

Little Roots Christian Academy



Where your child can learn, grow, and experience
Jesus!

PARENT HANDBOOK

Little Roots Christian Academy

Our Vision

We believe children are successful when they are in a caring structured environment. Our vision at Little Roots Christian Academy (LRCA) is to provide a program that focuses on the whole child, from their early education to growing a relationship with Jesus. Our loving Christian environment supports and encourages play and friendship.

Licensing

LRCA is licensed by the state of Texas and has regular inspections to ensure that our school meets all the standards. Formal reviews as well as spontaneous visits are conducted annually. Our school meets/exceeds all state regulations set forth for childcare centers. Our building is also inspected annually by the Lewisville Fire Department to review compliance with city fire codes.

Staff

We pride ourselves on having devoted staff who are passionate about helping each child grow academically and spiritually. All our teachers are experienced with teaching and caring for young children. Each employee receives at least 24 hours of continuing education annually, in addition to CPR and First Aide training. Our staff has met all licensing requirements, including background checks and FBI fingerprinting.

Non-Discriminatory Policy

Enrollment to LRCA is open to any child without discrimination regarding sex, race, ethnicity, religion, or political beliefs, provided that our program meets the child's needs.

Hours and Tuition

School Day Hours 8:00-3:00

Tuesday/Thursday	\$320/month
Monday/Wednesday/Friday	\$480/month
Monday – Friday	\$800/month

Early Bird (Morning Care) 7:30-8:00

Tuesday/Thursday	\$40/month
Monday/Wednesday/Friday	\$60/month
Monday – Friday	\$100/month

Stay and Play (Afternoon Care) 3:00-4:00

Tuesday/Thursday	\$50/month
Monday/Wednesday/Friday	\$75/month
Monday – Friday	\$125/month

Both (Early Riser and Stay and Play)

Tuesday/Thursday	\$80/month
Monday/Wednesday/Friday	\$120/month
Monday – Friday	\$200/month

Registration Fee	\$75	Due at time of enrollment
School Year Supply Fee	\$100	Due in August/January
Summer Supply Fee	\$10/week	Due in June/July

Registration Period

LRCA School Year Program is from August-May. Registration will open in April for the upcoming school year. Current students and siblings are given priority in March. Registration is fulfilled on a first come basis.

Once enrollment is full, your child will be placed on our waiting list. If a spot becomes available throughout the year, we begin contacting families on the wait list.

LRCA Summer Program is from June-July. Registration will be open to the community in March. Current students and siblings are given priority in February. Registration is filled on a first come basis.

Tuition

Tuition payments are due by the first day of each month. During the school year tuition is paid in 10 equal payments (August-May) regardless of the number of days in each month. Summer tuition is paid in 2 equal payments (June-July). Any tuition paid after the first of the month will be subject to a \$25 late fee per day. No credits or refunds shall be made for absences including vacations, illness, or holidays. Credit will not be given if the school must be closed due to weather events, national emergencies, pandemic, or any other events beyond the school's control.

Tuition Payment Option

Tuition payments must be paid through the Brightwheel app. We accept credit card payments, autopay, and online payments.

Immunizations

A current copy of immunizations must be on file for each school year and summer session. All medical information must be up to date. Immunizations records must include the following: the child's name and birth date, the number of doses and vaccine type, the month, day, and year the child received each vaccination; and the signature or stamp of the physician or other health care professional who administered the vaccine. For school age children parents can provide the immunization record or

statement that the child's immunization record is current and on file at the school the child attends. The statement must be dated and include the name, address, and telephone number of the school. If immunizations are deferred, a notarized affidavit is required before your child can attend school. The affidavit can be found at www.immunizetexas.com

Medication

LRCA does not administer medication to students. If your child is taking medication, please plan accordingly to give it to them before or after school.

Classes and Ratios

Class	Age	Ratio
Preschool/Pre-K	3-5 years old	1:10
Kindergarten	5-6 years old	1:10

- All students must be potty trained and able to use the restroom independently.

