



# Parent Handbook 2020-2021

*West Conroe Baptist Church  
1855 Longmire Road  
Conroe, Texas 77304  
(936) 760-1911 Church Office  
(936) 521-1623 Academy Office  
(936) 760-1915 Fax*

Dear Parents,

Welcome to West Conroe Academy! We are so pleased that you have chosen our program for your precious child. It is our desire to provide quality care and education for children and their families within a Christian environment. Our staff is made up of many talented and caring individuals who have been called by God to serve in this ministry. We are honored that you have entrusted your child into our care and it is our hope that you are pleased with the efforts of our church and staff.

We want your experience here at WCA to be the best. The policies in this handbook are aimed toward this goal. We encourage you to carefully review our Parent Handbook and keep it handy for future reference. **Please return the last page signed and dated to be placed in your child's file.** We hope that the information provided will be helpful and informative. We are all here to answer any questions that you may have. We encourage you as parents to communicate with your child's teacher to find out ways that you can support your child's success in our program. These early years are critical in the development of your child's future. We consider each and every child to be a blessing from God.

We are personally available to you, and encourage your participation and support throughout the year. Thank you for entrusting your child into our care!

*Blessings,*

**Noelle Jones**  
Director  
West Conroe Academy  
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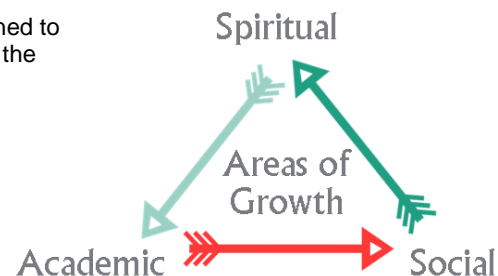
*West Conroe Baptist Church  
Dr. Jay Gross, Senior Pastor  
William McGregor, Executive Pastor*

**West Conroe Academy  
Parent Handbook**

## PURPOSE

- The Academy is a program of West Conroe Baptist Church. Our program is designed to provide a safe, happy, Christian environment constructed on Biblical principles for the cognitive, physical, social, emotional, and spiritual development of preschoolers.
- Growth in a child's life consists of three different areas that are all important – spiritual, academic and social. Our goal at WCA is to help the children in our program grow in all three areas:

**Spiritually** we want to give them a foundation of faith  
**Academically** we want to help them develop a love of learning  
**Socially** we want them to make a commitment to caring



- We commit to pray for each and every child in our program and support them as they learn and grow to be fully devoted followers of Christ. We are here to give support to not only the children in the program, but to their families as well.

## ENROLLMENT/DATES

- Our program enrollment is offered to children 6 months through five years old on a first-come-first-served basis.
- Registration is only valid once all registration paperwork is turned in (completed enrollment packet, shot records, signed parent handbook) with a non-refundable yearly registration fee that varies per class.
- Parents will be notified of any policy change in writing. West Conroe Baptist Church has a racially non-discriminatory policy towards students. West Conroe Baptist Church reserves the right to refuse service to anyone.
- Falsification of enrollment documents or failure to fully disclose enrollment information will be grounds for removal.
- Registration dates for the 2019-2020 school year:
  - Tuesday, February 4, 2020;** 9:00 am: registration opens for currently enrolled families and church members
  - Wednesday, February 19, 2020;** 9:00 am: registration opens to the public
- 2020-2021 school year dates:
  - Mondays, Tuesdays, Wednesdays, and Thursdays. School hours are limited to **9:00 am-2:30 pm.**
  - Tuesday, September 1, 2020 – Wednesday, May 19, 2021.**  
 (Exact start/end dates are subject to change based on the Conroe ISD 2020/2021 academic calendar.)
  - Holidays/closings follow Conroe ISD.

## CLASS PLACEMENT

- West Conroe Academy follows the Conroe ISD state mandated birth date rule for enrollment, which states that children are enrolled based on their age as of September 1 of each school year. For example, a child who turns three on September 2<sup>nd</sup> would be enrolled in a two-year-old class for that school year. A child who turns three on August 31<sup>st</sup> would be enrolled in a three-year-old class for that school year.

