



Hope Community Christian School
Operational Policies for HCCS Families
September 2024 - May 2025

PAYMENT:

Tuition is due on the 1st of each month. Payment can be made in cash, check (payable to Hope Community Christian School/HCCS), zelle to hopecommunitychristian@gmail.com or via Venmo for an additional convenience fee of \$6 @HCCSchool. Refunds are not given for missed days due to illness or vacation. A late penalty of \$25.00 will be charged if the tuition payment becomes more than 10 days late. Tuition must be received in the school office by the 10th of each month to avoid the \$25 late fee. A penalty fee of \$30 will be charged for a returned check. Tuition that is not paid by the 20th of the month will result in the child's removal from the program. These policies will be enforced unless the Director is informed of unusual and extenuating circumstances; please contact the Director as soon as possible with any issues or problems that could contribute to late payment. Also, please note that monthly tuition is calculated at an annual fee and evenly distributed from September through May. This means that tuition is the same for every month, despite holidays or the number of days we are open each month.

MONTHLY TUITION:

One day only(Wednesday):	\$250.00	Kindergarten:	\$425.00
Two days:	\$300.00	First Grade:	\$450.00
Three days:	\$350.00	Second Grade:	\$450.00

FEES:

Registration Fee - \$125 for the first child, and \$100 for subsequent children, per year (non-refundable, due at registration)

Supply Fee - Paid twice yearly, due with September's and January's tuition payments

One day:	\$100.00	Kindergarten:	\$175.00
Two days:	\$150.00	First Grade:	\$175.00
Three days:	\$175.00	Second Grade:	\$175.00

For families with more than one child attending HCCS, tuition will be calculated as follows: the first child with greater attendance will be charged full tuition; remaining children in the family will be given a \$15 discount on their tuition, regardless of the number of days in attendance and regardless of the number of children in the family. No discounts are given on registration fees or supply fees.

BEGINNING and CLOSING TIMES:

HCCS program hours are Tuesday, Wednesday, and Thursday beginning promptly at 9:00 am and ending at 2:00 pm sharp, September through May. We follow the Lamar Consolidated Independent School District holiday schedule and inclement weather plan. Please refer to local radio, television stations, and/or social media for inclement weather updates. Should LCISD follow a delayed start plan, HCCS will begin 30 minutes after the LCISD start time. Should LCISD cancel school, HCCS is cancelled. Our teachers have a regular devotion time together at 8:30am each school day. With this in mind, we ask that you and your child do not enter your child's classroom until the teachers are present and ready for your child's arrival. In addition, do not leave your child unattended in any classroom, in the hallway, or on the playground. HCCS

offers an Early Bird drop-off service, beginning at 8:00 am each Tuesday, Wednesday, and Thursday, for those occasions when you need to leave your child on site before the school day begins. There is a \$10 fee paid immediately to the teacher providing the service that day if you choose to drop off at 8:00 am. A \$5 fee is charged and due upon drop-off should you choose to use Early Bird drop-off after 8:30 am. You may also choose to pay for Early Birds in advance with your monthly tuition. The monthly charge for Early Birds is \$100/month. We also offer After School Care from 2:00 pm - 3:00 pm. You **MUST** pick your child up promptly at 3:00 pm. A late fee of \$1/minute will start at 3:01 pm. The cost for After School Care is an additional \$100/month for a guaranteed spot (payable with your tuition at the first of the month) or a fee of \$10/day due at the time of usage, space permitting. Priority will be given to those that pay at the first of the month. Unused days for Early Birds and After Care do not accrue or roll over. A discounted rate is given when paying for the month in advance so for this reason, **there will be NO refunds on unused days.**

Your child's teachers will have busy days planned for their class. Should your child not be present for an activity or a craft, there will not be opportunities to make-up those missed activities/crafts; therefore, please make every effort to arrive on time. Please make sure that your child has breakfast before arriving at HCCS and that they are fully dressed in clothes they can run and play in, including closed toe shoes. **Sign-in upon arrival is mandatory!**

Our program concludes promptly at 2:00 pm. Your child must be signed-out each day. **Sign-out is mandatory!** If there is an emergency that precludes you from picking your child up on time, please call the HCCS office at 281-766-8477 to inform the Director/Asst. Director that you will be late. A late pick up penalty fee of \$10.00 per 10 minutes per family will be assessed (or \$1 a minute beginning at 2:10 pm). Payment of the late pick-up fee will be strictly enforced; it is payable immediately, in cash, to the HCCS staff person in whose care your child has been. If you have multiple children to pick up, please be mindful that all children in your care must be picked up before 2:10pm to avoid a late fee. If your child is still on campus by 2:15pm, he or she will be placed in our Aftercare Program.