Our class sizes are below the minimum standards for teacher-child ratios. We believe that a smaller classroom setting helps children to become more successful. It allows for more one-on-one interaction with each child and there is greater opportunity to differentiate lessons according to each student's needs.

Curriculum

With our varied ages at LRCA, we make sure that each child is working at their developmental level. We love our Pocket of Preschool curriculum because it offers differentiated levels of play-based activities and fun thematic units that support an engaging classroom environment. It is leveled to meet the needs of our preschool students all the way up to our kindergarteners. It nurtures and challenges little learners. We also include character and social skill activities throughout our day.

We know the importance of planting seeds at an early age. We love our Bible curriculum, Joy in the Journey, because its engaging and easy for young learners to

understand. They enjoy fun Bible stories, hands on activities, and are learning who they are in Jesus and how much God loves them.

Enrichment Classes

LRCA offers enrichment classes during each school day. Enrichment programs are designed to give students a variety of options and allow them to explore learning in a whole new way. As part of our daily schedule, our classes participate in music, PE, science, art, and Spanish. Each of these classes are offered once per week and they offer students an opportunity to become more engaged in learning and to go beyond the daily classroom experience. One time per month we offer cooking class as part of our enrichment learning as well.

Chapel

We believe that children should be engaging with Jesus daily. Proverbs 22:6 says, “Direct children onto the right path and when they are older, they will not depart from it.” Each afternoon our classes engage in worship and bible stories as part of our daily curriculum.

Termination

In certain circumstances it may be necessary to terminate a child’s enrollment. This will only be a last resort decision after all other efforts to work with the child/family have been proven unsuccessful. Termination of enrollment may come as a result of the child’s behavior being a danger to themselves, other children, and/or staff. Other incidents may include disrespect toward teachers by parents, continued violation of school policies, failure to pay tuition, or inability to meet the child’s needs.

Months of Operation

LRCA offers two programs per calendar year. School Year Program (August-May) and Summer Program (June-July). Parents must register each year and specify which program. Registration fees are required yearly.

Calendar

LRCA follows the Denton ISD as a guideline to determine our calendar. The school year calendar is posted each year after Denton ISD approves their new calendar. If any changes are made to the approved calendar adequate notice will be given. LRCA also has two personal days that can be taken at any time during the year. One month notice will be given to families.

Hours of Operation

Office hours are Monday-Friday 7:15-4:30.

School Day Monday-Friday 8:00-3:00.

Extended Day Monday-Friday 7:30-4:00.

Programs Offered

Monday-Friday

Monday/Wednesday/Friday

Tuesday/Thursday

*For part time students – if space is available, we will allow drop-ins.

School Closures

In the event of inclement weather and to ensure the safety of all our students/staff, LRCA will close if the Denton ISD schools are closed. In the event we must close early after our school day has begun, parents will be notified through our Brightwheel app.

Personal Items to Bring

Each student must bring to school every day:

-full-size backpack

-water bottle with name written on it (only water should be filled in it)

-lunchbox with name written on it

-extra change of clothes (to be kept in backpack)

*Please do not bring any toys or nap mats from home, we have everything they will need at school.

Lunch and Snacks

Parents are responsible for feeding their child breakfast before school and providing their child's lunch every day. We encourage parents to provide a healthy lunch. Some suggestions: a sandwich, crackers and cheese, raw vegetables and dip, fresh fruits, yogurt, and juice box. Carbonated beverages and candy are not allowed. Unfortunately, we do not have the facilities to reheat or refrigerate food, so all foods must be able to be eaten straight from the lunch box. The school is not responsible for the nutritional value of the lunch each child brings to school. Some classes are considered Nut-Free, and you will be notified if this is the case. The school provides a daily snack and water for all children. Snacks follow licensing guidelines of nutritional needs for children. If your child has a dietary restriction or allergy, please be sure to let the teacher and director know (this should be listed on the enrollment form).

