



CHRISTIAN SCHOOL

# Parent Handbook 2016-2017

## Dear Parents,

Welcome to SonKids Christian School. SonKids offers an exceptional Christ-centered educational environment where children can flourish. It is our priority to offer your child a developmentally appropriate and academically challenging learning environment. SonKids prepares your child to excel in all they do by developing a love of learning in your child at a young age. We look forward to entering a partnership with our parents so that together a solid foundation for a lifetime of learning is developed for your child.

This handbook has been slightly revised from last year and is designed as a resource to help you become better acquainted with our program. We ask that you read this handbook and keep it for future reference throughout this school year.

We appreciate the opportunity to work with your children. We realize what an awesome responsibility we have, and we will strive to love and nurture your children as we lead them along their path of learning. Our program could never reach its high goals and standards without your support and prayers - thank you for partnering with us.

If the staff at SonKids can serve you in any way, you can reach us by phone at 936-442-6521 or by email at [school@sonkidschristian.org](mailto:school@sonkidschristian.org).

For His Children,

Michelle Adams  
Director

Our Address: SonKids Christian School  
5505 Research Forest Drive  
The Woodlands, TX 77381

Phone: (936) 442-6521  
Fax: (936) 273-0006  
Email: [school@sonkidschristian.org](mailto:school@sonkidschristian.org)

## **PROGRAMS** (children are placed according to their age as of September 1 of the current school year)

	Monday	Tuesday	Wednesday	Thursday	Friday
18Months	9 AM-2 PM		9 AM-2 PM		
Two Day Twos	9 AM-2 PM		9 AM-2 PM		
Three Day Twos	9 AM-2 PM		9 AM-2 PM		9 AM-2 PM
Two Day Threes	9 AM-2 PM		9 AM-2 PM		
Three Day Threes	9 AM-2 PM		9 AM-2 PM		9 AM-2 PM
Four Day Threes	9 AM-2 PM		9 AM-2 PM	9 AM-2 PM	9 AM-2 PM
Three Day Pre K	9 AM-2 PM		9 AM-2 PM		9 AM-2 PM
Four Day Pre K	9 AM-2 PM		9 AM-2 PM	9 AM-2 PM	9 AM-2 PM
Kindergarten	9 AM-2 PM		9 AM-2 PM	9 AM-2 PM	9 AM-2 PM

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## **PURPOSE**

It is our purpose to provide the community with an exceptional Private Preschool and Kindergarten program where children will have the opportunity to learn in a safe, happy, loving, Christian environment. We desire to provide a place where each child can learn and grow spiritually, academically, physically, socially, and emotionally. SonKids does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all, the rights, privileges, programs, and activities generally made available to students at the school.

## **OUR OBJECTIVE IS TO DEVELOP THE WHOLE CHILD**

### **SPIRITUALLY:**

- To grow in knowledge and love of God, Jesus and the Bible
- To help children realize the special wonder of God's creations
- Students will receive biblical training to help them grow in their knowledge of and faith in Jesus Christ
- Students will be challenged to honor those in authority, be characterized by the fruit of the Spirit, behave responsibly, treat everyone respectfully, and excel in all they do, for the glory of God
- To learn to communicate God's love to those with whom they interact

### **ACADEMICALLY:**

- To think independently
- To broaden their range of interests
- To develop the use of the English language
- To recognize simple relations and basic mathematical concepts
- To develop a love of learning at a young age

### **PHYSICALLY:**

- To establish desirable health, hygiene and nutritional habits
- To develop gross and fine motor skills
- To know and follow simple rules of safety

### **SOCIALLY:**

- To grow in the ability to work and play with others
- To develop social competencies
- To develop an attitude of kindness and cooperation toward others
- To accept responsibility for one's actions

### **EMOTIONALLY:**

- To build positive self-worth as a creation of God
- To recognize desirable and undesirable emotional reactions
- To learn self-regulation as it relates to emotionally challenging behavior

## **METHODS**

We believe that children learn by doing and that play is their work. We believe that children need to have many experiences each day and that these experiences need to be planned around the themes for each month. We use well-planned learning centers and hands-on activities to stimulate learning. It is our priority to offer your child a developmentally appropriate learning environment while challenging him/her academically. We feel that social competencies prime the brain for academic success. Every activity in the classroom should have a purpose, should be interesting, and should be inviting to the children. We recognize that the first five years are the critical formative years and our efforts will focus on helping your child develop the life skills necessary to be successful.

