MOUNT HEBRON CHRISTIAN ACADEMY

FAMILY RESOURCES | 901 DAIRY ROAD, GARLAND, TX

Parent Handbook

Read the academy's parent handbook and family policies.

Original document: 11 page(s)

The original form and its terms follow this cover page.

Complete and submit forms according to school instructions.

PARENT HANDBOOK

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Day Care

Mount Hebron Christian Academy 901 Dairy Rd. Garland, TX 75040 ph. 972-272-8095 www.MtHCA.or

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Our mission

Mt. Hebron Christian Academy will provide an educational program that maximizes student potential and achievement through the utilization of Christian teaching with collective parent and church involvement.

Philosophy

Our students will be recognized as exemplary at the local, state, and national levels. This philosophy encompasses the conviction that a successful strong Christian educational system is directly related to a dedicated and supportive family environment. We believe that parental involvement is essential for the academic and moral development that ultimately results in students' academic and personal achievement

Curriculum

Pinnacle Curriculum (18-24 Months)

ABeka Christian School Curriculum-Comprehensive, Proven Curriculum for Christian Schools (25 months- 2ndgrade)

As a Christian educator, ABeka combine our passion for teaching with our love of children. ABeka Books has collaborated with teachers and administrators like ours for four decades, working year after year to improve the curriculum and lesson plans that help us teach our kids. The curriculum is practical and comprehensive for our teachers from year to year. There is structure when we need it, as well as the freedom to bring own expression of creativity to the classroom. ABeka textbooks and support materials empowers us to focus on our students, with extra challenges for those who learn quickly and special helps for those who struggle

Supplemental Curriculum- Scholastics

Bob Jones Curriculum-Complete Christian Curriculum

The Bob Jones Complete Curriculum is designed for Kindergarten through High school and is designed to present a Christian education. It is an intensive program that is structured to be just like a traditional school structure. It covers all the basic subjects and it covers Bible study as well. All the course lessons are themed towards the Christian belief system. The program is extremely complete with updates on a regular basis to textbooks and materials there are also several options

Our staff

We take great pride in the special qualities, experience, and talents of our faculty and staff. They are selected not only for their educational background and work experience in the field of early childhood education, but also for their personal qualities of warmth, empathy, and the ability to relate positively to others. All prospective teachers go through an interview process with the Director of School , as well as undergo several working interviews. Applicants are evaluated on their teaching skills, interactions with children, enthusiasm, and overall ability as a classroom teacher. We check references, perform thorough background checks, and require staff to maintain CPR and First Aid certifications.

Program Goals and objectives

To provide a warm, supportive environment for children where they receive the nurturing and positive reinforcement they need to develop to their full potential.

- To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
- To provide appropriate and meaningful play experiences that contribute to the developmental needs, interests, and abilities of each child.
- To build important foundations for future reading skills and other academic pursuits such as science, math, technology, and languages – recognizing that each child comes to learning at their own unique pace and with distinct interests and abilities.

Enrollment Eligibility

We have an open enrollment policy depending on space availability. All Students 18-months – 2nd grade are eligible for enrollment. Students must be 18-months to begin. All other students must be the required age by September 1st of the current school year in order to enter that classroom. Enrollment priority is given to siblings of children currently attending the school. MHCA welcomes students without regards to their race, ethnicity, national rights, religion, ability, or gender. In order to apply please contact the administration office. 972-272-8095.

Tuition

We use FACTS management to manage our tuition. As a Christian school, our desire is to look for ways to concentrate our human and financial resources on our primary mission of education. To help us meet this goal we co-source

through FACTS Management Company to carry out the deferred tuition payment function. Our research indicates significant benefits to school staff and school families, including convenience, flexibility, and secure on-line access to individual account information.

The FACTS program is used by 5,000 schools nationwide, locally it is used by Dallas Christian, Tyler Street Christian, First Baptist, and many others. It is not a loan program. You have no debt, there is no interest or finance charges assessed, and there is no credit check. You may budget your tuition and fees in the following ways:

Automatic Bank Payment (ACH)- ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking account or savings account.

Enrollment steps (new students)

1. Complete Application/Registration Form
2. Return from to office along with fee ($50) Non-Refundable
3. Office Staff will notify applicant of acceptance/denial to MHCA
4. Set up your FACTS account by going to www.m,mthca.org. Navigate to the payment screen and click the FACTS Tuition Management Icon
5. Select term
6. Select New User and follow the online instructions for account setup.
7. MHCA will finalize account setup by updating the account with fees and tuition amounts
8. Responsible party will pay Registration and Administration Fee online via Facts prior to beginning classes.
9. Tuition is scheduled to draft weekly (18M, 3YRS, and after school) or monthly (Pre-K4- 2nd)

Additional fees

A non-refundable application and registration fee is required at enrollment. Also, a yearly administrative fee to cover all supplies for the year is required. Payment options and scholarships may be available. For more information, please contact the administration office (972-272-8095)

Late fee

Parents will be charged a $5.00 late fee after 6:35. An additional charge of $10.00 for every 10 minutes.

Calendar

Our program follows the same school schedule as our local school district.(GISD) Please pick up a copy of the current school calendar which lists yearly closing and holiday at the administrative office. Also, available on website www.mthca.org

Parent Communication

It is our goal to keep the doors of communication between the family and the school open. Each parent will receive a monthly calendar sent to you via email that provides important dates and upcoming activities at the school. Bi-monthly you will receive the school newsletter that outlines important happenings as well as relative child development information We have a parent Info center with resources for you , at the check-in lobby. In addition, parents will receive daily progress notifications from teachers through Little lo check in app.