Discipline and Guidance

The behavior management system we use in our classrooms are "Green Choices and Red Choices." It is a positive approach to behavior and a universal support to all students in the classroom. Green Choices are good behaviors, worded in a positive way. They are the choices we want our students to make, like "gentle hands" and "use kind words." Green and red choices focus on the choice rather than the child. We have a Green and Red Choice chart for visual support hanging in our classroom that we discuss each day.

Our teachers only use positive methods of discipline and guidance that encourage self-esteem and self-control. Students are given praise and encouragement for positive behavior and making green choices, instead of focusing on the unacceptable behavior. Each morning our teachers remind children of behavior expectations by using clear, positive statements and reviewing our green choices chart. Teachers will redirect behavior using positive statements and may use a brief supervised separation or "take

a break” from the group. LRCA will not use harsh, cruel, or unusual treatment towards any child.

Suspension/Expulsion

LRCA reserves the right to an immediate suspension or expulsion of a student depending on various circumstances at the discretion of the LRCA Director.

Rest Time

It is required by Texas Childcare Licensing that children in care for five or more hours are provided a rest time. In the afternoon our students will have a rest time where they can lay down, color, or choose a quiet activity to bring to their rest spot. Our students are given a mat to lay on. Rest mats are cleaned and sanitized after each use.

Illness and Exclusions

Your child’s health is important to us. Licensing requires that precautions be taken to safeguard the health of all children enrolled. If your child becomes ill at school, an administrator/teacher will immediately contact you. Your child will be separated from the class and be given the appropriate attention and supervision until you arrive to take them home. Sick children need to be picked up within 30 minutes of being notified. Children must stay at home until he/she is free of all symptoms without medication for 24 hours or have written permission from a licensed health care professional to return to school. Symptoms and signs of possible severe illness which will exclude them from school are temperature of 100+ degrees, unknown rash, lice, vomiting, pink eye, diarrhea, lethargy, or covid symptoms such as loss of taste/smell. Parents should notify the school if their child is out sick due to communicable disease so that the school can take the necessary precautions. LRCA will immediately notify parents, in writing, if any of the staff or a child has contracted a communicable disease that the local health department requires us to report. For general absence parents will need to email your child’s teacher or call the office to let them know.

Visions and Hearing Screening

The State of Texas requires that children enrolled in a facility who are four years of age require a vision and hearing screening performed by a licensed professional. The results of the screening must be submitted to the school.

Minor Accidents If your child suffers a minor injury in school, the teacher will treat the injury and send home a copy of the incident report explaining how the incident happened and the action taken. In the event of an injury involving the child's head or leaving a significant mark, the parent will be called immediately.

Emergency Medical Procedures

In the case of a more severe injury the appropriate first aid measures will be taken immediately to care for the child, the parents will be notified, and if necessary, parents will be asked to pick up the child for further medical treatment. Emergencies will result in a call to 911. It is very important that all telephone numbers and emergency information be kept current so that parents can be reached. If cell phone numbers have been provided to the school, please be sure cell phones are turned on while your child is attending school.

Allergy Action Plan

LRCA will make every reasonable effort to meet the needs of children with severe allergies. Please indicate on the enrollment form if your child has severe allergies that require specific protocols such as antihistamine and/or epi-pen. LRCA can administer an epi-pen for a life-threatening allergic reaction. Per the State of Texas licensing division any child with a documented allergy must have an allergy plan signed by a physician on file. Any required medication is to be provided by the parent in its original container and the school's Medication Authorization form must be completed for LRCA to administer treatment and for the child to attend school. The director and all the child's teachers will sign the Allergy Action Plan. The medication will be always kept in a locked cabinet in the classroom.

School Security and Safety

Keeping children safe and secure is LRCA's top priority. During school hours all doors remain locked.