Teachers at HCCS are discouraged from giving any HCCS child a ride home at the end of the day; please do not rely on this as an option if you are running late. On the occasions when someone other than you, your spouse, a regular care-giver, or the names on your admission paperwork will be picking your child up from HCCS, it is your responsibility to inform your child's teachers ahead of time, in person, who that individual will be. We require that you provide us with identification information of that person. It is not our policy, under normal circumstances, to accept changes in your child's pick-up plan based on phoned-in information; however, in an emergency, and with the appropriate identification information in our possession, we will accommodate your request. We ask that you supply us with the driver's license number of the person who will pick your child up so that, upon sign-out, we can verify the identity of that person. You should inform any individual who will pick up your child that he/she must be prepared to provide proper identification, preferably a driver's license, to HCCS staff upon arrival. These measures are meant to ensure your child's safety.

Safety is a top priority at HCCS, both for our children and for their families. With that in mind, if the person responsible for picking up your child from school appears to be physically impaired in any way, and if the HCCS staff has concerns about the safe transportation of your child in that person's care, we will (a) call another person from your designated "pick-up" list to assist in safely transporting your child home or (b) provide a taxi service for the safe transportation of your child to your home.

If your family plans contemplate extended absences (more than two consecutive weeks) for your child during the school year, please inform his/her teachers and/or the Director in advance. Unexplained absences in excess of two weeks could lead to your child being removed from our roster; in cases where a waiting list exists, your child's spot could be given to another child. It is our goal to not let that happen, with your help.

We kindly ask that you refrain from the use of essential oils on your child, if possible. If you feel it is necessary to apply oils to your child before coming to HCCS, please talk with your child's teacher beforehand. Some of our staff are extremely sensitive to certain smells.

ADMISSION:

It is our policy to be accepting of all children into our school as space and staffing permit. We recognize that some children have special needs. If an evaluation by the Director (including Director observation, staff input, parent conferences) determines that the safety and/or educational needs of other students are hindered, a recommendation will be made that the child be placed in a more suitable environment. He/she will be dismissed from HCCS if we feel that we cannot provide the child with all that he/she needs to thrive.

REFERRALS:

It is our policy to refer parents to an appropriate resource person whenever a need is present. Referrals may be considered for children experiencing difficulties in the following areas: vision, hearing, speech, health, learning, emotional, and/or behavioral.

POLICY CHANGES:

Parents will be notified of operational policy changes in writing through regular monthly emails, through memos sent home via backpacks or via the Remind app. Parents are encouraged to speak with the Director if comments, questions or concerns about HCCS policies or procedures arise.

LICENSING:

Hope Community Christian School is licensed by Texas Health and Human Services. Parents can make a verbal request to the HCCS Director to review a copy of the minimum standards of operation. Our most recent Licensing Inspection Report is posted on the bulletin board at the HCCS entrance near the Director's office. The local licensing office address is 3150 B F Terry Blvd., Rosenberg, TX 77469. The phone number is (832) 595-3000. The FPS Child Abuse Hotline is 1-800-252-5400. The website is www.txchildcaresearch.org.

FOOD AT HCCS:

HCCS will provide a nutritious snack and water for your child. Our snacks will consist of animal crackers, pretzels, or goldfish, and water, unless your child's teacher plans for a "special" snack which you will be made aware of. The snacks we serve will be light, so as not to interfere with lunch appetites. It is your responsibility to notify your child's teachers of ANY allergies! Please pack a lunch for your child each school day, including a drink; please keep in mind that the lunch you pack cannot require refrigeration or reheating. Finger foods are recommended! Grapes must be cut in half! HCCS prohibits hard candies in any form; please refrain from sending hard candy (including lollipops) in your child's lunch and/or for any special holiday celebration (Valentine's Day, Easter, etc.). Please include any utensils that may be needed.

