christian Models

Adults in the classroom as models of a Christian life, showing Christian love and kindness and use of Scripture as a basis for Christian values.

## PROCEDURES

**ACADEMIC BALANCE** – Each teacher has planned to meet all of Texas Academic requirements.

**HOMEWORK** – The responsibility for scholastic achievement is placed on students. Should the student have homework, a Homework Sheet will be sent home. The Homework Sheet is to be signed by the parent. If the student does not complete their homework, teachers may give students a zero for that assignment.

**TUTORING** – As the need arises some teachers may be available for tutoring your student before school hours.

**REPORT CARDS** – The grading system is designed to give parents a true indication of the students' progress or lack thereof. Report cards are given to parents after the completion of each nine-week period.

## IOWA TESTING

Iowa Assessments are comprised of complete battery levels that measure academic achievement in the areas of reading, written expression, mathematics, language arts, science, and social science for students from 1st through 8th.

Standardized tests serve two primary functions:

1. Helping schools objectively assess students' academic progress and potential from year to year with quantifiable test data based on accepted models of student academic development. This multiple-choice assessment will help our School Administration find out what students know and are able to do.
2. Providing schools, government entities, and other interested parties with data on academic performance whereby a comparison can be made on various levels including comparisons between schools, school districts, and states.

## WRITTEN COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive learning experience. We will endeavor to keep you informed concerning your child's activities and overall development through several written means.

- An Administrator Monthly Parent Newsletters to keep you informed as to the overall CFCBA program. Daily written communication in the form of "Accident Report forms, Classroom memos may be placed in the student's Folder on a "need-to" basis.
- Parents have the option of requesting specific parent/teacher conferences to aid in the student's progress at any time by contacting the office to schedule such meeting.

## VERBAL COMMUNICATION

It is very difficult for Teachers to have parent conversations when they are responsible for a group of students. Please schedule conferences by contacting the Director or the teacher. Scheduling a time through the Office will allow for no interruptions when meeting with you and will ensure that everyone you need to talk to is available.

Calling/texting a teacher during school hours is not a choice of communication offered to parents. Thank you for understanding that your student's teacher is busy attending to your child's education and safety. If you must contact the school during school hours, please contact the office. If no one is at the desk at such time, please leave a detailed message; voicemail is being checked throughout the day by our School Administrator.

# CODE OF CONDUCT POLICIES

## DISCIPLINE

### Character Development Values

CFC Bilingual Academy reinforces the five core values of ***Respect, Responsibility, Honesty, Caring, and Faith***. We do so in our classroom, in the games we play, the rules we ask students to follow, the activities we plan and the staff we hire. Students will be required to read and sign a "Standard of Conduct" Form. Form will be read by the Teacher and read along by the student the first day of school. A copy will be sent home for parents to review.

### Self-Management & Guidance

Our emphasis at CFC Bilingual Academy is on helping students learn acceptable behavior in a positive manner. Physical punishment and verbal abuse are not used. Self-management skills and positive social interactions with the other students and adults are required to maximize everyone's enjoyment of the program.

Self-management skills are taught according to the following guidelines:

1. Rules are clearly stated so students are expected to work and play within known limits. Students are required to sign the Student Agreement Form.
2. Rules are stated to encourage student's acceptance of limits and their ability to understand and reason.
3. Staff serves as important role models practicing appropriate social skills.
4. Behavior expected of students is appropriate for them according to developmental norms.
5. Staff strives for consistency in their expectations. Trust is established so students know that they will not be hurt nor allowed to hurt others while at School.
6. Disruptive or dangerous behavior on the part of a student:
  - ◆ will be discussed with student
  - ◆ will be discussed with his/her parent
  - ◆ may result in loss of privileges
  - ◆ may result in suspension or termination from the program

The Director will contact any parent whose child is having difficulty adjusting to the program or who is displaying inappropriate behaviors (for example: inappropriate language used, not willing to follow direct instructions, not willing to follow program rules, aggressive behavior such as bullying, hitting, pinching, biting, pushing, etc.). Arrangements for a conference will be scheduled in such cases to assign the appropriate disciplinary action.