Procedure for Release of Children

The person picking up will receive student from the teacher and check out using the Brightwheel app on their phone. Children will be dismissed by their lead teacher. In the case that we do not recognize the person picking up, the person will be asked for picture identification. If the person is not listed as an authorized person, the child's parents/guardians will be called. To add additional authorized person to your account, please contact the Director. Our regular program hours are 8:00a- 3:00p. Please be on time to pick up your child. Any children picked up after 3:05 will be moved to after care and will incur a late fee of \$1 per minute. Frequent tardiness will result in an additional \$25 charge. Stay and Play (afternoon care) hours are 3:00-4:00. Any children picked up after 4:00 will incur a late fee of \$1 per minute. Frequent tardiness may result in potential removal from afternoon care.

Drop Off Procedure

1. Park and walk your child to the front door by 8:00.
2. The teacher will have an activity to engage the students while waiting for the rest of the class to arrive.
3. You will scan the QR code and check in your child on Brightwheel.

(We encourage you not to linger around as it can be harder on children. We strongly encourage "drop and go." Also, our teacher's priority is the care of each child, therefore please schedule a conference with them for extended conversation.)

Pick Up Procedure

1. Park and ring the doorbell at 3:00. The teacher will bring child to the door for dismissal.

2. The person picking up your child will need to scan the QR code to check-out for your child to be released.
3. If the person picking up is not a person the teacher recognizes, they must show their identification and be on the pickup list.

Photographs and Video

Pictures and video taken of children during the school year will be used for school purposes only with written authorization from the parent or guardian.

Fire/Emergency Evacuation Drills

The safety of children at school is of the utmost importance. An Emergency Preparedness Plan has been designed to ensure the safety of children during an emergency. Procedures are in place for emergencies such as fires, severe weather, medical emergencies, intruders, release of children playground safety, and national alerts. Drills are conducted regularly by employees and children. A copy of the Emergency Preparedness plan is available for review on request. If children must be evacuated from the building for any reason, our nextdoor neighbor's house, will be the place of relocation. Parents will be sent an emergency text through the Brightwheel App with instruction for pick-up.

Liability Insurance

LRCA meets all state requirements regarding insurance coverage for children enrolled in a licensed facility. Coverage is reviewed by Texas Childcare Licensing.

Parent Communication and Involvement

Parents/guardians may visit the center at any time during hours of operation to observe their child, the center's program activities, and the equipment without having to secure prior approval.

Meet the Teacher

LRCA will host Meet the Teacher before the school year and summer session. Meet the teacher will be for new families before the summer session and all families for the August-May school year. Parents will be given a date and time to bring their child to the school and help them become acquainted with the teacher and the environment. Other opportunities throughout the year may be announced for opportunities for parents to interact with LRCA staff.

Programs and Parent Involvement

LRCA will provide school activities that will allow parents to be involved with their child's learning and host several events/programs throughout the year for families to attend. Some events are Muffins with Mom, Grandparents Day Breakfast, Donuts with Grownups, Christmas Program, Easter Egg Hunt, Moving Up Ceremony, and graduation.

Parent Notifications

LRCA may choose to update the Operational Policies and Procedures (Parent Handbook). If there are any changes, a letter will be sent home in your child's folder to inform you. The most recent version will always be available on our website www.littlerootschristianacademy to view.

Communication

At LRCA, we believe that close communication with each family ensures the success of our students. Parents will receive regular letters with information about home related or community activities, school information, and upcoming events. Each parent will also have access to our parent app, Brightwheel, where they will get weekly updates about what their child is doing in school and be able to view pictures of them in the classroom.

Family Expectations

Just as we set guidelines for appropriate behavior of children, we also must ensure that parents and other adults who come to our school know what our expectations are in terms of their interaction with our staff, other children, and other parents.