WHAT YOUR CHILD SHOULD BRING TO HCCS:

- Each child should have a backpack to hold his/her belongings.
- Each child who is not yet potty-trained will need to have three labeled disposable diapers for each school day. Due to health concerns, we accept only disposable diapers. Cloth diapers are not allowed. HCCS provides wet wipes. Please do not send pull-ups for children who are not potty trained, standard diapers are much easier for teachers to use.
- Each child should have an extra set of clothes in their backpack. Please label this clothing, as well as any sweaters, jackets, coats or accessories that your child might use for outside play during the school day.
- Each child in Room 1 (youngest room) should have a spill-proof cup and a bib to remain at HCCS. Please label both the top and bottom of the cups/bottles.
- Each child in Rooms 2 - Pre-K should have a Kinder-Mat to be used during rest time. The mat should measure 24" X 48" and can be purchased in 1" or 2" thickness. No other mats will be accepted due to storage space. Mats will be stored at HCCS. You may provide a blanket and/or a "lovie" item that might help your child rest. The mat and any comfort items must be labeled and will be used only during rest time.
- You may include in your child's backpack bug spray, sunscreen, and/or diaper rash cream to be used for your child's protection/health at your request and/or at the teachers' discretion. Please label these items with your child's name.

TOYS and CANDY:

Other than the comfort item that your child might want to have at rest time (which will remain in his/her backpack until rest time), no toys, games, candy, or gum should accompany your child into his/her class. Please refrain from allowing your child to keep a special "treasure" in his/her pocket during the school day. All toys should be left at home. This rule is meant for the safety and happiness of all children.

REST TIME:

All classes will rest daily. Children in Room 1 will rest in cribs in their classroom. Children in Rooms 2 - Pre-K will rest in their classrooms on their own mats. Your child will not be required to sleep during this time, but he/she will be expected to be quiet and restful. If your child is unable to rest quietly on his/her nap mat consistently, you may be asked to pick your child up at nap time. Rest time is for everyone. This is a requirement of Texas Health and Human Services Childcare Licensing.

ILLNESS:

For the protection of all children at HCCS, we CANNOT allow your child to be in school if he/she has any of the following symptoms:

- a fever higher than 100 degrees, diarrhea or vomiting within 24 hours of being in HCCS.
- diarrhea (defined as two loose stools within a short period of time).
- vomiting.
- green or heavy discharge from the nose.
- any discharge from the eyes or ears.
- signs or symptoms of respiratory infection such as cough, shortness of breath or sore throat.
- extreme redness of eyes that could possibly be conjunctivitis

We encourage you to exercise every caution to keep your child safe and healthy; this includes keeping your child home should any other unusual symptoms occur. This is for the safety of ALL children and our staff. If your child becomes ill during the school day, with any of the above symptoms, he/she will be separated from other children, and you will be contacted immediately. Your child should be picked up from HCCS within 30 minutes.

Please notify us if your child has been exposed to any contagious diseases (including, but not limited to, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, fifth disease, RSV, and/or COVID-19). These conditions are among those categorized as "highly contagious," and it is our policy to keep all children and teachers as safe and healthy as possible. A written doctor's release is required for your child to return to school after having any communicable disease. If your child has been sick with a fever, he/she must be fever-free, WITHOUT the aid of any medication, for 24 hours before returning to HCCS. Your child must also have gone 24 hours without vomiting or diarrhea before returning to school if they have had either of these issues.

Regarding prescription medications, we require that you administer any necessary dosages BEFORE your child's arrival at HCCS. Should a treated illness require medication during the school day, you will be responsible for coming to HCCS to administer the medication. In the cases of chronic illness (asthma, diabetes, etc.), a plan to administer appropriate care and/or medication will be discussed with and handled by the Director.

