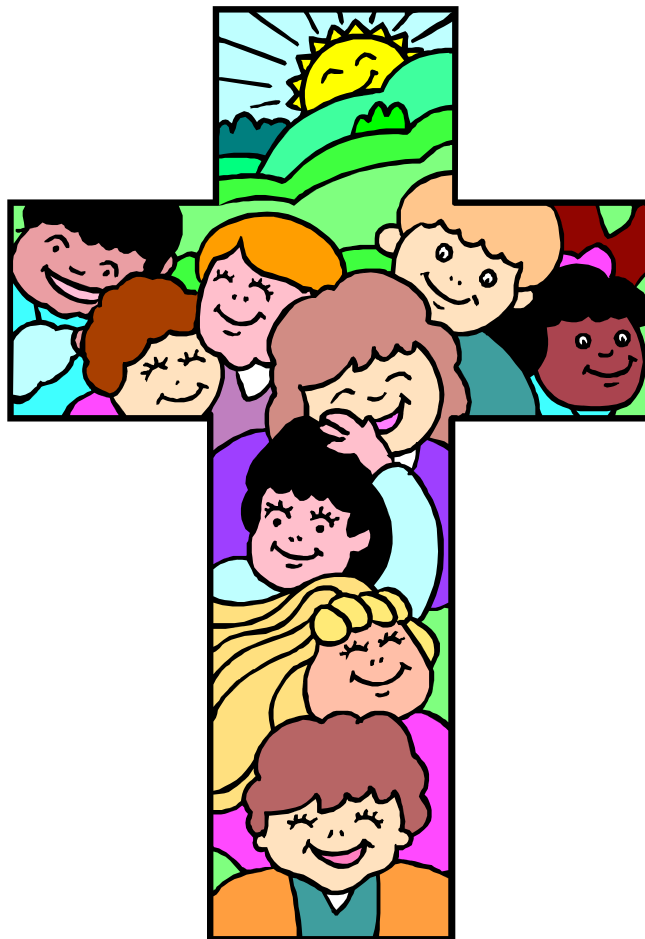


The Adventure Programs

2011/2012



Parent Handbook of
Policies and Procedures

The Adventure Programs
A Ministry of
Windwood Presbyterian Church
10555 Spring Cypress Road
Houston, TX 77070

School Office: 281 378 4080

Fax: 281 378 4081

Church Office: 281 378 4040

Website: www.windwoodpc.org

Director: Michelle Asous

Associate Director: Janice Melcher

Assistant Director: Debbie Atnip

Assistant Director: Janet Johnson

Assistant Director: Bonnie Terpstra

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The Windwood Presbyterian Church

Statement of Faith

We affirm that:

- The Holy Scriptures of the Old and New Testaments as the inspired Word of God, the authoritative, and infallible rule of our faith and practice.
- The historic actuality of the virgin birth of our Lord Jesus Christ and His divine/human nature.
- The historic actuality of the miracles of our Lord Jesus Christ as conveyed to us in the pages of the Holy Scripture.
- The efficacy of the substitutionary atonement of our Lord Jesus Christ for our sins.
- The historic actuality of the bodily resurrection of our Lord Jesus Christ and His coming again.

We believe these to be the historic understandings of the Christian Faith, embraced by believers throughout the centuries, and expressed faithfully in the confessional standards of the Presbyterian Church (USA).

Mission Statement

The Adventure Programs seeks to provide a safe, nurturing, Christ-centered educational environment where children and their families feel a sense of support, unity and acceptance in a true family of faith.

Philosophy

The congregation of Windwood Presbyterian Church, recognizing the critical importance of early childhood education, pledges itself to a continued ministry to this community through the Adventure Programs at Windwood. We will strive to provide every child an opportunity to grow in all areas: mental, spiritual, emotional, social, and physical. Our Director and teachers are trained to provide classes which include a balance of play activities, creative art work, music, exercise, story time, gross and fine motor skill development, language building activities, and learning centers.

Registration

The purpose of Windwood's Children's Ministry, through the Adventure Programs is to assist and equip families to raise their children in the love and admonition of the Lord. Families must fall within the biblical definition of family in order to enroll their children in The Adventure Programs. See the "Support of the Family Policy" on page 16.