All students participate in our Music and Library program.

Students in our three year old, Pre K and Kindergarten classes will participate in Chapel, Exploring Nature (F), Enrichment(F) and Centers Room activities weekly.

Our activities are carefully planned to encourage social interaction, fine and gross motor development, proper use of the English language, and other readiness skills. Children are never forced to participate in activities, but are encouraged to try many new things. We strive to nurture them through a variety of appealing experiences that allow them to make choices and to develop at their own rate. It is our desire that every child who graduates from our program will be equipped with the skills needed for success both academically and socially. At SonKids we achieve this success in a safe and loving, faith based environment with teachers who are dedicated to enriching children's lives.

**“Children are not a distraction from more important work.**

**They are the most important work”**

**C.S. Lewis**

# CURRICULUM

**Kindergarten:** Bible – “Pray and Play”: Bible lessons are designed to help children realize the wonder of God’s creations. Bible lessons are taught every day and Chapel is attended weekly.  
Math-Saxon, Horizons  
Language Arts - Sing, Spell, Read and Write (Phonics based), Express Readers  
Science-Steve Spangler  
Social Studies - “Let’s Find Out”  
Library - Weekly  
Music - Weekly  
Exploring Nature - Students plant and maintain their own garden.  
Enrichment - Extensions of children’s literature using art, problem solving and gross motor activities  
Center’s Room - Dramatic Play, Table Games, Blocks, Art,  
Writing/Listening/Reading, Crafts, Fine Motor, Sand & Water Table

**Pre K:** Bible - “Pray and Play”: Bible lessons are designed to help children realize the wonder of God’s creations. Bible lessons are taught every day and Chapel is attended weekly.  
Language Arts - Sing, Spell, Read and Write (Phonics based)  
Math - Count on Math  
Library - Weekly  
Music - Weekly  
Exploring Nature - Students plant and maintain their own garden.  
Enrichment - Extensions of children’s literature using art, problem solving and gross motor activities  
Center’s Room - Dramatic Play, Table Games, Blocks, Art,  
Writing/Listening/Reading, Crafts, Fine Motor, Sand & Water Table

**3 Year Olds:** Bible - “Pray and Play”: Bible lessons are designed to help children realize the wonder of God’s creations. Bible lessons are taught every day and Chapel is attended weekly.  
STEAM - Frog Street Press  
Phonics/Language Arts - Frog Street Press  
Library - Weekly  
Music - Weekly  
Exploring Nature - Students plant and maintain their own garden.  
Enrichment - Extensions of children’s literature using art, problem solving and gross motor activities  
Center’s Room - Dramatic Play, Table Games, Blocks, Art,  
Writing/Listening/Reading, Crafts, Fine Motor, Sand & Water Table

**2 Year Olds:** Bible - “Pray and Play”: Bible lessons are designed to help children realize the wonder of God’s creations. Bible lessons are taught every day.  
STEAM - Frog Street Press  
Phonics/Language Arts-Frog Street Press  
Library - Weekly  
Music - Weekly

**1 Year Olds:** Bible - “Pray and Play”: Bible lessons are designed to help children realize the wonder of God’s creations. Bible lessons are taught every day.  
STEAM - Frog Street Press  
Phonics/Language Arts - Frog Street Press  
Music - Weekly

## **ADMISSIONS/REGISTRATION**

Any child age 18 months through Kindergarten may enter SonKids Christian School. Children are placed in classes based on their age as of September 1<sup>st</sup> of the current school year. Registration is on a first-come basis and will begin in February of each year. We will give the families of our children who are already enrolled in SonKids a chance to pre-register for the following school year. After that, we will open registration to the public. Registration remains open until all classes are filled. At that time, children may be placed on a waiting list.

SonKids 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, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Registration requirements include a completed Enrollment Packet, signed Health Statement, current immunizations, and payment of registration fees. Kindergarten students must have a copy of their birth certificate on file. Hearing and Vision Screenings for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4 years old and again for children entering Kindergarten. Students with allergies are required to have a letter from their physician outlining their allergies and treatment plan.