## TUITION/SUPPLIES

- Tuition is reviewed annually. The annual program rate is prorated over the course of nine months. This monthly rate remains the same over the program year, even in months when children attend more or less than a standard four weeks.
- YOUR TUITION RESERVES A PLACE FOR YOUR CHILD AND DOES NOT CHANGE DUE TO ABSENCES OR HOLIDAYS.**
- Registration Fee is non-refundable.
- Pre-K and Kindergarten may be required to purchase a small amount of school supplies. The school supply list will be distributed at Meet the Teacher.

CLASS SCHEDULE	AGE AS OF 9/1/2020	NON REFUNDABLE REGISTRATION/ CURRICULUM FEE	FIRST TIME STUDENT PROCESSING FEE	MONTHLY TUITION
2 DAY (M/W or T/TH)	6 MOS-3 YRS	\$150.00	\$25.00	\$210.00
3 DAY (T-TH)	6 MOS-4 YRS	\$200.00	\$25.00	\$305.00
4 DAY (M-TH)	6 MOS-4 YRS	\$250.00	\$25.00	\$390.00
KINDERGARTEN (M-TH)	5 YRS	\$250.00/\$150.00	\$25.00	\$410.00

\*A 10% discount will be given on tuition for enrollment of a second child.

\*A 5% discount will be given for annual tuition paid in full by September 1, 2020.

\*All discounts apply towards monthly tuition rates only, and not towards registration/processing fees.

## MAKING A PAYMENT

- Tuition payments are to be made on the 15<sup>th</sup> of each month for the following month. For example, September tuition will be due on August 15<sup>th</sup>. The tuition will be considered late if not paid by the 25<sup>th</sup> of each month.
- \$10 late penalty fees will be added to accounts that still have an outstanding balance on the 25<sup>th</sup> of each month.

- If payment is not received by the 1<sup>st</sup> of the month your child's enrollment will be offered to the next child on our waiting list. Please contact the director if extenuating circumstance arises which causes your tuition to be late.

**The only payment forms accepted are cash, check or money order.**

**Credit cards payments can be made online @ [www.wcbc.us/wcacademy](http://www.wcbc.us/wcacademy)**

- A \$25 penalty will be charged for all returned checks.
- If two NSF checks are returned to the church, you will be required to pay by cash or certified funds.

## TRIAL PERIOD

- A trial period will begin on the first day of a child's attendance each school year. The trial period for adjustment is 8 scheduled days of attendance (4 weeks for a 2-day student, 2 weeks for a 4-day student). It is important to us that your child is able to fully participate and benefit from his/her time at WCA.
- In cases where a child's discipline/behavior/comfort level prevents them (or the other students in their classroom) from being able to fully cooperate and participate in his/her classroom, a conference will be requested in order to develop an action plan to help the child adjust.
- If a child continues to have a difficult time after 8 attempts, the child may be dismissed from the program. **Registration fees are not refundable.**

## COMMUNICATION

- Communication is a key element in the success of our program. Please be sure to read all information sent home; including the parent handbook, monthly newsletters, teacher notes, and anything else sent home with you or your child. **If your child is absent it is your responsibility to make sure you receive all information that may have been sent home while he/she was absent.** Please be sure you check out all of the information on our bulletin board as well.
- **We use "Remind" to send out text and email announcements.**  
To sign up to receive texts, send a text that says "@wcparents" to: 81010  
To sign up to receive emails, send a blank email (no subject) to [wcparents@mail.remind.com](mailto:wcparents@mail.remind.com)
- **Facebook is also a way for us to communicate with our WCA families. You can find us on Facebook: @WestConroeAcademy**
- The Director is available to answer any questions, comments or concerns you have regarding the Academy program.
- Parent, child, teacher, & director conferences are available as necessary upon request. Please contact the director to set up an appointment to discuss any questions, concerns, policies, or procedures of the childcare center.
- Open Door Policy: You are always welcome to observe your child in action. We want you to see how well your child does at school. Please realize that your child may not understand that you must leave again so you may need to observe them from another room (out of their sight). If you join your child in the classroom your child is still expected to follow the teacher's direction and classroom rules.
- A copy of the State minimum standards is available for review in the administration office **or online** at the DFPS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Our most recent licensing inspection report is posted on our bulletin board. Contact information for the local licensing office is 2017 N. Frazier, Suite C-1 Conroe, Texas 77301 **(936) 538-1230**. The **DFPS** child abuse hotline is 1-800-252-5400.
- Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.
- Our campus is a tobacco free zone. This includes the presence of tobacco in any form.
- Our campus is NOT an open carry zone. No firearms or other weapons may be present unless carried by on duty law enforcement officials.