## **STEPS OF DISCIPLINE ACTION FOR DISRUPTIVE OR DANGEROUS BEHAVIOR**

### **STEP ONE**

Written notice sent to the parents needing signature.

### **STEP TWO**

Parent Conference with the Administrator (teacher present)

### **STEP THREE**

If such behavior continues student will be suspended for 1 or 2 days depending on the gravity of the situation

### **STEP FOUR**

After three suspensions, student may be expelled.

## **PERSONAL ITEMS**

CFC BILINGUAL ACADEMY has a wide variety of games and other resources to offer students during leisure time. Personal items such as games, phones, computers, iPads, cameras etc. are not permitted at School unless Teachers allow it for a special activity, as they can cause distractions and can be broken or lost.

**CFC Bilingual Academy is not responsible for stolen, lost or broken items.**

## **CELLULAR PHONES**

Students are allowed to bring cellular phones to school, but they must be turned off and put away in their backpacks. CFCBA will confiscate any phone that is used during school hours. Parents will need to go to the office and ask for the phone to be returned (a \$25 fee will apply). CFCBA will not be responsible for lost or stolen items. If a student must communicate with a parent, the call should be made from the office phone in the presence of a teacher or Director.

## **GROOMING**

### **Nails:**

Girls: Nail polish must be neat, of one color. If false nails are worn, they need to be short.

Boys: may not wear any nail polish.

### **Hair:**

Girl's hair must be neat, clean, and styled to not fall in the face. No drastic color changes.

Boys must have regular boys' cut styled to not fall in the face, no drastic color change.

**DRESS CODE**

<b>GRADES K - 8<sup>th</sup></b>	<b>BOYS</b>	<b>GIRLS</b>
<b>SHIRTS</b>	Monday: Blue Polo Tuesday: Red Polo Wednesday: CFC Polo Thursday: Gray Polo Friday: CFC Blue T-Shirt	Monday: Blue Polo Tuesday: Red Polo Wednesday: CFC Polo Thursday: Gray Polo Friday: CFC Blue T-Shirt
<b>Pants/Shorts/Skirts</b>	Navy Blue Khaki Jeans	Navy Blue Khaki Jeans *shorts/skirts should be 3 in above the knee – no shorter
<b>SHOES</b>	Fully enclosed athletic tennis shoes.	Fully enclosed athletic tennis shoes.
<b>BELTS</b>	Plain Black or Brown	Plain Black or Brown
<b>COOL WEATHER APPAREL</b>	CFC Hoodie or Solid Color Hoodie	CFC Hoodie or Solid Color Hoodie
<b>P.E. UNIFORM</b>	School Grey P.E. T-Shirt, knee length black basketball shorts and tennis shoes. <b>Cold Weather attire:</b> Black hoodie, long black sweatpants, may wear long sleeve shirt underneath P.E. Shirt.	School P.E. T-Shirt, knee length black basketball shorts and tennis shoes. <b>Cold Weather attire:</b> Black hoodie, long black sweatpants, may wear long sleeve shirt underneath P.E. Shirt.
<b>P.E. BAG</b>	Solid colors	Solid colors



# GENERAL POLICIES

## EMERGENCY SCHOOL CLOSING

Heavy rains, tornadoes, hurricanes, snow and sleet can cause many problems. It is our policy to ensure the safety of all our students, therefore, it is our policy to close or dismiss early during inclement weather should either Alief ISD or Fort Bend ISD choose to close or have early dismissal.

### Steps to follow:

- 1) A Remind text message will be sent no later than 7:00 am confirming if the school will be closed.
- 2) In the event that we are unable to communicate please refer to an updated list of School Closings for Alief or Fort Bend, considering our students for the most part live in either Alief or Fort Bend areas. If one District closes early or resumes classes on different days, CFC Bilingual Academy will close or resume at the later time or date of the two.