## **FEES**

SonKids Christian School is a not-for-profit program, but we strive to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant, which prevent credits or discounts for absence due to illness, in-service days, inclement weather or regularly scheduled holidays.

### **REGISTRATION FEE**

*THE REGISTRATION FEE IS NON-REFUNDABLE.*

\$150.00 per child for two, three and four day preschool

\$200.00 per child for Private Kindergarten

## **TUITION**

Tuition is divided into ten payments. Tuition remains the same regardless of how many school days there are in a month. Holidays do not change the amount of tuition. This tuition payment assures your child a place in the same class, with the same teachers, and with the same children each day. The tuition payment schedule is:

07/01/16	First tuition payment due	01/01/17	Sixth tuition payment due
07/01/16	Supply fee due	02/01/17	Seventh tuition payment due
09/01/16	Second tuition payment due	03/01/17	Eighth tuition payment due
10/01/16	Third tuition payment due	04/01/17	Ninth tuition payment due
11/01/16	Fourth tuition payment due	05/01/17	Tenth tuition payment due
12/01/16	Fifth tuition payment due		

## **SUPPLY FEE**

\$200.00 per student per year for two and three day Preschool  
\$250.00 per student per year for four day Preschool and Kindergarten  
The supply fee is due July 1<sup>st</sup> of the upcoming school year.

## **OUTSTANDING BALANCES**

Accounts with **outstanding balances** after the 10<sup>th</sup> of each month will incur a \$25.00 late fee.

## **RETURNED CHECKS**

Returned checks will incur a \$25.00 fee. If you require different financial arrangements, please contact the Director and we will try to accommodate your needs. Any outstanding balances will make your child ineligible for enrollment the following school year.

## **WITHDRAWAL**

Withdrawal is defined as permanent removal from SonKids Christian School. We request written notice thirty days prior to withdrawal. One half month's tuition is incurred for less. With proper notice, tuition will be pro-rated.

## **LATE PICK UP FEE**

Children are expected to be picked up promptly at 2:00 p.m. If your child has not been picked up by 2:05 p.m., you will incur a \$1.00 per minute late fee beginning at 2:06 p.m. In case of an emergency, please call the office. Reoccurring late pick-ups may result in dismissal from the SonKids program. SonKids reserves the right to dismiss any student. When arriving late, please check in at the preschool welcome desk or stop by the SonKids Director's Office, Room #134.

## **PAYMENTS**

To expedite our bookkeeping procedures, please try to pay your tuition by check on or before the morning it is due. Your canceled check will serve as your receipt. If you require receipts for tax or payroll deduction purposes, please give us that request in writing. Checks should be made payable to SonKids Christian School and placed in the tuition collection box on the counter in the Welcome Center. Please write your child's name on your check to ensure that it is credited to the proper account.

If you choose to mail your tuition payment, be sure that it is clearly labeled "SonKids Christian School" so that it will not be mistaken for a church contribution, and send it to: SonKids Christian School, 5505 Research Forest Drive, The Woodlands, Texas 77381.

## **HOLIDAYS 2016-2017**

October 14 <sup>th</sup>	School Holiday
November 21 <sup>st</sup> – 25 <sup>th</sup>	Thanksgiving Holiday
December 15 <sup>th</sup> - January 3 <sup>rd</sup>	Christmas Holiday
January 16 <sup>th</sup>	No School (CISD Student Holiday)
February 20 <sup>th</sup>	No School (CISD Student Holiday)
March 13 <sup>th</sup> - 17 <sup>th</sup>	Spring Break
April 14 <sup>th</sup>	No School-Good Friday
May 17 <sup>th</sup>	Last Day of School



## IMMUNIZATIONS REQUIREMENTS

All immunizations should be completed by the first day of attendance. The law requires that students be fully vaccinated against specific diseases. A student may be enrolled provisionally for thirty days if the immunization record reflects that the student has received at least one dose of each specified age-appropriate vaccine required by this rule. **To remain enrolled**, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide updated shot records to the school. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school must exclude the student from school attendance until the required dose is received. Failure to keep children current on immunizations may lead to disenrollment.

SonKids may have children enrolled that have not received immunizations due to personal or religious beliefs. Immunization Exemptions must be filed with the State of Texas. If you have filed for an exemption we must have the original certificate on file.

We have included the Texas Minimum State Vaccine Requirements for Child-Care Facilities and the Texas Minimum State Vaccine Requirements for Students Grades K-12.