Please sign and return the Student Handbook acknowledgement form with your child's enrollment forms.

Admission is open to children of all races, nationalities, and economic backgrounds. (For exclusions please see Severe Allergy Policy) Classes will be filled on a first come, first served basis. The remaining availability of classes will be filled first from the waiting list, and then from all others wishing to enroll. Members of Windwood Presbyterian Church and younger siblings of currently enrolled students have priority in pre-registration. All others are placed in accordance to the date of contact with the Director. Parents of children on the waiting lists will be contacted when an opening occurs.

Age Levels and Qualifications

Wiggle Worms serves children 18 months to 24 months. Children must be 18 months by September 1, 2011. There are 2 teachers to 14 students and the hours are from 9:00 am to 2:30 pm.

Mother's Day Out serves children from 24 months by September 1, 2011 up to 36 months. There are 2 teachers to 15 students and the hours are 9:00 am to 2:30pm.

Building Bridges helps to 'bridge' the gap between Mother's Day Out and Preschool. Your child must turn 3 years old between September 1st and December 31st, 2011 to enroll in this class. Hours are from 9:00 am to 2:30 pm. Your choice of MWF or TTH classes. There are 2 teachers to 16 students.

Preschool for 3 & 4 year olds -- Your child must be 3 or 4 years old by September 1, 2011 to be enrolled in this program. Preschool 4 year olds must be fully potty trained to enroll in this program. Hours are from 9:00 am until 1:00 pm or 9:00 am until 2:30 pm. Your choice of MWF, TTH, or 5 day schedule. We also offer a 9-12pm class on MWF or M-F.
There are 2 teachers to 16 students.

Transition for 5 year olds—Your child must have turned 5 by September 1st, 2011 to be enrolled in this program (No Exceptions). This class is Monday through Friday, 9:00am to 1:00pm. Extended Care is available until 4:30pm or 6:00pm.

Withdrawal

Two weeks notice, in writing, is required to withdraw your child from The Adventure Programs, or you will be charged the full month's tuition.

Enrollment & Registration Fees

A child is considered enrolled in the program once his/her registration form and fees have been paid and the availability confirmed by the Director. Registration and supply fees, are due at the time of registration. **The registration and supply fees are non-refundable. All registration paperwork with the exception of the Health Form must be completed and signed at the time of Registration. The completed Health Form must be turned in prior to the student's first day of school.** The child must be the proper chronological age for each class by September 1st. There is a section in this handbook covering Age Levels and Qualifications. There will be a \$25 fee for each class change made after April 1st 2011. If policy changes are made after registration, parents will be notified either by email, flyer or/and the newsletter.

Immunization Records

All students must have a current immunization record on file—this must be updated as immunizations are administered, as well as the beginning of each school year. Per Texas guidelines, students must have a Statement of Health signed by a physician authorizing them to participate in the program.

PLEASE NOTE: the above referenced information must be on file by the first day of school to be able to participate in the TAPS program.

The following immunizations are required for all students. All immunization records must be validated by a physician or public health clinic. Failure to have immunizations up to date will result in suspension from the program until proof of immunizations can be provided.

Texas Minimum State Vaccine Requirements for Child Care Facilities

Age When Enrollment	Vaccine Requirement
By 16 months	Three doses of DTaP/DT/DTP Two doses each of polio, and hepatitis B One dose of MMR and Hib
By 19 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B One dose each of MMR, varicella, and Hib on or after first birthday
By 25 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B One dose each of MMR, Hib, varicella, and hepatitis A received on or after 1st birthday
By 43 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B One dose each of MMR, Hib, and varicella received on or after 1st birthday

Texas Minimum State Vaccine Requirements for Pneumococcal Vaccination For Children Attending Child Care Facilities (PCV-7, Prevnar)

12-23 months	Four doses of pneumococcal vaccine with one dose on or after 12 months of age OR Three doses if a child received the first dose from 7-11 months of age and at least one dose was administered on or after 12 months of age OR Two doses if a child received the first dose from 12 through 23 months of age
24-59 months	One dose if a child is unvaccinated or partially vaccinated and healthy OR If a child is unvaccinated or partially vaccinated and at high risk 2 doses are required.

