



PARENT HANDBOOK

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 standards. Formal reviews as well as spontaneous visits are conducted annually. Our school meets/exceeds all state regulations set forth for childcare.

Staff We pride ourselves on having staff who are passionate about helping each child grow academically and spiritually. Our teachers are experienced in teaching and caring for young children. Each employee receives at least 24 hours of continuing education annually, in addition to CPR and First Aid 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

2 days per week	\$320/month
3 days per week	\$480/month
5 days per week	\$800/month

Stay and Play 3:00-4:00

2 days per week	\$50/month
3 days per week	\$75/month
5 days per week	\$125/month

Additional Fees

Registration Fee (school year)	\$75 (due at time of enrollment)
--------------------------------	----------------------------------

Registration Fee (summer camp)	\$25 (due at summer camp enrollment)
School Year Supply Fee	\$100 (due each semester, Aug/Jan)

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

LRCA Summer Camp is from June – July. Registration will be open to the public in March. Enrollment is filled on a first come basis.

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. If tuition payment fails and is returned, a \$35 fee will be issued. No credits or refunds will be given for absences including vacations, illness, or holidays. Credit will not be given if the school must close due to weather events, national emergencies, pandemics, or any events beyond the school’s control.

Tuition Payment Option Tuition payments must be paid through the Brightwheel app. Parents are able to do 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. Immunization records must include the following information: 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 vaccine. 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 medications, please plan accordingly to give it to them before or after school.

Class Size and Ratio

Class	Age	Ratio
Preschool/Pre-k	3-5 years old	2:10

*All students must be potty trained.

Our class sizes are below 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 as 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 kindergarten! 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 it's engaging and easy for young learners to understand. They enjoy fun Bible stories, hands on activities, and 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 & Movement, Science, Art, Spanish, and Cooking. Each of these classes are offered once per week (cooking class is offered once a month). They offer students an opportunity to become more engaged in learning and to go beyond the daily classroom experience.

Bible Time We believe 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 morning our class engages in worship, prayer, and Bible stories as part of our daily curriculum.

Termination In certain circumstances it may be necessary to terminate a child's enrollment. This may come as a result of the child's behavior being a danger to themselves, other children, or teachers. Other incidents may include disrespect toward teachers by parents, continued violation of school policies, failure to pay tuition, or an inability

to meet the child's needs. The first two weeks of enrollment is a trial period and LRCA may unenroll a child if we see that the child is not a good fit for our program.

Months of Operation LRCA offers two programs per calendar year. School year program (August-May) and Summer Camp (June-July). Parents must register each year and specify which program. Registration fees do apply.

Calendar LRCA follows 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 2 personal days and 2 sick days that can be taken at any time. At least a one month notice will be given for the personal days.

School Closures In the event of inclement weather and to ensure the safety of our families, LRCA will close if Denton ISD schools are closed. In the event we must close early after our school day has begun, parents will be notified through Brightwheel and by phone.

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 on it

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

*PLEASE DO NOT BRING ANY TOYS FROM HOME

Lunch and Snacks Parents are responsible for feeding their child breakfast before school and providing their child's lunch each day. We encourage parents to provide a healthy lunch. Some suggestions: sandwich, crackers and cheese, raw veggies, fresh fruits, yogurt, etc. Carbonated beverages and candy are not allowed. 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. If there is an allergy and our class needs to be Nut-Free, each family will be notified. 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 teachers know (this will also be on the enrollment forms).

Discipline and Guidance The behavior management system we use in our classroom is “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 the 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, we 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 from the group. LRCA will not use harsh, cruel, or unusual treatment towards any child.

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 or choose a quiet activity to bring to their rest spot. Each student is provided a cot with sheet, a blanket, and pillow. All bedding is washed weekly.

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, the 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 from symptoms without medication for 24 hours. 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 or 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 teachers or a child has contracted a communicable disease that the local health department requires us to report. For general absences, please notify the teacher by text to let them know.

Vision and Hearing Screening The state of Texas requires that children enrolled in a daycare/school 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. In the case of emergency, parents will be notified by phone.

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 medication will always be kept in a cabinet next to the classroom, out of reach of the children.

Procedure for Release of Children The person picking up will receive the child from the teacher and check out using the Brightwheel app on their phone. In the case that we do not recognize the person picking up, we will ask for identification. The person picking up must be an authorized person to pick up and be on the pickup list. Our regular program hours are 8:00-3:00. 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 into the house.
2. Parent will check in child with their phone using a QR code located on the classroom door.