## DROP OFF & PICK UP

- Our staff uses the time between 8:30-9:00 a.m. to pray and prepare for the day and will not be available to accommodate children before 9 a.m. Please be courteous by allowing us this time for prayer and preparation.
- **Parents are required to walk their children into the building and sign them in on their class daily sign in sheet.** Please ensure we have an emergency contact number where you can be reached at ALL TIMES on each day.
- In cases of divorce, we are required to release a child to either parent unless there is a legal custody agreement stating otherwise in your child's file. Please contact the director if this pertains to your child so that we may be abreast of the situation. If a problem should arise we will contact local law enforcement for assistance.
- If a restraining order has been filed on your child's behalf with the court system, we require that proof of the order having been served upon the respondent be provided to us before we will enforce the order. Orders must be filed at least 7 days prior to child's return to WCA. Enrollment forms must be updated in writing to reflect any changes in authorized pick up of your child.
- Persons appearing to be under the influence of drugs and/or alcohol will not be permitted to pick children up from the church. Local law enforcement will be contacted if necessary.
- You will be required to furnish the names of those who are authorized to pick up your child. A photo I.D. will be required from anyone picking up the child from preschool until we are familiar with them.

- **Children should be picked up promptly at 2:30p.m. Late pick-up penalty fees will be charged at the rate of \$25 promptly at 2:40pm for any child not yet picked up and \$1/minute for each minute after. This policy will be enforced and is at the Director's discretion.** This is a per child charge.
- Please remember that pick up time is not a time to socialize with other parents or with the teacher. This creates an unsecured time. We ask that parents remain outside the classroom during drop off and pick up.

## **PARKING POLICY**

- In order to keep our children safe, we must insist that parking laws be adhered to while in the church parking lot.
- Observe fire lanes and do not park in them. This is illegal and unsafe. Under the portico in front of the doors is a fire lane. Please do not park there for any reason.
- Do not double park.
- Do not park in spaces reserved for handicapped only, unless you have a tag.
- Do not park in any area that is not a designated parking space.
- Children must not be left unattended in a vehicle at any time even if the vehicle is running! This is against the Law!
- Always be very cautious and watch for children in the parking lot.
- Do not use cell phones while driving in the parking lot. State law prohibits the use of cell phones in school zones. We also must insist they not be used while driving on our campus.
- Our children are precious to us and we wish to keep them safe. We must insist that these rules are followed at all times, even on rainy days.

## **ITEMS FROM HOME & LABELING**

- Blankets for naptime must be small enough to fit inside your child's backpack and classroom cubby.
- We provide a specific type of nap-mat that is approved by our licensing agency for each child. These are labeled for each child and are disinfected daily. **DO NOT SEND A NAPMAT WITH YOUR CHILD.** We don't have the space to accommodate storing it and can't ensure its daily cleaning.
- Please clearly label everything your child brings to the church from home with your child's first name and last initial. This includes diaper bags, blankets, bottles, cups, nap towels, lunch kits, and all clothing, especially coats & sweaters.
- **SHOW & TELL:** If a teacher has asked the children to bring an item for show and tell, the teacher will collect the items and store them until show and tell. The items will then be put away again until the end of the day. This is to ensure that items aren't misused, misplaced or broken.
- Glass bottles/containers are not allowed in any classroom for any age child.

## **DRESS CODE**

- Children should be dressed in comfortable clothes and appropriate shoes for indoor and outdoor play. Sandals and open toe shoes, as well as boots with hard soles or pointed toes, are not safe footwear. Closed toe shoes are the best and safest choice.
- Shoes must remain on the child all day – even during naptime.
- Please refrain from cumbersome clothing for children who are potty training. Overalls for infants and toddlers should have a snap crotch to ease diaper changing for caregivers and are not acceptable for older children due to the difficulty in getting them on and off for restroom use.
- Please send an extra change of clothes for your child daily in their bag even if they are potty trained. Accidents happen.
- **Underwear/panties worn when a child has an accident will be disposed of at their teacher's discretion.**
- Every effort will be made to ensure your child's clothing is well cared for; however, WCA does not assume responsibility when clothing is damaged due to typical school use (paint stains, tearing of fabric, dirt or grass stains etc.)