**CFCBA reserves the right to resume/close earlier or later, at our discretion regardless of any district.**

## PERSONAL INFORMATION CHANGE

Parents are to notify the school of any change in home or work phone numbers and addresses. This is for your student's safety so that we may reach you in an emergency. CFC Bilingual Academy requires that someone listed on the Pick-Up Permission form of each student be available within thirty (30) minutes notice to come and pick up a sick student or a child that CFC Bilingual Academy has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

## PARKING POLICY

**Parking in front of Pre-K Playground is not allowed.** CFC Bilingual Academy is not responsible for items lost or stolen from cars or from the parking lot or facility.

## HEALTH POLICIES

These guidelines are for the welfare of all our students. To provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play and Physical Education are essential to your child's development. To be exempt from these activities we will need a doctor's note. Please keep your child at home if you notice the beginning of an illness or contagious disease or if your child is feeling too ill to participate in School Activities.

Please keep your child home if he/she has:

- A fever or has had a fever in the previous 24 hours.
- Heavy nasal discharge
- Diarrhea or vomiting within the previous 24 hours.
- Any symptoms of a communicable disease. Children with communicable conditions may not return until a physician approves that return in writing.

Students must be free of fever for 24 hours without taking medicine before returning to School.

See "Diseases Requiring Exclusion from Schools" in Appendix.

Students who show signs of illness will be sent home with a Form.

## MEDICATIONS

We administer medications at our facility **with parent authorization in writing only** (See Authorization for Dispensing Medication Form in Appendix or you may request it be sent to you). No staff member will be allowed to administer any medicines without the parent authorization in writing. All medications will be kept and administered in the office. Medications not picked up by the end of the year will be discarded.

## ALLERGIES

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, please turn in a "Food Allergy Emergency Form" filled out by your child's doctor. This allows us to alert all our staff to be on guard of their allergy. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. Please write these on the Registration Form.

## ACCIDENT REPORTS

Safety is a top priority of CFC BILINGUAL ACADEMY. Yet, there are times when students will have an accident/incident. If the accident/incident requires some attention our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident/incident report, signed by the Lead teacher will be provided to you and a copy filed at the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury.

## MEDICAL EMERGENCIES

The following plan is in effect if a child is involved in a Medical Emergency,

1. The staff person closest to the situation stays with the student. CPR or First Aid trained member takes over or assists.
2. The director or acting director assesses the situation to determine if a doctor's or other emergency care is needed.
3. The director or other staff member phones parent or other emergency number on file. Parent is advised of the situation. If time allows, parent comes to get student.
4. If emergency transportation (ambulance) is necessary, acting director or other appointed staff member calls 911.

## EMERGENCY AND EVACUATION RELOCATION PLAN

This plan will be effective for the following situations: fire, oil or chemical spills, loss of power, heat, water, natural disasters which include but are not limited to hurricane, tornado, earthquake, a disgruntled individual that might threaten the well being of children.

- A. For most natural disasters it is best to seek shelter in an inside location away from doors and windows. Children will be guided to the center of the school hallway and face the wall covering their heads. In the event the building needs to be evacuated, we will relocate to the Art Classroom by the Pastor's house (and that Class would relocate to the Main School Building).
- B. In the event of a fire, teacher will relocate children outside of the building and meet on the grass area across from the building until a decision is made regarding the need for shelter.
- C. If the need to evacuate the CFC grounds arises, children will be moved to the Montessori School across the street. Name of Montessori Director: Sindhu Sheladia. Address: 12500 West Bellfort, Houston, Texas 77099. Phone: 281.879.6011. Once children and Staff are safe, parents will be called, and a sign will be placed on the school entrance if possible
- D. Accommodations will be made for children with special needs who have limited mobility, or that may otherwise need assistance in case of an emergency. For example, children with mental, Visual, hearing impairments or that may have wheelchairs, broken leg, or leg brace. The director will inform the teachers of any student with special needs and will have an individual plan according to the child's needs. Please notify the Director if your child has special needs or disability at time of enrollment.
- E. The Emergency Kit (located in Storage Room across Office) should contain the following: Complete first aid kit (containing sterile gloves, gauze, soap, sanitizing solution, antibiotic ointment, bandages, thermometer, tweezers, sunscreen, and moistened towelettes), water, nose and mouth protection masks, plastic sheeting, duct tape, diapering supplies, hand washing supplies, flashlights with extra batteries, whistle, battery-powered radio, trash bags and re-sealable bags, tape and utility knife.
- F. The teacher's emergency bag will contain the following supplies: flashlight, notebook, pen, first aid supply kit, emergency contact and release information for each student. The lead teacher always keeps the bag with the group so the information is available if the group seeks shelter within the building or chooses to leave the building.
- G. Tasks will be assigned annually for the implementation of the plan. One staff member will be named a spokesperson, one staff member will call for help and one staff member will gather employee and children's files. Additional tasks will be assigned as needed. The remaining staff members will be responsible for gathering the children in a safe location within the building to wait until it is safe to evacuate or until help arrives.