Exemptions:

The law allows a physician to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief can fill out an affidavit from the Texas Dept of Health.

Instructions for the affidavit to be signed by parents/guardians choosing exemption for reasons of conscience, including a religious belief can be found at www.immunizeTexas.com.

Vision and Hearing Screening

As per Texas law, TAPS will conduct yearly vision, hearing and spinal screenings (a fee will apply) for selected ages. Parents will be notified prior to testing dates. In the event your child needs additional testing, you will be contacted and additional testing with your child's physician will be recommended. Further information can be accessed at www.dshs.state.tx.us/vhs/.

Tuition

Tuition payments are due to the office on the first school day of the month and are considered delinquent on the tenth day of the month. A \$25.00 late charge is assessed for late tuition payments. If tuition is 30 days delinquent, your child will be unenrolled from The Adventure Programs. If you need to make alternative payment arrangements please stop by the office.

Tuition is payable by CHECK OR CASH ONLY. Checks should be made payable to:

The Adventure Programs or TAPS

Please note your child's first and last name in the "remarks" section of the check, along with the child's grade level and teacher's name.

Tuition is non-refundable and is DUE WHETHER YOUR CHILD ATTENDS OR NOT -- there are no provisions for "make-up" days due to illness or days missed due to inclement weather or extended vacation.

Returned Check Policy

In the event of a returned check, there will be a \$30 returned check fee assessed and **ALL** future payments must be made in either cash, cashier's check or money order.

Security

As an added security measure all doors except the main hallway will be locked, please do not ask our staff to open the locked doors for you. We have an off duty Harris County Sheriff's Deputy on the school premises from 8:30 am until 6:00 pm. If you are visiting the school for any reason, (class parties, parent readers etc.) you must sign in and wear a name badge. Any person that will be in a classroom with the children must have a criminal history background check completed (yearly) before going into the classroom. This applies to all staff and volunteers etc. If you will be volunteering, please fill out the appropriate form at the front desk.

Parent Classroom Visits

Parents are allowed to visit their child's classroom throughout the year. However, there are some specific guidelines that must be followed:

- Notifying the teacher in advance to determine the most opportune time is the best way to set up an observation. However, should the parent show up at school for an unannounced visit they should understand that the time may not be conducive to a visit or observation.
- Upon arrival, the parent must sign in, have a background check and receive a visitor badge. They must then go directly to the classroom.
- Once leaving the classroom, the parent should report to the office to sign out. Please do not visit other areas of the school.
- When the parent leaves, he/she should not attempt to engage the teacher in a conversation. An email or note should be sent to request a call from the teacher or a parent-teacher conference.
- Due to privacy laws, teachers may not disclose any information about your child to anyone other than the parents or legal guardians without a waiver of information form being completed.

Volunteer Guidelines

Volunteers are an integral part of campus life at The Adventure Programs. All volunteers are subject to a background check as per our licensing standards. Please complete the release at the beginning of school to allow for a timely approval for service amongst our students.

All volunteers must wear a school visitor badge while on campus. Please assist us in our security awareness by consistently signing in and out each time.

Volunteers are representatives of The Adventure Programs and are to behave in an appropriate manner at all times. Volunteers should adhere to the dress code: Jeans, T-shirts, Sweat Shirts, Capri's and knee length shorts and skorts (No more than 2" above the knee) skirts and dresses (need to be no higher than 2 inches above the knees, and slits in dresses and skirts need not to be split above the knee) are permitted providing they are in good taste and are clean and in good repair.

Emergency Phone Numbers

We **must have** current phone numbers where we can reach you or a designated person, who you would trust to pick up your child, at all times! The phone numbers will be used in case of emergency or illness.

These numbers are filled out initially with your child's registration paperwork and are kept on file in the office. We urge you to have the names and numbers of several people listed. You must designate **in writing**, individuals who are allowed to pick up your child. Any person picking up your child, other than yourself, must show proof of identification before your child will be released to them.