## STAFF IMMUNIZATIONS

While we do recommend that our teachers stay up to date on disease preventable immunizations, we do not require staff to keep immunization records on file at SonKids.

## ENROLLEMENT REQUIREMENTS

Upon selecting SonKids Christian School to meet your child's educational needs, **all enrollment paperwork is required before the child can start our program**. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Registration Form
- Permission and Release Form
- Waiver of Liability for Information Release
- Discipline and Guidance Policy
- Diapering/Ointment Agreement (for ones and twos only)
- Potty Training Acknowledgement (for ones and twos only, all three year old students must be completely potty trained)
- Health Statement
- Current Immunizations or Exemption Certificate
- Birth Certificate (Kindergarten only)
- Official court documents with regard to custody agreements (if applicable)
- Signed Parent Handbook Acknowledgement
- Paid fees including (Registration Fee, Supply Fee and Tuition)

## **ARRIVAL AND DEPARTURE**

In order for the SonKids teachers to have sufficient time for preparation, children should not arrive before 9:00 a.m. We ask that you not bring your children to the gym before or after school. From 8:30 a.m. until 9:00 a.m. and again from 2:00 p.m. until 2:30 p.m., the gym is reserved for childcare for teachers' children. The parent or other designated adult should take the child personally to their classroom and pick the child up from their classroom at 2:00 p.m. When bringing your child in the morning, please stay outside the door while the child is entering. Entering the classroom will only make your child's transition and the transition of the other children harder. This is not an appropriate time to have a conference with your child's teacher. The teachers are focused on getting your child's day off to a smooth start. Please let your child's teacher know if you would like to schedule a private conference at a later time.

When bringing or picking up your child, we must ask that you not bring in your pets. We have students enrolled and teachers on staff with severe allergies to dogs and cats. If you bring a pet into the school, you will be asked to remove the pet.

It is mandatory for us to maintain accurate and complete sign-in/sign-out sheets for each class by the Texas Department of Family and Protective Services. SonKids will be cited if audited by the Licensing Representative. **Please remember to check your child in and out each day, and leave a phone number where you can be reached during the day.**

**It is important that you pick your child up promptly at 2:00 p.m.** All children must be signed in and out of class. If you are carpooling or have more than one child in the program, please arrange to be here in time to have the last child picked up by 2:00 p.m. It will be necessary to charge an additional fee when a child is not picked up by 2:05 p.m. This fee will be billed to your account.

## **DROP OFF AND PICK UP**

Parents need to personally escort their child(ren) inside the building to sign in and out when their child(ren) enter and leave the facility. Under normal circumstances, your child will only be released to his/her parents, unless we have written notice in the office that someone else will be picking up your child. Visitors picking up children must present their driver's license at the front desk. We will make a copy of their driver's license. Visitors will then need to take the copy to the child's teacher in order for them to be released. In case of an emergency on your part, please call the SonKids office at 936-442-6521 with instructions for your child's release. We will ask for identification from those picking up your child. Children will not be released to a minor.

Please understand that due to liability issues, the staff of SonKids Christian School are not permitted to bring students other than their own to our facility or take children home from our facility. This includes relatives.

## **PARKING**

Please leave handicapped parking spots for those who need them. You must park in a parking space. Parking along the curb is prohibited. Never leave children unattended in a vehicle before or after school. We highly recommend that you **not** leave your purse or personal belongings in an unlocked car. If you choose to leave your personal belongings in your car we highly recommend you leave them out of sight.

## **SUPERVISION AFTER SCHOOL**

Many of our parents enjoy visiting after school in the courtyard in the front of the building. While we encourage the fellowship among our parents we must ask that you closely supervise your children at this time. We have been abundantly blessed with a beautiful courtyard. Please do not allow your children to climb in the trees or run through the church flower beds. Climbing in the trees may result in broken limbs which can present a hazard for the children. The flower beds have sprinkler heads which can be broken and also present a hazard for our small children. The flower beds are also a likely hiding place for snakes. We would like to ask for your cooperation in keeping our school grounds clean and in good order. Our parking lot is very busy both before and after school and small children can be difficult to see when driving. Bear Branch Park is located directly across the street from SonKids and offers a safe and exciting play area with equipment that is appropriate for young children. All exit doors are locked daily at 2:30 P.M. Children may not re-enter the building without a parent. The indoor playground is not open to the public and is closed before and after school hours. Children are only permitted to use the indoor playground during school hours while in their classrooms.