### IMPLEMENTATION OF PLAN

1. Follow instructions of the Spokesperson to see if evacuation is advisable and what other safety issues are involved.
2. Identify students with special needs and follow the individual plan in place for that child.
3. Gather Teacher Emergency Bags and Emergency Kit near the emergency exit.
4. Call parents and inform them that the children are in a secure location. Request parents pick up children as soon as it is safe to do so. Use cell phone if necessary. The lead teacher will always remain with the children.

A message will be left on the answering machine and a sign on the school doors for parents who could not be reached.

5. Before returning to the facility and/or reopening the program, check with appropriate authorities to determine if conditions are safe, check operation of all utilities and call parents.

In the case of an extended period of power outage, loss of heat or water, CFC Bilingual Academy will close. Parents will be contacted by cell/land phone if we are in school at the time of the loss. Fire drills are conducted monthly with the children and teachers. Environmental Emergency drills will be held every three months.

## **GYM AND OUTDOOR ACTIVITIES**

State Licensing has approved the following outdoor areas for our Elementary, Middle and High School Students: Big Playground by tennis courts, soccer field, volleyball court, and basketball court. In the event of rain, students will exercise in a classroom or in our Auditorium/Gym.

## **STUDENT TO TEACHER RATIOS**

Student to teacher ratio is based upon STATE Guidelines. The following chart shows the maximum ratios that we observe. The classroom ratio is the number of children one caregiver may supervise and is shown in the following chart. The classroom ratio is based on the specified age of the children in the group.

In addition to the teacher to child ratios each group also has a group maximum. We always meet or beat these ratios and minimums. (Updated March 2023)

<b>Age of children</b>	<b>Number of Students</b>	<b>Per teacher</b>	<b>Group Max</b>
2-Year-Olds	11	1	22
3-Year-Olds	15	1	30
4-Year-Olds	18	1	35
5-Year Olds	22	1	35
6-8 Years Old	26	1	35
9-and up	26	1	35

## **GANG-FREE ZONE INFORMATION**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> 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 childcare centers. Following is information regarding this new law:

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

### **How do parents know where the gang-free zone ends?**

The gang-free zone is within 1000 feet of your childcare program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

### **Why are gang-free zones needed?**

Like the motivation behind establishing drug-free zones, the goal 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?**

Childcare providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

## STAFF AND PARENT RELATIONSHIP

CFC Bilingual Academy considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes during school hours. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by CFC Bilingual Academy.

**We also ask that parents refrain from soliciting of any kind during School hours.**

## PARENTAL INVOLVEMENT

We encourage all parents and or guardians to be actively involved with our school. We believe that parental participation is key to any successful school program. We welcome parental visits during specially planned events and our lunch hour. Following is a list of some of the opportunities for involvement in our school. Parents are in no way limited to the involvement listed below:

1. Parent Night: We strongly encourage all parents to attend this important event. It is a great opportunity to meet other parents, ask questions, and get acquainted with our Program. **\*\*\*Major informative meeting\*\*\***
2. Parent-Teacher Conferences: Individual parent conferences with the teacher should be scheduled through the teacher.
3. Supporting the teacher by holding your child accountable to all school standards, behavior and academically.
4. Special Programs: We have some special programs usually centered around the holidays to which you are always welcome. The students perform songs and other activities that they love to share with you. Your attendance is highly valued.
5. Fundraisers
6. Spring Festival
7. Field trips: Chaperones and Drivers may be needed.