Arrival and Departure -- General

Children sometimes have a hard time separating from their parents when they first start attending. We find that it helps to keep good-byes short, matter of fact and cheerful! Then leave without looking back -- go well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the Director or another teacher to check on your child for you. If you have found that your child responds best when you can come in for a few minutes and get them involved before leaving, please do so -- but be cautious about leaving doors open and purses within reach, etc.

State Licensing requires that the children are **signed in and out daily** by the person dropping them off and picking them up.

Late Arrival and Early Pick Up Procedures

If your child is a late arrival (after 9:30 am) you must sign them in at the Reception Desk and someone from the office will take your child to their classroom.

If you are picking your child up early (before 12:45 pm if your child is in a class that ends at 1:00 pm or before 2:15 pm if your child is in a class that ends at 2:30 pm), you must stop by the Reception Desk and sign your child out. Someone from the office will go and get your child for you. Be prepared to show identification.

-- We have found that if one parent shows up at the door -- the rest of the children think that it's time for them to go home too!

Custody Issues

The Adventure Programs requires a copy of custody papers, temporary or permanent, (signed by the court). During registration, we require that the parents and/or legal guardians of the student be listed. If, due to some court ordered action, access to a child is limited, restricted or denied, The Adventure Programs must have a copy of child custody orders, temporary or permanent. Without such orders, the information on the registration papers will be used. In the event that the student has a legal guardian, the school should have a certified copy of the guardianship order

Student Arrival to School

For the safety of our children, students cannot be admitted into the classroom earlier than 9:00 am. We do not have anyone on duty supervising students until that time. Parents are asked to physically walk their child to their classroom. Do not drop your child at the front door and let them walk in by themselves.

Student Departure from School

Children not picked up by 12:05, 1:05 or 2:35 (depending on when the child's class ends) will be taken to the school Office. **You will be charged \$1.00 for every minute that you are late**, after 1:05pm or 2:35pm. Late fees will be payable when you pick up your child. See the Extended Care program for the applicable late fees. **The schools' phone system will serve as the official school time. All children must be picked up by 3:00pm.**

If your child has not been picked up by 3:00 pm and we have been unable to contact you, your spouse or ANY of the individuals you have designated, we will be forced to notify CPS (Children's Protective Services), at 1-800-252-5400 or 713-664-5701 and have them pick up your child.

Taking Students Out of Classes During School

Any student leaving school at any time during the school day must be signed out by the parent, or legal guardian. If they return on the same day, the student must be signed in by the parent or legal guardian. Sign-in and sign-out procedures take place in the school office.

The only person permitted to take a student from school are the parents or legal guardians. Under normal circumstances, either parent of the student should be allowed to take a student from school. In the event the parents are separated or divorced and custodial rights have been terminated the school will need to be furnished with a certified copy of the court order. In the event that the student has a legal guardian, the school should have a certified copy of the guardianship order. The only other individuals permitted to take a student from school is that person who has been given written permission by the parent or legal guardian. Proof of identification is required before the child is released.

Minimum Standards

If you would like to review the minimum standards guiding our program, you may view them at DFPS website www.dfps.state.tx.us The local child care licensing office phone number is **713-940-3009**. All suspicions of child abuse and neglect must be reported by calling **1-800-252-5400** or on the website www.txabusehotline.org A copy of the most recent licensing inspection is posted in the preschool office. If at any time you wish to contact a member of the Adventure Programs Administration, you may do so by calling 281 378 4080.

Nursing Mothers

The Adventure Programs has two areas with comfortable seating available for nursing mothers to be able to breastfeed. Room C119 in the children's wing of the preschool and the lounge area of the ladies room in the Atrium of the Church are available at all times.

School Calendar - Holidays

The Adventure Programs calendar is based on information from Cy-fair/Klein/Tomball districts. The monthly newsletter will highlight non-school days/holidays for that month. A complete school calendar can be found on our website at www.windwoodpc.org.

The Extended Care Program

The Adventure Programs offers a Before School program that runs from either 7:30 am or 8:00 am to 9:00am and an After Care program that runs from 2:30 pm to 4:30pm or 6:00pm. The extended care program is not available for the 9-12pm and 9:00-1:00pm classes (*with the exception of the Transition class*) Please fill out the necessary paperwork to attend these programs. Separate fees will apply, checks are made payable to "The Adventure Programs", please note on the memo part of the check if it is for Before or After care. Late fees of a \$1 per minute will apply after the 4:30pm and 6:00pm pick up time. The school's phone system will serve as the official school time.