## **CLOSINGS/HOLIDAYS**

- Our program follows the Conroe Independent School District calendar with regards to holidays and breaks. The program will also follow CISD emergency and severe weather closures. Please consult local television and/or radio stations to check for closings. We will also use "Remind" and "Facebook" to let families know about these last minute decisions but you must be signed up in order to receive the notifications.

## **ACADEMY PROGRAM STAFF**

- Our staff is trained and experienced in working with preschoolers. All staff members participate in continuing education and professional development through workshops, conferences and in-service training designed especially for teachers of preschoolers.
- All staff members are required to pass a DFPS background check, an FBI background check, be certified in first aid and CPR, and complete a minimum of 24 training hours per year. Teachers who are hired without previous experience are also required to complete 24 hours of pre-service training before teaching.

## EMPLOYEE IMUNIZATION POLICY

- In order to protect the children in our care, the West Conroe Academy recommends that the staff receive these vaccines:
  - Influenza (annually)
  - Tetanus/Diphtheria/Pertussis (Td/Tdap) –Tdap vaccine recommended once, then dT booster every 10 years
- There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of protective medical equipment will not be considered retaliatory when used by employees of West Conroe Academy.
- WCA encourages the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment includes but is not limited to gloves, masks, and hand sanitizer/cleaners. Staff also receives Blood Borne Pathogen Training annually.

## BIRTHDAY, HOLIDAYS, SPECIAL PROGRAMS & ACTIVITIES

- Each child's birthday is a time for him/her to feel extra special. Parents are welcome to make arrangements with the teacher to celebrate your child's birthday in a simple but special way. Please keep it simple. Please do not bring treats that are inappropriate for children under three or that may be a choking hazard. Latex balloons are not safe.
- **Any food treat brought in by the families must be cleared by your child's teacher at least the day before the event. All parents must be informed of any food items that will be offered to their child BEFORE they can be served.**
- WCA will have parties to celebrate Thanksgiving, Christmas, Valentines Day and Easter. Parents may be asked to help with providing refreshments for these events. If you are interested in helping out, please check for a sign up sheet outside of your child's classroom the week before a party.
- Special programs and activities are planned through the year for children to participate in. These include, but are not limited to the following: Thanksgiving feast, Christmas, Valentine and Easter parties, special theme days (ex. pajama day, western day), and more.
- Water activities may be available and will closely follow all state guidelines regarding water safety.
- Parents may be required to purchase gowns, caps & medals for Pre-K & Kindergarten graduation.
- We have a Christmas program towards the end of December and an End of Year/Graduation program in May. Students not in attendance on Thursdays may still participate in these programs.
- Parent volunteers may be recruited as needed for special occasions.

## ILLNESS POLICY

- The Committee of Control of Infectious Diseases of the American Academy of Pediatrics states that a child should not be taken from the home when the following symptoms exist: fever currently or within the previous 24 hours (armpit/forehead scan of 100 or more), vomiting or diarrhea within 24 hours, persistent nasal drainage, (yellow or green in color) has any symptom of childhood disease such as mumps, measles, chicken pox, common cold, croup, sore throat, any unexplained rash skin infection, pink eye or other eye infections. **We cannot and will not accept children at WCA if they meet any of the above criteria.**
- If a child becomes ill at WCA, parents will be contacted to pick up the child immediately. We realize that this can be inconvenient for parents; however, it is our responsibility to look after the welfare of all our children by preventing the spread of illness.
- Parents should notify the director when their child is ill with a communicable disease so that other parents may be notified as to what symptoms to look for in their children. Please consult your physician as to when your child may return to the program and obtain a Doctor's release to school form and present it to the director. The following is a list of communicable diseases from the Department of Human resources. Athlete's Foot, Chicken Pox, common cold, Diphtheria, fever, Fifth's Disease, German Measles, Viral Hepatitis A & B, Impetigo, Influenza, Meningitis, Measles, Mumps, oral Herpes (fever blisters), pink eye, pinworms, Polio, Rocky Mountain Fever, ringworm, salmonella, scabies, tetanus, Tuberculosis (TB), or Whooping Cough.