## FUNDRAISERS

It is our desire to maintain the lowest rate possible for tuition charges. To do this, it is necessary for us to have some fundraising activities. We will have several fundraisers with which we ask the parents to help. These activities provide funds that allow us to purchase needed items for the classrooms and to maintain a high-quality Program for our students. Please show your full support to the students and staff when you are asked to help with an activity. **We strongly encourage parents to participate in fundraisers and other school activities.**

- **Amazon:** You can also support CFCBA by shopping for items on Amazon through our link. <https://smile.amazon.com/ch/76-0483577> . Amazon will donate every time you shop!

- **CFCBA Partners:** Additionally, we need people who will give into this ministry above and beyond tuition. As God prospers you, please prayerfully consider a financial contribution to the school. We are a 501©3 non-profit organization and therefore your donations would be tax deductible. Giving to the CFCBA Fund is the most direct way your gift will impact all students and the overall mission of CFC Bilingual Academy. Your generous giving to this fund provides our school with the means to hold down tuition fees overall and offer programs that benefit all students.

## SCHOOL VISITS

Parents and other family members are allowed to visit their children during our lunch period. We use the "TEMPBadgeID" Visitor logbook located in our school office. This book is designated to create a self-expiring badge for visitors to wear while they are in our facility, as well as keep a permanent record of all visitors for future reference. **Visitors must always sign in and wear badge while in school grounds.** Please refrain from using Church Office Entrance.

## FIELD TRIPS

We will have several Field Trips during the School Year. For your child to participate, you must sign a "**Field Trip Permission Form**". Students who are unable to participate will be placed in another classroom under the supervision of a teacher. You may be asked to serve as a chaperone for your child's classroom. Since the School is not authorized to provide transportation, we do ask for parents to volunteer taking their cars. Taking a group of students on a field trip requires that the teacher(s) and parent drivers accept an extra burden of responsibility for the students' safety:

- ✓ **Parent drivers must provide the school with proof of automobile insurance, a valid driver's license and copy of latest inspection.**
- ✓ **Seat belts must be worn and securely fastened at all times.**
- ✓ **Students eight (8) years and under MUST ride in an age-appropriate car seat or booster car seat.**
- ✓ **Car must have fire extinguisher readily available (Provided by School)**
- ✓ **First Aid Kit in each car (Provided by School)**

**Minimum Supervision required: Check School Age Manual**

- **5 Years: 1 Caregiver every 10 students**
- **6 Years and Older: 1 Caregiver every 12 students**

## STUDENT'S BIRTHDAYS

Birthdays are special days for students. If you wish to celebrate your child's birthday at CFC Bilingual Academy, please make early arrangements with your child's teacher. Please provide decorations, plates, cups, napkins, and cutlery.

## CLASSIFICATIONS OF INDIVIDUALS

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their workday
- 2) A Student who is in our care (all paperwork has been filled-out)
- 3) Parents or other adults during regular student drop-off or pick-up.
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eyesight of an employee at all times and arriving at an expected time)
- 5) Visitor's – Must be approved by the office and should be always accompanied by an employee not to exceed once per month.
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities.

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder".

## VOLUNTEERS

Anyone visiting or volunteering for more than two days per month must go through a screening process. Our screening process includes, but is not limited to,

- 1) a signed statement indicating whether they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state.
- 2) a signed statement indicating whether they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children.
- 3) undergoing a fingerprinting and background check
- 4) a signed statement regarding child abuse
- 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above. CFC Bilingual Academy can not afford to pay for Background Check Fees and Fingerprinting Fees. These charges will need to be paid by person interested in being a Volunteer.



## INTRUDERS

The safety of the children is our first concern. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

## MEALS AND SNACKS

Each student in our program must bring a lunch, fruit snacks and drinks (preferably water) each day. It is the parent's or guardian's responsibility to provide food with nutritional value and meet the child's daily food needs (see Appendix). Students should have a good breakfast before arriving to school.

We request that an ice-pack be placed in the child's lunch box as we do not have refrigerators in the classrooms. The meals should be pre-cooked, vegetables and fruits washed, peeled and cut in order to make your child's lunch period a smoother one. All Level students are allowed to use the microwave to warm up their food. Younger students will be assisted by the teacher. Students enrolled in our Extended Day Program must also bring an afternoon snack and drink.