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 for AM instruction. Although the school is open twelve hours a day, we strongly encourage you not to leave your children at the school longer than 8 hours a day if possible.

Inclement weather

In the event of inclement weather and the school is not open, parents will be notified via phone call to all contact numbers provided, also through email and other media outlets such as media and news media.

Embracing Diversity

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

Nutrition/ meals

During the regular school day, the children will be provided with nutritious meals and snacks. Students and parents are educated on proper nutrition during the year. We currently provide breakfast snack, lunch, and afternoon snack. 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 snack is served at 8:30 -9:00 a.m. Lunch is served 11:10-12:10. Afternoon snack is served at 2:30-3:00. afterschool children receive their snack upon arrival.

If your child is on a special diet, or has a food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state.

Illness

At MHCA we take every precaution to protect children against illness. Should a child experience an illness or irritation where he/she is not able to comfortably function in a group setting, a parent will be notified to pick their child up. An ill child be excluded from attendance for any of the following reasons

- Temperature- 100 degree 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 is 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 it is determined by an authorized medical official that the child is no longer contagious to others and is able to return to normal activities.
- The illness results in greater need for care that the staff can provide without compromising the safety and supervision of the other children

Medication

All medication will be signed in with the child's teacher or office personnel. Prescription medication must be in original container labeled with the child's name, date, directions, and the physician's name.

Open door policy

Parents are welcomed at the center at any time. We celebrate various activities throughout the year. We encourage parents to come and participate in any center activity that MHCA hosts. However, please make an appointment to assure the time will not disrupt the children or their activities.

Injuries and emergency procedures

In case of severe injury or acute illness, parents will be notified by the director or person in charge and 911 we will be contacted if required.

Immunizations

All children submitted to the facility must meet immunizations 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. It is the responsibility of the parent to provide to center with the most up to date immunization requirements.

Family Participation

Family involvement at MHCA is very important to the success of not only our program, but also 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 great one!
Opportunities for parent involvement include:

- Class parties
- Parent/teacher conference
- Monthly parent meeting
- Holidays (see monthly calendar)
- Annual fundraisers
- Graduation

We have partnered with local organizations to sponsor a parent resource room. Parents have the opportunity to receive information related to the resources in the community as well as information on their child's growth and development.

Drop off/pick up procedures

-Upon arrival (drop off), parents must walk their student(s) to the front door and sign them in using our check-in app. All students must be present in the building before 9:00 a.m. Or will not be accepted except for a doctor note.

-Upon departure (pick up) parents must get in the carpool line, your student will be called from their classroom and be brought to the front. Please notify your classroom teacher if you are picking up your student early. If someone other than yourself will be picking the child up, please let the office and teacher now. Please inform the designated individual that they will be required to show proper identification before the child is released to them.

Emergency information / Updating contact information

In the event of an emergency, the center will make an immediate attempt 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 calling the office. The school administrator will input change in the system immediately.

Threatening incidents

Parents will be notified immediately and kept abreast of the situation. Children will be moved to safe place.

Field trips

Field trips for ages 4 and up are planned throughout the year. A field trip permission form, indicating the day, time, location and purpose and items your child will need for the day. The teacher will send a detailed list home for the field trip.

Parent conferences

Please do not use drop/off pick-up time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. Conferences are offered to the parent two times a year, but parents can request a conference to discuss any concerns on an as needed basis. During conference time, each parent will receive information on their child's development and have the opportunity to set goals with teachers based on the results from the developmental assessments conducted by the teacher.

Absences

If your child is going to be absent, please call or email office and let us know. It is imperative that if your school age is child is absent, contact us by noon, so the bus driver is aware prior to making the afternoon pick up from school.

Challenging Behaviors Policy

When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene. The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone.

1. The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
2. The child will be redirected and, if necessary, given a short time away from the rest of the class.
3. Parents will be notified about the behavior. If repeated incidents occur, staff will develop a plan of intervention that includes shadowing the child and a conference with the parents.
4. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on common methods to address these potentially harmful behaviors.
5. Follow-up will be made with the parent daily until the issue is resolved.

Termination of services

We reserve the right terminate a child for the following reasons (but not limited to)

- 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 child to adjust to the center after a reasonable amount of time.

School administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance

Clothing guidelines

Please dress your child in comfortable clothing, appropriate for the weather. Flip-flops or an y open toed shoes can present a tripping hazard. Please have children wear closed toe shoes at all times. During colder months, please provide children with appropriate jacket/coat for outside time.

Uniforms

All students are required to wear uniform shirts (with logo) with khaki bottoms.

- Monday- green shirt
- Tuesday- blue shirt
- Wednesday- white shirt
- Thursday- green shirt
- Friday- Spirit shirt

Screen time policies

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than 1 hour per day. No Screen time for children under 2- years old.

Gang- Free Zone

Under the Texas Penal code any area 1000 feet of a child-care center is a gang-free zone, where criminal offense related to organized criminal are subject to a hasher penalty.

Attestation

My signature verifies that I have read and received a copy of this Parent Handbook and agree to follow the outline policies. Should I not follow the policies outlined, I understand that my service may be terminated.

_____ _____

Signature **Date**