## ABUSE AND NEGLECT OF CHILDREN

- The state of Texas requires anyone who suspects child abuse and/or neglect to report it to the proper authorities.
- The school staff has been trained to identify the signs and symptoms of abuse and neglect and the different types of abuse. Staff will be trained annually.
- All suspected cases of child abuse and or neglect must be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of an investigation.
- The phone number to the abuse and neglect hotline is **1-800-252-5400**. Reports should be made as soon as possible and no later than 48 hours. Reports will be kept confidential. If you suspect abuse or neglect in a child but are not positive, please call the hotline, they can advise you if you have observed a child that has been abused.
- Any parent or staff member wanting more information regarding child abuse and neglect and the warning signs, and/or prevention techniques can visit the Academy office for more information.

## MEDICATION/IMMUNIZATIONS/HEALTH

- Immunizations must be kept up to date. A current copy of your child's immunizations must be kept on file. A child may be removed from the program if immunizations are not kept current.
- The laws of the State of Texas and the Department of Protective and Regulatory Services require the following immunization for all children enrolled in daycare: DTAP, IPV, Hib, MMR, HepB, HepA, Varicella, and PCV.

- It is possible that we may have students enrolled in our program that elect not to receive vaccinations. This is documented using a notarized affidavit stating such decision under a doctor's care.
- **Medication:** According to the state law, we cannot administer any medication to a child unless it is a personal prescription filled by a pharmacist on a physician's order and the label bears the child's name, the physician's name, the drug store, and prescription number, date of the prescription, and directions for administering. A release form must also be signed and on file. All medication must remain in its original container and bear the above described instructions.
- Non-prescription medication must be in the original container with the child's name and the date the medication was brought to school. We must have written permission from the parent for each dose.  
\*\*The only dosage of medicine that will be given is the manufacturer's recommended dose on the label. If the recommended dose for the child's age/weight states "consult physician", then a doctor's prescription will be required on the original container, before any medicine can be given.
- We ask if possible that you administer all medications before or after school to ensure the proper medication of your child. We will administer medication only if circumstances require us to do so.
- Each child must have an emergency treatment authorization on file in the office listing physician, the parent's work numbers as well as persons who may be called if parents are unreachable.
- In case of accident or sudden illness, we will immediately try to contact the parent, the child's physician, and/or the persons listed on the enrollment form. In extreme emergencies, the child will be taken to the Conroe Regional Hospital Emergency Room.
- You may provide sunscreen and/or insect repellent for your child. To do so, please fill out a permission slip available at the front desk or in the director's office. Please label the sunscreen/repellent with your child's first and last name and the date of purchase. To avoid the possibility of a skin reaction, please test the sunscreen/repellent you choose on your child at home prior to bringing it to the program. All sunscreen/repellent will be applied according to manufacturer's instructions and must be checked into the office or front desk.
- BITING IS A VERY SERIOUS AND DANGEROUS OCCURRENCE WITH LITTLE CHILDREN. The staff will at all times try to work with the child and the family to stop the biting. If biting continues, a child may be subject to dismissal from the program.
- It is required that all children who are age four by September 1, 2019 must be screened for vision and hearing impairment. If your child has had a vision and hearing test done with a physician, please ensure that we have a copy of the results on file.

## SAFE SLEEP POLICY

- All staff at West Conroe Academy will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):
- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

## SAFETY & SECURITY

- We strive to make safety and security a top priority. We do our best to monitor the entry door during drop off and pick up. Doors will be locked from 9:20am-2:10pm each day to prevent unwanted entry. As always our open door policy remains in

effect for all parents. If you arrive during these hours, please check in with the attendant at the rotunda desk for entry. Do not prop doors open for any reason at any time or allow others not with you to follow you inside our school.