HCCS PROCEDURES FOR HANDLING MEDICAL EMERGENCIES:

The following plan will be in effect if a child is involved in a medical emergency:

- The teacher closest to the situation will stay with the child. CPR or First Aid trained teacher will take over and/or assist.
- The Director will assess the situation to determine if emergency care is needed.
- If emergency medical care is needed, the Director will call 911.
- The physician identified on the child's medical record will be contacted.
- The parent will be contacted.
- All other children in the group will be supervised and cared for by staff members.

EMERGENCY PREPAREDNESS PLAN FOR HOPE COMMUNITY CHRISTIAN SCHOOL:

This plan is designed to ensure the safety of all the children and staff during an emergency. In an emergency situation (chemical spill, explosion, fire, etc), the Director will assess the type of emergency that has presented itself and will activate the necessary and safest evacuation plan for the program. Our staff will move the children in a walking manner into the portable buildings or Triumph Christian Center. The infants will be transferred by cribs. A wheelchair will be provided by HCCS to those that have limited mobility. All children will be accounted for by repeated "head counts" and by use of the daily sign in sheets. The main phone number to the school is 281-766-8477 and will be the telephone number in which we may be reached. All teachers will have emergency contact information with them for their children and parents will be called to inform them of the emergency situation and our plan for dismissal. All teachers will be prepared for circle time and/or an activity at the evacuation spot with all children. While children are in our care during the emergency, age appropriate games and activities will occur to keep the children occupied.

Should our "emergency" be one in which we need to relocate further than Cornerstone Community Bible Church property, we will follow these same evacuation procedures, but we will relocate to St. Mark's Episcopal Church.

It is very important that you provide us with current information so that our records for you stay up to date.

IMMUNIZATION REQUIREMENTS AND VISION & HEARING SCREENING:

It is the parents' responsibility to keep HCCS notified of all immunizations their child receives. Up-to-date records must be kept on file at HCCS. Please refer to the Minimum State Vaccine Requirements for Texas Child-Care Facilities, at the end of these policies, for a listing of all immunizations required by the Texas Department of Public Health. A signed and notarized affidavit is required for any required vaccine exemptions.

All children who turn four years old on or before September 1, 2024 must have their vision and hearing evaluated by their pediatrician or family physician. Proof of your child's hearing and vision examination must be on file at HCCS by September 10, 2024.

If all completed admission paperwork is not on file in the office by September 12, 2024, your child will not be able to attend school until we have completed paperwork.

HCCS staff is not required to receive immunizations that are not required by Texas Health and Human Services.

REPORTING CHILD ABUSE AND NEGLECT:

Preventing and responding to abuse and neglect of children is a top priority at HCCS. All staff is required to have one hour of annual training on the prevention and recognition of child abuse and neglect which includes awareness of issues regarding child abuse and neglect and the warning signs (bruising, malnutrition, lack of medical attention, etc) that a child may be a victim of abuse or neglect, and methods to improve parent awareness of prevention techniques for abuse and neglect. HCCS staff is required by law to report any suspicions of abuse or neglect to the hotline 1-800-252-5400. Staff will also coordinate any teaching from community resources or assistance from the community that a family may need.

WRITTEN NEWS OF THE DAY:

Your child's teachers will complete a Daily Report each school day, or communicate with you via their class app. This report will include news about your child's activities that day, as well as information about your child's behavior, disposition, his/her appetite, diaper changes or bathroom use, and rest time activity. A monthly email from the Director will go out at the beginning of each month noting holidays and special events. In addition, your child's teachers will prepare a monthly calendar for your use; this will outline special activities, crafts, and events based on the theme for the month. The calendar will be posted outside your child's classroom and a copy will be sent home with your child at the beginning of each month.