Emergency Procedures & School Cancellation

Fire Drills/Fire Emergencies

1. In the event of a fire drill/fire emergency an audible fire alarm will sound.
2. Each classroom has an evacuation chart posted on the wall with the nearest exits shown.
3. All classes will immediately evacuate in a quick and orderly manner to the playgrounds. Odd number classrooms go to playground 5 and even number classes go to playground 6. The classes in the modular buildings and gym will report to the academy playground.
4. Upon arrival at the meeting area, the teachers will immediately account for all children in their class.
5. The Director will inform teachers when it is safe to return to their classrooms or other location as deemed necessary.

Tornado Precautions

1. Office personnel will monitor severe weather threats and notify classes if action is to be taken.
2. In general, all classes with windows will be evacuated to the hallways. Classes in rooms without windows will remain in their classroom. The music and computer rooms can be used.
3. Teachers will take a flashlight and class list with them. When evacuating children to the hallways, teachers will place children in a protective position against the walls.
4. Classes will remain in the hallways until the Director informs them that the threat is over.
5. Classes in the gym and modular buildings will proceed to the gym hallway.

Flooding/Severe Weather

If the decision is made to cancel classes before school begins, the teachers will attempt to call the parents. However if phone lines and email are down this will not be possible. Please watch your local T.V. stations or listen to local radio for a list of school closings. We will be closed when Cypress Fairbanks, Klein or Tomball Independent School Districts close. **If Cypress Fairbanks, Klein or Tomball Independent School Districts opens late due to snow, ice or hurricanes we will remain closed.** If you have any doubts, please call the Preschool Office at 281-378 4080 or the church office at 281-378-4040 or check the website www.windwoodpc.org.

Illness

If your child is ill, please keep him/her home from school. We want our classes to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. **In order to keep our classes "healthy", you must keep your child home if he/she has had any of the following symptoms 24 hours prior to class: Diarrhea, vomiting, or fever.** Be alert to such symptoms as runny nose, sore throat, upset stomach, skin rash, flushed face, paleness, etc. **Your child must be free of fever, diarrhea or vomiting, for 24 hours without the use of medication before returning to school.** Check with your physician for diagnosis, treatment, and the proper time for returning to school. If your child becomes ill at school, he/she will be isolated and you, your spouse or your childcare provider will be contacted immediately. It is expected that he/she will be picked up within one hour of communication with the school, please make the necessary arrangements to accommodate this requirement if needed.

If your child has a physical injury such as a broken arm, leg etc. We require a Dr's release before they can return to school. If there are special instructions, we will do all that we can to honor such instructions. However, we cannot guarantee that this will always be possible due to staffing and time constraints.

Communicable Disease Policy

In an effort to protect the health of all children, it may be necessary to exclude from school children that are suffering from a communicable disease. The following policy stands in compliance with the Texas Administrative Code, Title 25, Rule 97.7. The more common communicable diseases include chickenpox, pink eye, fifth disease, ringworm, impetigo, streptococcal infections and pediculosis (lice). Children excluded from school because of a communicable disease may be re-admitted:

1. When the student has received a letter from the attending physician, stating that the child is no longer contagious; and/or
2. When the child is free of symptoms and infection.

This list does not show all of the communicable diseases, please check with the Director if you need more information.

Emergency and Illness

If your child is injured at school, you will be notified and a first aid procedure will be provided. EMS will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- Seizure activity
- Difficulty breathing

EMS may also be called at the discretion of the Administration. Should EMS be called, your child will need to be checked out prior to EMS departing the campus, or your child will be transported to the nearest hospital. (Windwood Presbyterian Church's insurance is secondary to your primary insurance and only pertains to accidents occurring on campus.)

Accident/Incident Reports

As preschoolers are active learners, minor bumps & scrapes tend to occur. Your child's teacher will include a copy of the accident or incident report in your child's backpack. When possible, it will be given to you directly at pickup time. Due to privacy laws when an accident/incident report comes home, you will not see the name(s) of any other children involved. Although we will handle any situations that may arise, we are not at liberty to share the names of any parties involved.