- Locks will be engaged during the school day on the main WCBC Preschool Building entry doors, the main entry doors to the Academy and on the classroom doors.
- Security cameras are located throughout the church building with 4 being located in the preschool area. These cameras are monitored by staff during school hours and are recorded 24 hours a day.
- We insist that you sign your child in and out each day and update your child's authorized pick up list as often as necessary. **All children must be accompanied by an adult at all times until signed into our care – this includes non-enrolled children. You must physically escort your child into their classroom.** We will not allow anyone to pick up your child without written permission from you and a valid ID from the person picking up.
- Fire drills are conducted every month, lock down drills and severe weather drills every 3 months while in session.
- Evacuation map and an emergency preparedness plan are located in each classroom next to the door.
- In the event evacuation is necessary and re-entry to the building is prohibited, parents will be notified by phone to pick up their child and the location.
- A thorough & detailed emergency preparedness plan is on file in the WCA office and is available for review by request.
- We know that parents like to capture special events at school with photographs; we do ask that you try to capture your child's photo only in order to respect the privacy of our other families. Posting pictures on social websites is not acceptable if the photo includes a child that is not your own.

## **PROCEDURES FOR HANDLING EMERGENCIES**

**First Aid Kits are located in the preschool administration office Restroom and in the resource room on top of the refrigerator.**

### **Possible at risk situations:**

- Fire
- Natural Disaster
- Terroristic Threat

**Notification Duties in an Emergency:** The individual who identifies the emergency is to sound the alarm and or notify the appropriate agency such as the Fire Department, Police Department, or other agency as directed by the Emergency Coordinator. Waiting for such direction is not considered necessary if circumstances obviously dictate which agency should be called.

### **Evacuation Procedures: (Fire, Airborne release, Bomb Threat)**

- Calmly line up children, Infants and Toddlers should be placed in cribs or Bye Bye buggies.
- Take class sign in sheet. (located outside each door)
- Account for each child before exiting.
- Exit the building following the quickest and safest route.(see map)
- Upon Exiting, all classes should meet in the upper west section of parking lot C.
- Account for each child upon arrival in the parking lot.
- Check in with Emergency Coordinator.
- If re-entry to the building is prohibited, continue with children up to the hilltop Student Ministry Building.
- Account for each child upon arrival in the Student Ministry Building.
- Check in again with Emergency Coordinator.
- If all clear re-entry is given to the building, return to your classroom and again account for each child upon arrival in the classroom.

### **Natural Disaster Emergency Procedures: (Tornado, Threatening Weather)**

- Announcement will come by messenger telling you to follow Natural Disaster Emergency Procedures.
- Calmly line up children, Infants and Toddlers should be placed in cribs or Bye Bye buggies.
- Take class sign in sheet. (located outside each door)
- Account for each child before exiting the room.
- Proceed to designated interior area of the building. (see map)
- Account for each child upon arrival to designated area.
- Check in with Emergency Coordinator.

### **Lock Down Procedures: (Terroristic Threat)**

- Announcement will come by messenger telling you to follow Lock Down Procedures.
- Account for all children.
- Close and lock all doors and close and lock all windows. Cover windows & gaps under doorways.
- Turn off all heating systems and air conditioners.
- Avoid windows and doors.
- If you suspect that a harmful gas or vapor has entered the room, hold a wet cloth over your nose and mouth. Then provide the same for each child.
- Remain in room until all clear announcement is made.

**WCA - Emergency Drills will be conducted at least once every 30 days. While in session.**



**Severe weather drills will be conducted every three months. While in session.**

## **Designated Emergency Coordinator Duties**

### **Evacuation Procedures: (Fire, Airborne release, Bomb Threat)**

- Designate someone to call 911 or appropriate agency upon emergency.
- Designate someone to sound fire alarm if building evacuation is necessary.
- Take cell phone, first aid kit, & emergency information folder.
- Check each classroom by walking into first room, closing door behind you, and walk through the classroom, through the restroom and into the second adjoining classroom. If both classrooms and restrooms are all clear, exit room, close door and continue in the same way until all rooms & restrooms have been checked.
- Once all children have exited the building, proceed to upper west section of parking lot C.
- Check with each teacher and verify number of children in each class are all accounted for.
- All clear re-entry – ensure all children safely return to the building and no one is left in the parking lot.
- Re-entry prohibited – continue with all classes to the hilltop student ministry building.
- Check with each teacher and verify number of children in each class and all accounted for.
- Determine if children should be sent home.
- Designate callers and divide lists accordingly and begin calling parents.
- Children will be released as usual. Sign in sheets must be maintained.