Parents/Guardians and their guests must use appropriate language while on school/church property. Foul language of any type is not permitted on school/church grounds, which includes our parking lots and playgrounds. Smoking is prohibited on all school property, including parking lots and playgrounds.

Staff Hired by Parents

If you enter into an agreement with an LRCA employee to babysit for your family outside of the employee's normal work hours and/or outside school hours, it must be done away from school and with full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as an LRCA employee. We cannot be responsible for our employees away from the school, outside their working hours, and will not be liable for their acts or omissions when not on our property. In addition, staff are absolutely prohibited from transporting any children to or from school in their personal vehicles.

Discussing Policies and Procedures

Parents are welcome to contact the LRCA Director with any questions that they have regarding their children's care at our center or about center's policies or procedures.

State Licensing

LRCA is licensed by the Department of Family and Protective Services of the State of Texas. All the guidelines for operating procedures, administration of the school, and laws are outlined in the Minimum Standards. Each licensed center is responsible to a licensing representative who visits the facility on a regular basis. A copy of the Minimum Standards and the most recent inspection report are available for the parents' review upon request. If you have questions about the services provided by this

center, or Childcare Licensing you may call the Childcare Information Line at 1-800-862-5252 or visit their website at www.tdprs.state.tx.us.

Licensing Office

1400 Summit Drive, Suite 100

Austin, Texas 78728

(512)834-3195

Preventing and Responding to Abuse and Neglect of Children

LRCA will ensure annual training is completed by all employees to prevent and respond to abuse and neglect of children. Recognizing the Signs of Child Abuse Physical Abuse Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See: Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations, frequent complaints of pain without obvious injury, burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body, lack of reaction to pain, aggressive, disruptive, and destructive behavior, passive, withdrawn, and emotionless behavior, fear of going home or seeing parents, injuries that appear after a child has not been seen for several days, unreasonable clothing that may hide injuries to arms or legs.

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused. Suspect Neglect When You See: Obvious malnourishment, lack of personal cleanliness, torn or dirty clothing, stealing or begging

for food, child unattended for long periods of time, need for glasses, dental care, or other medical attention, frequent tardiness or absence from school.

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials. Suspect Sexual Abuse When You See: Physical signs of sexually transmitted diseases, evidence of injury to the genital area, pregnancy in a young girl, difficulty in sitting or walking, extreme fear of being alone with adults of a certain sex, sexual comments, behaviors, or play, knowledge of sexual relations beyond what is expected for a child's age, sexual victimization of other children.

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child. Suspect Emotional Abuse When You See: Over compliance, low self-esteem, severe depression, anxiety, or aggression, difficulty making friends or doing things with other children, lagging in physical, emotional, and intellectual development, caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems.

Child Abuse Hotline at 1-800-252-5400

Gang Free Zone

Information Under Texas Penal Code, any area within 1,000 feet of a childcare is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Family members and guests are prohibited from possessing firearms or other weapons on our property during school hours.

Employee Vaccinations

Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be

found at www.cdc.gov/vaccines. LRCA employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees. Employees are required to follow all school and Texas Licensing requirements for use of protective medical equipment, including gloves and masks when there is a risk of exposure of illness to children. LRCA prohibits discrimination or retaliatory action against an employee who chooses not to receive vaccines for VPDs.

Lost and Found

Please be sure to LABEL everything that your child brings to school including water bottle and lunch box. It is much easier to return a lost item if it is labeled. If your child is missing anything, please inquire at the school as soon as possible.