## **WHAT TO BRING**

The following items should be sent each day, in a bag or backpack, labeled with the child's name:

- Extra change of clothing including socks and underwear
- Lunch complete with drink
- Marked, unbreakable baby bottles (if necessary)
- Disposable diapers (your child's teacher will discuss specifics with you)
- Disposable Pull-ups or plastic covered training underwear for those who are potty training (for ones and twos) All children in three year old classes must be completely potty trained.
- Light blanket for rest time.
- Plastic mats are required for rest time. SonKids will provide all nap mats for your child's use while at SonKids.

## **DRESS CODE**

Please dress your child in clothing that is durable and comfortable. Your child will be active in school and will have opportunities to participate in messy activities involving paint, glue and markers. We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids. Please dress your children in clothes that are appropriate for play since PLAY is what we do!! Weather permitting, children will have outdoor play and should dress accordingly. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. All children should wear tennis shoes or rubber-soled shoes. This is for their safety on the playground equipment and in the gym. No open-toed/heeled shoes please. Please send a change of clothes including socks and underwear each school day. Remember to clearly mark all clothing with your child's name.

## GUIDELINES FOR LUNCH

According to Minimum Standards for Licensed Childcare Facilities parents who send their child's lunch/snack are responsible for its nutritional value and for meeting the child's daily food needs. Lunch should be nutritious and in varieties and amounts adequate to ensure growth and development.

- **If your child has a food allergy, we are required by the State of Texas to have written documentation from your child's physician.**
- Send pre-cut finger foods.
- Cut sandwiches into small (four) pieces.
- Please do not send any canned foods or foods that need to be eaten with a spoon or fork unless your child is capable of eating this with no adult intervention.
- Please do not send juice. **We are required by the state to only serve water.**
- No carbonated drinks as they may explode. (Carbonated drinks poured into a thermos will explode.)
- No red or purple drinks or gelatin as they stain the floor, table and clothes when spilled.
- Do not send glass bottles.
- Do not send food that needs to be refrigerated or microwaved.
- Please try to include a dairy product in your child's meal each day.
- **SonKids is NOT a peanut free environment.**

## BIRTHDAY PARTIES

We want your child's birthday to be special. We will give the child some type of recognition during the day. If you would like to bring special treats, please check with the teacher so she can help you decide what time of the day is best. Parents may send a "store bought" treat to share with the class. She will also let you know how many treats you should bring. We would like to kindly ask you to consider bringing healthy treats to celebrate your child's birthday in the classroom. Many of our parents are trying to make healthy food choices for their children. Some suggestions include: fruit cups, 100% fruit popsicles, toy treats, etc. Due to new Minimum Standards rules, juice boxes will not be allowed.

If you are having a private party and would like to invite your child's classmates, you may bring invitations to the teacher and she will place one in each child's backpack. To avoid hurt feelings, we must ask that every child from the class be invited if you handle invitations through the school. For gender specific parties all children of the designated gender must be invited if invitations are to be handed out at school.

## WHAT NOT TO BRING

Please do not allow your child to bring toys from home. They are easily lost, sometimes broken and not easily shared! An exception to this would be a "lovey" for naptime. Security toys should remain in the child's bag until naptime.

## HEALTH AND SAFETY

### ILLNESS

Please remember, SonKids is designed for well children. Children who are ill should not attend preschool. If your child shows any signs of illness, please keep your child at home. Signs of illness include but are not limited to: vomiting, diarrhea, sore throat, green or thick yellow running nose, cough, fever, rash, earache, headache, inflamed eyes, etc. SonKids observes the standards set by Texas Department of Family and Protective Services for ill children. The following are the most common standards for exclusion from childcare:

- 1) Illness that prevents the child from participating in child care activities including outdoor play.
- 2) The illness results in greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
- 3) Oral temperature of 100.4 or armpit temperature of 100.
- 4) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, rash and vomiting.