### **Natural Disaster Emergency Procedures: (Tornado, Threatening Weather)**

- Begin messenger system if severe weather is threatening or if lockdown is necessary.
- Take cell phone, first aid kit & emergency information folder.
- Check each classroom by walking into first room, closing door behind you, walk through the classroom, through the restroom and into the second adjoining classroom. If both classrooms and restroom are all clear, exit room, close door and continue in the same way until all rooms & restrooms have been checked.
- Check each designated interior room and verify and account for each child.
- Remain in interior room until threat has subsided.

### **Lock Down Procedures: (Terroristic Threat)**

- Begin messenger system if lockdown is necessary.
- Designate someone to call 911 or appropriate agency upon emergency threat.
- Have cell phone, first aid kit and emergency information folder immediately available.
- Close and lock all doors and close and lock all windows. Cover windows & gaps under doorways.
- Turn off all heating systems and air conditioners.
- Avoid windows and doors.
- If you suspect that a harmful gas or vapor has entered the room, hold a wet cloth over your nose and mouth.
- Remain in room lockdown until threat is all clear.
- Begin messenger system to clear lockdown.

## **Medical Emergency**

Designate someone to do each of the following:

- Remain with the affected child or children.
- Call 911 or appropriate agency upon medical emergency.
- Retrieve AED, oxygen tank and first aid kit.
- Retrieve the affected child or children's personal file and locate medical release and emergency information for each child. Make a copy of each for medical personnel.
- Immediately call parents to inform them of the situation.
- Direct ambulance and medical personnel to the location of the medical emergency.
- Ensure all incident reports are filled out, signed and reported.

## **CURRICULUM**

- We have developed an age appropriate curriculum for all ages with various content areas for your children to explore and learn from. We believe that learning should be a fun experience, full of great discoveries and opportunities to grow. Our Bible curriculum focuses on developing a spiritual relationship with our Lord and Savior Jesus Christ.
- Schedules and specific activities will be decided by the teacher and will be posted in your child's classroom.
- We also integrate sign language into our Infant and Toddler classes.
- Specials classes will be offered each year. Specials classes in the past have included: Chapel, Music and Movement, Science, Art, Spanish and PE as the schedule permits. Exact specials offered are decided based on the availability of staff members and school schedule each year.
- Pre-Kindergarten and Kindergarten programs are both designed to prepare your child for advancement to the next level of learning, including continuation in, private school, public school, or home school.

## POTTY TRAINING

- Potty training is a very important part of our program. We strongly encourage potty training as soon as your child is ready, and we are eager to help your child achieve this milestone. It is necessary for us to require that your child wear pull up or leak proof training pants until your child has been accident free for more than two weeks.
- **Children enrolled in our Three year old, Pre-K, and Kindergarten classes must be completely potty trained prior to attending our program.**

## SUNDAY SCHOOL/CHURCH ACTIVITIES

- We encourage all our parents to provide Christian education & worship for their children. If you do not have a church home, we would love to have you visit here at West Conroe Baptist Church. We can offer you and your family a warm, caring environment and programs for all family members.
- Throughout the year West Conroe Baptist Church offers wonderful activities for the entire family. We encourage you to attend any and all activities the church has to offer that interest you. Periodically, we will send home information on these activities with your child.

## MEALS AND SNACKS

- Please send your child with a nutritional lunch daily. The Academy is not responsible for the nutritional value of your child's lunch or meeting the child's daily food needs. Lunches **may not** require heating or refrigeration. Meals should be **ready to eat** and should not require any additional preparation by the teacher (including cutting into smaller pieces).
- Do not send candy, carbonated drinks, or beverages with added sugar.
- We do not provide meals unless otherwise stated on special occasions.
- A daily snack will be provided by WCA which will be Goldfish, pretzels, animal crackers, vanilla wafers or Cheez-Its unless otherwise posted by your child's teacher on their daily sign-in sheet.
- Water will be available at every snack, at lunchtime, and after active play. You may bring your child a water bottle to be used each day.
- Parents do have the right to breastfeed or provide breast milk for their child while in care. Comfortable provisions will be provided to you when needed.