Severe Allergy Policy

The Adventure Programs Board of Directors has reluctantly concluded that for the safety and welfare of your children, **The Adventure Programs can no longer accept students who are susceptible to anaphylactic shock or other severe, life threatening physiological reaction due to foods, insect bites, odors or other common substances.**

Several considerations prompted the Board's action. First, The Adventure Programs has no on-site medical facilities nor do we employ a nurse or other medical personnel. Anaphylaxis, however, can quickly be fatal without an epinephrine injection. Second, the Adventure Programs shares the classrooms with Windwood Presbyterian Church. Thus, we have no control over (or knowledge of) what foods or other substances may have been consumed or used in the classrooms during Sunday school classes. However, mere contact with trace amounts of peanuts, tree nuts (walnuts, cashews, etc.) shellfish, fish, milk and eggs may cause anaphylactic reactions in allergic individuals. Third, small children have a propensity for "wearing" and sometimes sharing their food.

Medication

The Adventure Programs does not administer medication, unless the child has a life-threatening condition, such as asthma. In these cases, medication must be in the original pharmacy container with the original prescription label and brought to the Director's Office for use in emergency situations. Also, a Parent Request for Administering Medication Form must be filled out and signed and dated by the parent and physician. A copy will be kept in the child's file. A student must not keep medication (even over the counter medication) in their backpacks or on their person (to do so may be cause for disciplinary action). Items considered to be 'medication' include: Prescription medication, over-the-counter medication (including pill, syrups, and ointments), aspirin, Tylenol, vitamins and cough drops.

What To Wear

Whether a child is still in diapers, in the process of training, or going to the bathroom alone, it is very important that the clothes that he or she is wearing be easy to manage at bathroom or changing time. Elastic, pull-on pants are ideal for this purpose. Dress the child in comfortable **play clothing** that will be comfortable inside and outside. Please include a sweater or jacket on cold days. **Tennis shoes must be worn.** No boots, sandals, roller ball type shoes, crocs or flip-flops, please -- they can be hazardous for children to run and climb in. (If your child comes to school in inappropriate footwear, he/she will not be able to play on the playground equipment or participate in P.E.)

Gifts

The school strongly discourages the delivery of flowers, balloons and other gifts for students during the day. Such gifts, if delivered will be held in the Director's Office until the end of the day.

Students should not give gifts to classmates at school unless the individual gives every member of the class a gift.

Toilet Training/Training Pants

Many of you are or will be in the process of toilet training your child. We will help you with this training in every way we can. We must, however, insist that children who wear traditional cloth training pants to school must also wear plastic pants over them until they are no longer having accidents. Plastic pants are not a requirement for those children who choose to wear Pull-Ups type disposable training pants.

Children enrolling in the 4 year old program must be fully potty trained before the first day of school. Children enrolling in the 3 year old program must be potty trained by Christmas.

The Adventure Programs definition of "Potty Trained": The child is able to inform the teacher of their need to use the potty, the child can independently take clothing on and off, should not be wearing "Pull Ups", the child can independently get on and off the toilet by themselves and wipe his/her own bottom and wash their own hands. If a child has three potty accidents they will be suspended for a month. This policy applies to all 4 year old classes (and the 3 year old classes after the Christmas Break).

What To Pack

We ask that each child bring a diaper bag or **standard-sized backpack** with them to class -- no 'mini' backpacks, please! Here are some things to pack:

- + Diapers (if applicable) -- put in two more than you think your child will go through!
- + Children in Mother's Day Out and Building Bridges should bring a nap mat and a small blanket to cover up with.
- + Lunch stuff - lunch box, etc. (see [Lunch Time](#))
- + **All children must have a full change of clothes, including socks, in their bag or back pack for emergencies.**
- + It's a good idea to pack a light jacket or sweater during Fall, Winter, and Spring.

Be sure to LABEL EVERYTHING with your child's name.