## CONSENT TO USE PHOTOGRAPHIC IMAGES

The teachers may take pictures of the students for use in the classroom, to use in a project or we may need pictures of students for promotional use. There is a "Photo Release form" included in this Manual which allows or denies permission to take your child's picture or to include them in short video footage. Please return the signed Photo Release Form to the office. **Furthermore, attendance at meetings, special events and other School activities constitutes an agreement to CFCBA's use and distribution (both now and in the future) of the student's image, likeness, and appearance in photographs of such events and activities.** These activities include but are not limited to: Christmas Plays, Fundraiser events, and End of the Year Events. These images may be taken and posted on our Facebook Page or School/Church Website. **Should you not agree, your child must abstain from participating in such events.**

## COMPUTERS AND TECHNOLOGY

Students will be required to use our Computers for Math and Reading Programs and may need to have access to the Internet for special projects. We will need the parent's authorization for the student to be able to participate in these activities. Please sign the **"COMPUTER AND INTERNET USE PERMISSION FORM"** and return to the Office.

## TRANSPORTATION POLICY

Parents are responsible for their child's transportation to School. CFC BILINGUAL ACADEMY may provide transportation for field trips, nevertheless, we mostly rely on parent volunteers to provide the transportation. Parents will be notified about field trips in advance and written permissions will be obtained.

## INSURANCE REQUIREMENTS

CFC Bilingual Academy complies with the minimum insurance coverage and is limited and secondary to any policy that your family may carry.

## CHILD ABUSE REPORTING POLICY

The State of Texas requires that CFC Bilingual Academy be on the lookout for, and report to the State and appropriate authorities all suspected cases of abuse to a child. At CFC Bilingual Academy, our staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

**The following steps are to be taken if a staff member is suspected of child abuse:**

A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.

The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.

The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority. We will then follow their advice regarding whether to suspend the staff member.

If a staff member is found in a case of child abuse, we will take the following steps:

We will allow the staff member to appeal the decision. The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the school and the individual.

Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.

The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

The staff member will be terminated from their position at the Center, or

We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

## **GRIEVANCE PROCEDURES**

In the event of a grievance, family members will submit in writing, in person, or by phone the complaint to the Director. The Director will address the grievance in person. If the issue is not resolved, family members may submit a follow-up communication expressing their grievance. Written records of all communications are kept in a confidential file in the director's office.

## **REQUEST FOR WITHDRAWAL**

If a family finds it necessary to withdraw their child from our program prior to the conclusion of the academic year, the following procedure and written documentation will be observed.

### **Notification of Intent to Withdrawal**

Parents are requested to complete a formal school withdrawal letter. This letter should notify the school of the date of the withdrawal, and the reason for the withdrawal. This letter should be signed by the parent or guardian and the Program Director.

- 1) Notification must be given 30 days prior to departure. If the child has attended one or more days of school that month, tuition for the entire month is due and payable prior to withdrawal.
- 2) All tuitions and past due fees must be brought current prior to withdrawal.
- 3) Prepaid registration fees and book fees are not reimbursable.

# FINANCIAL POLICIES

## REGISTRATION AND BOOK FEES

There is a registration fee and Book fee that is due prior to the child's first day at CFC Bilingual Academy. These fees are due upon initial enrollment annually. Students, who are pulled out of the program for a specified or un-specified length of time without a previous arrangement with Administration, will be required to pay registration fees before returning to school. **Registration and Book Fees are nonrefundable.**

## FEES

**All fees are due in advance. A late payment of \$5.00 per day will be charged for fees received after the 6<sup>th</sup> of the month.**

Registration Fee:	\$ 150.00
Family Registration Fee:	\$ 225.00
Monthly Tuition Fees (Aug-May):	See Tuition Pricing Form
Book Fees:	See Tuition Pricing Form
Extended Hours Fees	See Extended Hour Pricing Form

***\* These fees are payable in advance at the beginning of each month.***

Please note that all fees are due on the first Friday of every month.