***A child must be free of fever (unmedicated) for at least 24 hours before returning to school. Please do not send your child to school if he/she has had a fever, diarrhea or vomiting within the past 24 hours.*** Children who are ill, lethargic, or unable to participate in classroom activities will be sent home. Children with vomiting will be sent home. Children with rashes will be sent home and will not be allowed to return to the classroom without a doctor's note or until the rash is gone. Children with two episodes of diarrhea will be sent home. Children with one episode of diarrhea and any other signs of illness will be sent home per Minimum Standards 746.3601. If your child becomes ill while at school, you will be contacted to pick him/her up. Parents need to pick up children within 1 hour of notification. It is very important that you keep your enrollment form current, as we depend on the names and numbers on this form as well as your daily sign-in sheet to reach you or someone you have listed, in case of an illness or emergency. If we cannot reach the parents, we will call the names listed under "emergency contacts" on the enrollment form. Please contact the office if your child has an illness of a contagious nature. If a child is sent home sick from our program, they may not return until the child is symptom free for 24-hours or they have a doctor's note clearing them to return to school.

### EMERGENCY

In the case of medical injury or illness requiring immediate professional care (emergency), the SonKids staff will call 911. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1-800-222-1222.

### BITING

Biting is unfortunately not unexpected in a preschool setting. The best way to deal with biting is consistency and communication between providers and parents. Proper communication will help determine why a child is biting. We will work with a child who bites to teach appropriate behavior. However, for the safety of all children, unresolved biting issues will result in termination of care.

## **NURSING MOTHERS**

SonKids will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

## **LICE**

Children with lice must be completely lice and nit free in order to return to school. Office staff will conduct a head check before re-entry is allowed. If you need information on controlling or removing lice, please see the office staff.

## **EMERGENCY PREPAREDNESS PLAN**

A copy of SonKids Emergency Preparedness Plan can be found on the Welcome Center counter in the flip chart.

## **INCLEMENT WEATHER**

SonKids will be canceled if the Conroe Independent School District cancels school due to weather. Please check local TV stations and web sites for announcement of closing. There will be no refund made on tuition.

In case of serious emergencies such as tornados, earthquakes, fire, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

## **INCIDENT REPORT FORMS**

Minor accidents sometimes occur. You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report to sign at pick up time. First Aid will be applied to minor incidents. You will be asked to sign a waiver giving SonKids staff permission to communicate any incidents that have taken place during the school day with those you have given permission to pick your child up. In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving the location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. In the event medical attention is required, we will notify you immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency. Parents are responsible for all medical fees.

## **TOILET TRAINING**

It is our goal to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success. For children in the one year old class and two year old classes, you will be given a written copy of our "Potty Training Policy". Older children are assumed to have toileting skills, although we recognize occasional accidents may occur. *All children entering 3 year old classes must be completely potty trained by the first day of school.* Frequent accidents may result in suspension or termination of care.

## **ADMINISTERING MEDICATION**

Please remember that SonKids Christian School is designed for well children. Limiting medications dispensed away from home prevents medication errors. If medications need to be administered at school, the following conditions must be met:

- Prescription and over the counter medication will be accepted only if it is in the original container and hasn't reached its expiration date.
- A signed permission form giving us permission to administer the medication to your child must be on file.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with any information given to you by the pharmacy.
- Before any prescription or non prescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the required medication forms and complete instructions for administration. These forms are located at the welcome desk in the preschool welcome center. Please bring any information given to you by your physician or your pharmacist.
- Medication needs to go home after the last date that the medication is administered.
- The medication must be in the original container labeled with the child's full name and the date brought to the child-care center.
- Employees must administer the medication in amounts according to the label directions or as amended by a physician. Physician's orders must accompany any amended dosage requirements.
- Employees must administer the medication only to the child for whom it is intended.
- Employees must not administer the medication after its expiration date.

## **HEARING AND VISION SCREENING**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a childcare center:

Students who are four years of age or older and all children enrolled in programs who are four years of age by September 1<sup>st</sup> of each year will be screened for possible vision and hearing problems prior to the completion of the first semester of enrollment or within 120 calendar days of enrollment. Kindergarteners are also required to have vision and hearing screening.

**If your child's hearing and vision screening is done by your doctor or another outside source, we must have a copy of the results for your child's file.**

A licensed or certified screener or a health-care professional must conduct the screening.