(We encourage parents not to linger as it can be harder on children. We strongly encourage “drop and go.”)

Pick Up Procedure

1. Park and walk in through the front door.
2. Parent will check out child with their phone using a QR code located on the classroom door.

Photographs and Video Pictures and videos taken of children during the school year will be used for school purposes only with written permission from the parent or guardian. If consent is given, your child’s pictures may be used on our website and school Facebook page.

Fire/Emergency Evacuation Drills The safety of the children is our top priority. 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 adults and children. A copy of the Emergency Preparedness Plan is available for review on request. If children must be evacuated from the home for any reason, we will relocate to the neighborhood park on our street at 3100 Breton Drive. The teacher will bring a backpack full of activities for the children to use while they wait. Parents will be sent an emergency message through Brightwheel with instructions for pick up.

Liability Insurance LRCA meets all state requirements regarding insurance 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, daily activities, and playground equipment.

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 throughout the year for families to attend. Some events are Muffins with Mom, Donuts with Grownups, and Graduation.

Parent Notification 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.com

Communication At LRCA, we believe that close communication with each family ensures the success of our students. Parents will receive 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 in our home or on the playground.

Discussing Policies and Procedures Parents are welcome to contact the LRCA Director with any questions they may have regarding their child's care or about any of our policies.

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 home is responsible to a licensing representative who visits on a regular basis. A copy of the Minimum Standards and the most recent inspection report are available for the parent's review upon request. If you have questions about the services provided by our school, you may contact the Childcare Information Line at 1-800-862-5252 or visit their website at www.dfps.state.tx.us

Licensing Office 214-583-4253

Preventing and Responding to Abuse and Neglect LRCA will ensure annual training is completed by all employees to prevent and respond to abuse and neglect of children. Child Abuse Hotline 1-800-252-5400

Lost and Found Please be sure to label everything that your child brings to school, including water bottle and lunchbox. It is much easier to return lost items if it is labeled. If your child is missing anything, please inquire with the teacher.

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 the day. All children will have a minimum of 45 minutes of outdoor play each day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping. All children will participate each day in 45 minutes 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 weather conditions prohibit outdoor play, physical activities will occur in the classroom or in the downstairs living room during the scheduled outside time. During warmer months, children will participate in water activities such as water tables and sprinkler play.

Sunscreen and Insect Repellent LRCA teachers can apply sunscreen and insect repellent provided by the parent. Your child's name must be written on it. Sunscreen and insect repellent must be in spray form.

Emergency Procedures

Fire Drill: The class will evacuate in an orderly fashion through the front entrance of the house. Teachers will lead students in a single file line down the concrete walkway and then across the street from the house. In the case of an actual emergency, our staff and students will relocate to the neighborhood park on our street located at 3100 Breton Drive. An emergency notification will be issued through our parent app, Brightwheel, as well as parents being notified by phone. The teacher will bring a backpack full of activities for the children to do while they wait.

Tornado or Severe Weather: In the event a tornado or severe weather is imminent, all children will be brought to the downstairs restroom. We will monitor the weather reports, and the children will return to the classroom when the danger has passed. During regular school hours, the neighborhood park, located at 3100 Breton Drive, may

become an alternate shelter if our home becomes damaged or unfit for shelter. If our class needs to relocate, we will walk in a single file line down the sidewalk, a teacher will stand in the middle of the street making sure that all students cross safely. Parents will be notified by phone and through Brightwheel.

Parent Rights A parent or guardian of a child has the right to:

- enter and examine the childcare facility during the hours of operation
- review the childcare facility's publicly accessible records
- receive inspection reports for the childcare facility and information about how to access the facility's online compliance history
- obtain a copy of the policies and procedures
- review the facility's staff training records, any in-house staff training curriculum
- review the childcare facility's written records concerning their child
- have the childcare facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child
- be provided the contact information for the childcare facility's local Childcare Regulation office
- file a complaint against the childcare facility by contacting the local Childcare Regulation office
- be free from any retaliatory action by the childcare facility for exercising any of the parent's or guardian's rights

Birthday and Holiday Celebrations LRCA loves to celebrate and make 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. You will be notified of any diet restrictions or allergies the class may have.

Holiday parties are a fun and 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 for 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.

Pets LRCA has 2 household pets. Oliver is a yorkie mix and Millie is a schnauzer mix. They are not allowed in the classroom and baby gates are at each classroom door to ensure the dogs do not come in during school hours. They do have access to the playground but not during recess time.