DISCIPLINE:

Our primary goal is to love your child. With that in mind, and understanding that all children need boundaries, your child will be disciplined if his/her behavior requires it. Should a behavior problem arise, your child will be placed in a "thinking chair" for a short time. You will be notified at the end of the day if

this has happened. If disruptive behavior continues, a phone call home will be made and the child will be placed in the care of the Director/Assistant Director. If after the phone call home is made, the child remains disruptive, you will be asked to pick up your child immediately. Should a biting situation occur, (1) the biter will be placed in the "thinking chair," (2) both parents of the biter and the bitee will be called, and (3) if the biter is old enough, he/she will attempt to help make the situation better by helping to hold an ice-pack on the wound. We believe that a bad situation can be a learning situation for all. If a child bites for a second time in one day, he/she will spend time separated from the class with the Director and both sets of parents will be called. If a child bites for a third time in one day, his/her parents will be called to come get the child from school. The child can return to HCCS the next school day with a clean slate. We encourage our children to love their friends, and we will help them understand their responsibility to attempt to make their friends feel better.

INDIVIDUAL CLASSROOM RULES/SUGGESTIONS:

Our goal is for your child to have a safe and happy day at Hope Community Christian School. In order for your child to have the very best HCCS experience possible, his/her teachers may have specific classroom rules/suggestions that they would like you to follow. These classroom policies could refer to a part of their day with your child; welcoming guidelines, classroom management, outside play issues, lunchtime etiquette, and rest time rules are examples of things which your child's teachers might have specific rules to help make the day go smoothly. You will be informed of the specific rules/suggestions for your child's class at Open House. Children entering the HCCS Pre-K program and above must be fully toilet trained and able to manage clothing and wiping independently.

WITHDRAWAL FROM HCCS:

Should you need to withdraw your child from HCCS, two weeks' notice is requested prior to your leaving the program. If two weeks' notice is not given, payment for that period will be required. Refunds are not given unless two weeks' notice is received AND approval is given by the Director.

INSURANCE:

It is the policy of Hope Community Christian School to inform all participants that its program maintains liability insurance. Any questions regarding insurance coverage should be directed to the Director.

FIELD TRIPS:

At this time, our school does not participate in any off-site field trips.

PARENTAL INVOLVEMENT:

We, at Hope Community Christian School, want you to feel connected to the program, to your child's class, and to the other families sharing this experience. You are welcome to visit our program any day we are in operation and observe your child and our program happenings. We would like to encourage you to become involved in some aspect of HCCS. We have a group of parents and grandparents that are very organized and a huge help to HCCS on special days, such as holidays and parties, and could use your good ideas and hard work! If you would like to find out more, please email the head of our PTO at HCCSvolunteers@gmail.com. We will keep you informed throughout the year of ways you can plug into our school, and we encourage you to ask your child's teachers and the Director about ways you can be involved. As a parent, you are also welcome to review the minimum standards set by the State of Texas as well as our inspection reports performed by our local licensing representative. Should you volunteer at some point during the year at HCCS, and bring your camera, you are allowed to photograph your child only. Our staff is highly

encouraged to refrain from distributing personal contact information (i.e. cell phone number, email address) and to refrain from any social networking (i.e. Facebook) with our HCCS families, so please be understanding of this.

CODE OF CONDUCT REGARDING COMMUNICATION:

It is our desire to work in partnership with parents to support the wellbeing of families. Parents should work collaboratively with their child's teachers and school staff to ensure the best possible educational and social outcomes from their child. Parents need to be familiar with the policies and procedures of HCCS and should treat all staff members with respect and dignity without harassment. Failure to comply with this code of conduct may result in dismissal from our school with no refund of any fees.

Should you be a breast feeding Mom, we have private "breast feeding" areas available for your use. Just talk with the Director and we can get you "all set up".

In accordance with Texas law, our school is located in a "gang free" zone, which prohibits any type of gang activity or criminal activity within 1000 feet of our property.

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature of Parent or Guardian

09/03/2024
Date

Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

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) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature

This policy is effective on the following date: 09/03/2024

Signed by: _____

Role: ☒ Parent ☐ Caregiver or Employee ☐ Household Member (CH. 747 only)

Minimum Standards Related to Discipline

PARENT ACKNOWLEDGEMENT

I have read the attached Operational Policies for HCCS Families at Hope Community Christian School. My signature below signifies that I understand the policies and accept them as they apply to my child/children's participation in the HCCS program for the 2024-2025 school year.

Signature _____

Printed Name _____

My child's name _____

Date _____