Physical Activity/Outdoor Play

LRCA strongly believes and supports the need for physical activity each day. Our program has many opportunities for physical activity throughout our day. All children will have a minimum of 30 minutes of outdoor play each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology. All children will participate in a minimum of 60 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when the weather permits. LRCA will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. All children will participate each day in: One 30-minute occasions of active play outdoors when weather permits, one or more structured or teacher-led activities or games that promote movement over the course of the day, and

continuous opportunities to develop and practice age-appropriate gross motor and movement skills. Physical activity may take place in the classroom or on the playground when the weather permits. When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Examples of appropriate clothing/footwear include tennis shoes or sturdy shoe equivalent. Clothing for the weather, such as a lightweight, breathable jacket. Examples of inappropriate clothing/footwear include footwear that can come off while running or that provide insufficient support for climbing and clothing that can catch on playground equipment, such as those with drawstrings or loops. When weather conditions prohibit outdoor play, physical activities will occur in the classroom or in the downstairs foyer during the scheduled outside time. Classroom teachers have activities planned for "rainy days". During the warmer months, children will participate in water activities (water tables or sprinkler activities). Parents will need to provide sunscreen and/or insect repellent during the summer program or provide authorization for use.

Sunscreen and Insect Repellent

LRCA teachers can apply sunscreen and/or insect repellent provided by the parent. Your child's name must be written on it, and it will be kept in the classroom out of the children's reach. The sunscreen/insect repellent must be in spray form, not cream.

Emergency Procedures

Fire Drill: All classrooms shall evacuate in an orderly fashion through the front entrance of the house. Teachers shall lead students in a single file down the concrete walkway and then across the street from the house. In the case of an actual emergency, our staff/students will relocate across the street to the next door neighbor's house. An emergency notification will be issued through our parent app Brightwheel.

Tornado or Severe Weather Event: In the event a tornado or severe weather is imminent, all children shall be brought to the downstairs restroom. Teachers will check their roster to ensure all children are accounted for. The director will monitor weather reports and signal an all-clear when the danger has passed. Teachers, volunteers, and staff have been trained to remain calm to avoid children becoming anxious. Parents who arrive at the center may join their child in the safe room. No one will be allowed to leave once we are in the safe room, and until the weather has passed.

Active Shooter or Physical Threat: In the event any staff member, volunteer, teacher, or other personnel becomes aware of any type of physical threat, real or perceived, they shall call for a lockdown immediately. The director shall then call 911 and report in detail what the threat is. Teachers shall move all the children into the downstairs bathroom and lock the doors. Children should be seated and kept as quiet and calm as possible. Teachers, volunteers, staff, and aides have been trained to remain calm in emergency situations. Teachers shall not unlock the door for anyone until the director or emergency personnel give all clear.

During regular school hours, the next-door neighbor's house may become an alternate shelter if our home becomes damaged or unfit for shelter. If our classes need to relocate, we will walk in a single file line down the sidewalk, a teacher will stand in the middle of the street with a stop sign making sure that all students cross safely.

Birthday and Holiday Celebrations

LRCA loves celebrating and making children feel special on their birthday! You are welcome to bring snacks or cupcakes to share with the class. All items must be store bought. Your child's teacher will notify you of any diet restrictions or allergies the class may have.

Holiday parties are a fun and an essential part of the early childhood classroom. There will be several celebrations throughout the year. Parents are encouraged to help with donating specific snack items for the parties. A note will be sent home from your child's teacher with more information.

Playground

Our students will have outside recess time each day as the weather permits. Our playground meets all licensing requirements and is inspected daily to ensure safety. Our class will have proper supervision during play time.

Daily Schedule

***7:30-8:00 Early Bird (morning care)**

8:00 – 8:30	Morning Bins
8:30 – 9:00	Circle Time
9:00 – 9:20	Writer’s Workshop
9:20 – 10:00	Centers
10:00 – 10:30	Literacy Lesson
10:30 – 11:00	Enrichment
11:00 – 11:30	Lunch
11:30 – 12:00	Recess
12:00 – 12:30	Math
12:30 – 1:00	Chapel
1:00 – 1:45	Rest Time
1:45 – 2:00	Snack
2:00 – 2:40	Centers
2:40 – 3:00	Afternoon Meeting/Pack up

***3:00-4:00 Stay and Play (afternoon care)**

(3:15-3:45 Outdoor Recess)