Lunch Time

The Adventure Programs does not have a cafeteria; students must provide their own lunches. Here are some helpful things you can do so that mealtime at The Adventure Programs can be a pleasant, satisfying experience for your child:

- Include only finger foods that your child can eat without assistance. **We are unable to heat lunches.**
- Any items that need to be cut up (grapes, hot dogs etc) should be cut up at home.
- Box-type juices or milk drinks are nice and don't leak like a thermos sometimes does.
- No glass containers of any type, please.
- Label everything that you want to come back home -- including: the lunchbox, utensils, thermos, etc.
- Sippy cups are not allowed in the 3yr and 4 yr old classrooms.
- **Medications must not be put in lunch boxes or backpacks. (this includes vitamins)**
- Gum is prohibited for TAPS students. Please have your child discard his/her gum in a trash can prior to entering the classroom.

Non-educational Items.

Students may not bring MP-3, Ipods, computers, cell phones or any electronic devices to school. This also applies to other non-educational items such as toys, unless for show and tell.

Our Newsletter

We provide a monthly newsletter, called The Adventurer, the official publication of The Adventure Programs, to all students. It is published at the beginning of the month and emailed to parents. The newsletter contains information on holidays, special events, policy changes and other school related topics. Information specific to your child's class will be posted outside their classroom door or provided in a handout by your child's teacher.

Parties and Holidays

- Traditional celebrations are held for students at Halloween, Thanksgiving, Christmas, Valentines and Easter. Teachers will contact parents for assistance if needed.
- You may celebrate your child's birthday at school if you wish to provide special birthday refreshments, which must be store bought, during lunch or snack time. Please contact your child's teacher 2 days in advance. However, this cannot be in place of a home party.
- Siblings are not allowed to attend class parties.
- Invitations to home or off campus parties only may be distributed at school **IF** all students in the class are invited. If all students are not invited, then the parent should mail the invitations. Please refrain from discussing off campus parties that all students are not invited to.
- Do not bring gifts for classmates to school; see page 9.

Toys and Items from Home

We ask that children not bring cell phones or toys from home into the classrooms. Personal items can be lost on the playground, forgotten in the classroom and sometimes even broken accidentally. In addition, the teacher has to spend valuable time making sure that toys and extras are packed and get back home at the end of the school day. An exception to this rule is that sometimes children will be asked to bring a "Show and Tell" item or other special item as part of a classroom activity. If this is the case, please put your child's name on the item to be brought. Photographs can be placed in a small ziploc bag, so they can be handled by small hands without being smudged.

Head Lice Policy

Head lice spread very easily from one person to another and schools are easy targets for outbreaks. Please be aware that having head lice is not a reflection on you, your child, or the cleanliness of your household! If you find that your child has head lice, please report it to the office so that other children can be inspected -- that way we can contain the outbreak as quickly as possible! The Adventure Programs has a 'No Nit' Head Lice Policy: If a child is found to have "nits or live lice" in their hair, the parent will be called. The child must be picked up immediately from school. The day the child returns to school, after being treated, he/she must be brought to the office to be checked before returning to the classroom. We have a "no nit" policy. If the child has one nit remaining in their hair, he/she will not be allowed to return to the classroom and will be checked the next day when they return to school. After seven (7) days the child will be rechecked by school staff.

Discipline

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is the lasting gift to each student. Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. The school shall promote self-discipline and acceptable behavior. No child shall be spanked, shaken, or hit. Good behavior will be recognized and encouraged. Brief, supervised separation from the group may be used if necessary. Parents will be notified if a child is continually disruptive. The Director maintains the right to use suspension and expulsion as disciplinary measures of last resort -- when repeated measures have failed to impact a child's behavior and/or the infraction(s) is so serious that it puts the child, the staff, or other children at risk. See: *Discipline Management Plan on page 13.*

Observation/Evaluation

The Adventure Programs reserves the right to have staff members observe your child in the classroom, and may have a contract Diagnostician go into the classroom and perform an informal evaluation. If a formal evaluation is deemed necessary, the parents will then be informed.

Biting Policy

In the event of a Biting Incident in a classroom, the following guidelines will be followed:

Parents of both the children will receive a "Biting Incident" report in their child's backpack. The parent of the child who was bitten will never be given the name of the biter by the staff of TAPS, this information is confidential. Likewise, the parents of the child who is doing the biting will never be given the name/names of the child/children he/she bit by the staff of TAPS. If the incident took place and the teachers are not sure who did the biting, only the parents of the child who has been bitten will receive a report. A copy of these reports will be placed in the child's file in the office.