Please notify the site if an unexpected delay will keep you from picking up your child by 3:00 PM. We allow for a 10 minute grace period. **A \$1.00 per minute late fee will be charged for students not picked up by the 3:10 PM closing time.**

## EXTENDED DAY PROGRAM

The Extended Day Program requires each family to complete an annual registration form and submit an annual registration fee of \$20 per student (maximum \$30 per family).

Students must be registered in the Extended Day Program in advance. Parents of students not enrolled in the Extended Day Program must request for their child to stay by 12 noon of the same day and will be charged \$ 25.00 per day plus the Registration Fee.

Students will be able to work on homework assignments for a maximum of 90 minutes before leisure activities. Registration Fee is \$ 20.00 and the Monthly Cost is \$ 180.00. Extended Day Program runs from 3:15 pm to 5:30 pm.

Late fees will apply to late pick up in our Extended Day Program. After 5:40 pm a \$1.00 per minute late fee will be payable by with the following month's tuition (Aug-Apr). Late fees incurred in the month of May should be paid before the end of the year. **We use our school clock for the time.** If a child has not been picked up 1 hour after the closing time and we have not heard from the parents, the Director must call Children's Protective Services.

If you are interested, please contact the School Office for information and to register your student.

## TUITION

Tuition is due in 10 monthly payments on the 1<sup>st</sup> Friday of each month, (August through May) A \$ 5.00 per day late fee will be charged.

## SUPPLIES

Each student must bring his/her own supplies for the classroom. Please see the Supply List on our Website [www.cfcbilingualacademy.com](http://www.cfcbilingualacademy.com). Supplies need to be brought to class the first day of school. If your child does not bring all the supplies needed, they will be bought for him/her and charged to your account.

## PAYMENT POLICIES AND PROCEDURES

All fees are due in advance and must be paid by the 1<sup>st</sup> Friday of each month.

A late payment of \$5.00 per day will be charged for fees received after the 1<sup>st</sup> Friday of the month.

If a payment is more than 30 days late, the student may be subject to temporary dismissal, until a payment is made. In all cases, records of any type including report cards, transcripts, or diplomas will not be made available to families with a delinquent account. **Should a student withdraw from school with a delinquent account, no records will be forwarded.**

Parents may pay using the SmartCare Parent app/Parent Portal or by check, cashier's check, Money Order, or Cash. All payments will be payable to: CFC

Payments must be given directly to Office Staff. **PAYMENTS WILL NO LONGER BE ACCEPTED BY TEACHERS OR OTHER STAFF AT THE DISMISSAL LINE.**

There will be a \$35.00 charge on returned checks.

## DISCOUNTS

CFC Bilingual Academy is pleased to offer the following discounts:

- 1) 5 % discount for accounts that pay for the entire year in advance.
- 2) 20 % discount on one tuition (whichever is less) if enrolling 2 or more children (for siblings only)
- 3) \$ 100.00 one time discount for each referral (after enrollment)

## REFUNDS

In the event you have over-paid the credit will be applied to your next month's tuition. In the event you have a balance after your child's last day, all applicable fees will be subtracted from any balance prior to a final refund being issued. Checks will be mailed according to our monthly bill payment schedule.

## RECEIPTS AND STATEMENTS

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

## ADDITIONS AND CHANGES IN POLICY

CFC Bilingual Academy reserves the right to edit or adapt the policies in this handbook as needs arise. The School will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

## POLICY AND PROCEDURES QUESTIONS

Please direct any questions, concerns, or comments to the Program Director, Patricia Dvorak at (281) 340-2400 x 2, or email: at [cfcbilingualoffice@gmail.com](mailto:cfcbilingualoffice@gmail.com).

You may also request to see a copy of the Minimum Standards and the School's most recent licensing report at any time in the office.

If you need to contact the Local Licensing office their number is: (713) 696-2179

PRS child abuse hotline: (800) 252-5400

PRS website: <https://www.txabusehotline.org>

# **APPENDIX**

**DECLARATION OF FAITH**

**DISEASES REQUIRING EXCLUSION FROM SCHOOLS**

**SCHOOL PLEDGES**