# **DISCIPLINE AND GUIDANCE**

## **DISCIPLINE POLICY**

SonKids Christian School staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This is “time-out” and is used according to the child’s age and development and limited to one-minute per year of the child’s age. SonKids staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. SonKids Christian School reserves the right to terminate care for the child for discipline problems at any time.

Specific expectations will be stated as well as specific consequences to follow when expectations are not met. There should never be any form of threat or physical punishment.

Most discipline will be handled at school. In the event of aggressive or uncontrollable behavior, the following actions may be taken:

1. Disciplinary action taken by the teacher and a letter sent to parents
2. Conference with parent, teacher and Director of SonKids with warning of the 3<sup>rd</sup> and 4<sup>th</sup> offense consequences
3. Removal from classroom for a day
4. Possible dismissal from the program

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child’s level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.



There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Children function better in a structured, yet loving environment; therefore, each teacher must have a positive handle on discipline in the classroom. Children who are involved in well-planned, age-appropriate activities have less time to get into "trouble". Teachers should consistently use positive reinforcement and they should model appropriate behavior in a relaxed manner. Each child will be expected to follow the rules and encouraged to use self-control in the classroom and on the playground.

SonKids Christian School must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

## **Texas Administrative Code, Title 40, Chapters 746 Subchapters L, Discipline and Guidance 09/01/2003**

### **REPORTING CHILD ABUSE**

SonKids Christian School follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at any time. The most current Licensing inspection report is available for you to view in the Welcome Center in the preschool area or can be obtained through the DFPS website. If you have any concerns, please feel free to contact SonKids' Director. You can also contact our state licensing representative at 936-538-1229 (Conroe) or 713-940-3009 (Houston) and the PRS child abuse hotline at 1-800-252-5400. Our local licensing representative is Brittney Sheffield.

### **The Website for the Department of Family and Protective Services:**

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

The staff of SonKids Christian School are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is a reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on the body, and child hygiene issues.

## **SECURITY**

Your child's safety is of utmost importance to us. We will not release your child to anyone other than a parent unless we have written authorization from you. In the case of emergencies, you may call our office and authorize someone to pick up your child. We will check and copy the photo identification of anyone with whom we are not familiar.

We are required to lock the building at the end of the school day. *After school, children must be supervised by parents at all times. This is for the safety of your children. If your child needs to re-enter the building for any reason, they must be accompanied by a parent.*

## **DOORBELL SYSTEM**

The doors will be locked from 9:30 a.m. until 1:30 p.m. for your child's safety. If you need to enter the building during these hours please ring the doorbell and someone will buzz you in. There is a door bell with cameras located at the end of the main church facility and at the middle doors in front of the preschool area.

## **GANG FREE ZONE**

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 includes section 42.064, effective September 1, 2009 licensed child care centers must provide parents and guardians of children with information about gang-free zones.

What is a gang-free zone? Any area within 1000 feet of a child-care center is considered a gang-free zone. Criminal offenses related to organized criminal activity in this zone are subject to harsher penalty. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## **CUSTODY SITUATIONS**

SonKids Christian School prefers NOT to get involved with custody disputes. SonKids will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** This includes communication between the school and both parents. With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the director's discretion. In the event that a custody dispute takes place on our property, SonKids will call the appropriate law enforcement office to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility, staff, or students, SonKids has the right to terminate care.

## **COURT ISSUED PROTECTIVE ORDERS**

Protective orders are to protect the life, limb, and emotional well-being of people who have been the victims of family violence. With the issuance of a Protective order the court has deemed that this individual is a risk to a child or parent of a child enrolled in our care. Due to the risk they may also pose to other children enrolled at SonKids we have a right to dismiss any child for any reason at any time. It is our priority to offer a safe environment to all children in our care.

## **COMMUNICATION**

Your relationship with your child's teacher is very important. The teachers want to communicate with you. A note or a quick word about any changes at home (new baby, parents away, illness, even death of a pet) will allow the teacher to help your child deal with important feelings.

Teachers will frequently send home notes to provide you with additional insight into your child's school day. We will also have a SonKids' "Flip Chart" located in the Welcome Center where you will find important news and information.

Administrative notes will be sent home from time to time to provide parents with additional information on activities at the school. These will always contain information that you need to know. Please take the time to read through them.

Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the school any time during the day to observe their child without prior approval. We do ask that you check in at the Welcome Center before visiting the classroom. If you would like to stay for an extended period of time during activities, please see the SonKids Administrative staff so we can do a proper criminal history check, as required by Texas Department of Family and Protective Services. Since the teachers' first responsibility is to the children, please do not expect an impromptu conference while classes are in session.

The administration of SonKids is here to serve you and your children. We welcome your phone calls and written messages. If you need to reach us by phone, please call 936-442-6521 during school hours. If we are unable to answer the phone when you call, please leave a voicemail and we will get back to you as soon as possible.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom or at the Welcome desk.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in their child's day.
- Please bring your child to school on time. Late arrivals are hard on the child arriving late and are disruptive to the classroom.

## **TEACHER CONFERENCES**

If you would like a conference with your child's teacher, we will be glad to arrange it for you. Please do not try to conference with the teachers in the mornings before class or at the close of the school day. The teachers are responsible for the children in their classrooms, and they cannot spend this time in conference with a parent. We will make arrangements for any conferences that you wish with the teacher. We do not publish our teachers' phone numbers and ask that you help guard their family time by arranging conferences regarding your child's progress during school hours. You are also welcome to schedule a conference with the Director of SonKids. Please let the office know so arrangements can be made for a private conference.

## **VOLUNTEERING**

Parent volunteers enhance our program. In fact, some activities would not be possible without volunteers. Please consider volunteering your time. It will more than satisfy your Servant's Heart. Your child's teacher will have a sign-up sheet for Room Mother. The SonKids' staff wants to partner with parents so that together a solid foundation for a lifetime of learning is developed for your child. When we work together for the children, the children benefit from the bond formed between the parent and the teacher. We encourage you to begin now to be an active part of your child's education.

## **PARENT CODE OF CONDUCT**

Please understand, young children are present in our building. Some adult language is not appropriate for young children. SonKids Christian School prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. SonKids Christian School has the right to terminate care in the event of disruptive behavior from a parent or guardian.

SonKids Christian School must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

We ask that you not smoke on the SonKids premises.

**1 Thessalonians 5:11**  
**“Encourage one another and build each other up.”**

## **SonKids Christian School Statement of Faith**

The BIBLE is God's message to man, recorded without error in the original manuscripts.

THAT GOD exists in three distinct persons who are the same in nature but distinctive in functions: The Father, The Son, and The Holy Spirit-Tri-Unity.

THAT MAN is created in the image of God, yet he is fallen in his sinfulness.

THAT JESUS CHRIST, the eternal Son of God was born of a virgin, literally rose from the dead and ascended to heaven, is undiminished deity and perfect humanity permanently united in one person. It was through His sacrificial death on the cross that He removed once and for all the barrier of sin between God and man.

SALVATION is the unearned gift from God to any man who will receive in dependence the provision that Christ's death is the sufficient and necessary requirement for eternal life.

THE HOLY SPIRIT is a person who permanently indwells every believer from the moment of salvation. He provides every believer with gifts for service and with the fullness of God's power to make him adequate for living. As he acts in dependence upon the Spirit, he will progressively grow into maturity.

THE UNIVERSAL CHURCH is the visible expression of God's kingdom in this age and is distinct from Israel. Membership in it is based solely upon a personal relationship with Jesus Christ.

THE LOCAL CHURCH is an assembly of believers gathering together in communion with each other to give visible expression of Jesus Christ's body to their community and to stimulate growth in each other's lives.

THE ORDINANCES are to be observed commemorating Christ's works for the church: Baptism and The Lord's Supper. Baptism is practiced by individuals as a symbolic expression of personal identification with Christ in His death, burial and resurrection. The Lord's Supper is practiced corporately as a symbolic reminder of His provision for salvation for the church.

HISTORY is controlled by the sovereign rule of God and will culminate in the establishment of His kingdom upon the earth. . . A kingdom ruled by His Son and those who have placed their faith in Him.

**We ask that our teachers uphold the philosophy of SonKids' Statement of Faith in the classroom.**













CHRISTIAN SCHOOL

**Parent Handbook  
Acknowledgement  
2016-2017**

**My signature verifies I have received, read and understand the SonKids Christian School Parent Handbook and Statement of Faith.  
I have been given the opportunity to ask questions.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Student Name(s)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*It is mandatory that this form be in your child's file.  
Please return this signed acknowledgement to the SonKids Office.*