## DISCIPLINE

- WCA plans many fun and exciting activities to keep children busy throughout their day. Occasionally a child will need to be reminded of what is expected of him/her in terms of appropriate behavior. Discipline is handled in the following manner:
  1. The caregiver/teacher talks discreetly with the child and discusses proper behavior and expectations. The caregiver will attempt to redirect the child by giving them positive guidance in leading them to making the right behavior choice.
  2. If the behavior continues, the child may be removed from the group to think about his/her actions. (Time spent in "time out" is 1 minute per year of age).
  3. If the behavior still continues, the caregiver will bring the behavior to the Director/Assistant Director for additional recommendations. At this time, a conference with the parents may be necessary.
- If a problem is not resolved after steps 1, 2, and 3 are taken or if the behavior is promoting a disruptive, disrespectful, and/or unsafe environment for the child, other children or adults (such as hitting, biting, kicking, hurting others, or continual disruption of the class) the child may be dismissed from the program.
- In all discipline matters, we will strive to encourage Christ-like behavior.
- Staff will never use corporal punishment or negative discipline that may hurt or humiliate the child.

## DAMAGES

- Parents are responsible for payment of any damages to the church property caused by their child or themselves. This does not apply to regular wear and tear or breaking small toys.
- If a nap-mat is destroyed by a child because they have physically torn them/picked at them and created holes beyond repair, their family will be charged \$25 to replace it.

## TERMINATION

- A two-week written notice will be required from the parent to terminate a child's enrollment. Without the proper notification, the following month's tuition will be due.
- **If it is necessary for you to withdraw after April 15th, you are still obligated to pay half of your tuition for the month of May.**
- West Conroe Academy reserves the right to terminate enrollment without cause or reason at anytime should the situation deem it necessary.

## CONFIDENTIALITY

- All information concerning individual persons and their families received by West Conroe Academy will be kept strictly confidential, with the exception of suspected child abuse which we are required by law to report.

- Should you have any questions or concerns of this program description, policies, procedures or services, please discuss your concerns with the director immediately. We appreciate the opportunity to serve you and your family and sincerely hope that you will be pleased with our program.
- Using social media outlets such as (but not only) Facebook & Twitter to discuss complaints, concerns, confidential matters, etc regarding the Academy is not acceptable and may be cause for dismissal.

## **FAMILY/MARRIAGE POLICY**

- West Conroe Baptist Church believes the following in regards to family and marriage. Those participating in WCA are expected to adhere to this policy.
- **Family:** God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption.
- **Marriage** is the uniting of one man and one woman in covenant commitment for a lifetime. The husband and wife are of equal worth before God, since both are created in God's image. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation... Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.
- **We prefer not to become involved in cases of divorce or custody hearings. Should you need counseling, please contact the church office for an appointment: ( 936) 760-1911**

## **DISABILITY STATEMENT**

- WCA is an extension of the ministry of West Conroe Baptist Church. As such, it is exempt from the requirements imposed by the Americans with Disability Act. The Public Accommodations Title exempts religious organizations from coverage under that section of the Act. Furthermore, West Conroe Academy does not accept any federal financial aid or assistance. Since WCA is not a recipient of federal financial aid or assistance, it is not covered under the Rehabilitation Act of 1973, which could require the program to provide for disabled students.
- WCA regrets that it cannot accommodate students with physical, mental, or emotional disabilities. These students are precious in God's sight and need a school wherein they will receive all they might require.
- West Conroe Baptist Church welcomes and ministers to children and adults with special needs through the Discovery Ministry. Contact the Church office for more information: (936-760-1911)

**West Conroe Academy**  
**Parent Handbook Acknowledgement of Receipt**

I, \_\_\_\_\_ the parent of \_\_\_\_\_  
acknowledge that I have received a copy of the Parent Handbook and have read and understand the policies set forth for West Conroe Academy. I also agree to follow all policies and procedures as long as my child is enrolled in the program. I am aware that failure to do so could result in termination of enrollment.

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Parent signature

Date