Suspending a child:

1. A child who bites **three (3) times within the school year** will be suspended for one month. At the end of one month the child will be permitted to return to the classroom. If the child bites two (2) more times **during the school year**, he/she will be suspended for the remainder of the school year.

Gang Free Zone

Under the Texas Penal Code any area within a 1000 feet of the The Adventure Programs is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Discipline Management Plan

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is a lasting gift to each student. Discipline and guidance shall be consistent and based on the careful assessment of the circumstances of each case. Factors to be considered in any disciplinary action shall include:

The seriousness of the offense	The student's age
The frequency of the misconduct	The student's attitude
The effect or potential effect of the misconduct on the school environment	

The staff at The Adventure Programs continuously works to handle all discipline situations with consistency, fairness, understanding, and love. The following actions and techniques may be used, alone or in combination in dealing with disciplinary problems:

Verbal correction	Seating changes in the classroom
Cooling-off time or "no fun chair".	School and home communication and conferences
Counseling by teachers and/or administrative staff.	
Temporary confiscation of items that disrupt the educational process	
An Incident report to be filled out and placed in the child's file (A copy to the parents)	
Sending the student to the office or other assigned area.	
Suspension at home for up to 30 days per infraction.	

Suspension

Suspension is used as a disciplinary procedure of a last resort or when the Director deems an infraction or series of infractions so serious that they interfere with the orderly operation of the classroom and/or school. The following violations **can be** cause for suspension:

1. **Hitting or kicking a member of staff.** The first offense the student will be sent home for that day. If a child hits or kicks a member of staff 3 times within the school year the student will be suspended for 30 days. If there is a further recurrence, the student will be expelled.
2. **Hitting other classmates** (with malicious intent) If a child hits other students 3 times within the school year, he/she will be sent home for a period of two school days that he/she would normally attend. If the student repeats the offense they will be suspended for a 30 days. If there is a further recurrence, the student will be expelled.
3. **Disruptive Behavior** If a student continuously disrupts the classroom with his/her behavior the student will be sent home for the day. If the behavior continues the student will be suspended for 30 days. If there is a further recurrence, the student will be expelled.
4. **Bringing medication to school** (this includes over-the-counter medications), bringing dangerous objects to school (including firearms, knives, matches, etc.), and participating in violent actions that cause injury to others. This list is not all-inclusive.

Expulsion

A student can be expelled from The Adventure Programs after repeated disciplinary actions have failed to impact a student's behavior or at the discretion of the Director.

Monthly tuition is not refundable in cases of suspension or expulsion.

Inappropriate Parental/Guardian Behavior

Because our programs are based on developing partnerships with supporting families, it is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to abide by our program's policies
- A parent/guardian demands special services that are not provided to other children and which our program cannot reasonably deliver, including requests that are outside the philosophy of our program.
- A parent/guardian is physically or verbally abusive to children, staff or other TAPS/WCA parents.
- A parent/guardian uses profanity within hearing distance of children, staff or other TAPS/WCA parents while on the TAPS/WCA campus.

Conflict Resolution

Occasionally misunderstandings occur. In keeping with Matthew 18:15-17 the following procedure is followed at The Adventure Programs.

- All questions, problems or complaints should be brought promptly to the teacher/parent involved. (Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher/parent involved).
- If the situation cannot be resolved, the Assistant Director will be asked to become involved.
- If there is still no resolution, the issue should be taken to the Director of The Adventure Programs.
- If resolution is still unattained, the Board of Directors may be involved.

Animals on Campus

As per the Minimum Standards, dogs and cats are not allowed on campus unless the following guidelines have been completed.

- 24 hours notice has been given to students in the classes affected.
- A copy of an up to date vaccination schedule has been turned in.
- A health certificate from a veterinarian has been submitted.

There are guidelines for other animals, please check with the Director before bringing any animal, fish etc onto the campus.

Water Activities

Our students participate in "Splash Days" during the warmer weather. A water activity permission form must be on file before a student can participate. "Splash Days" can only be held if the ratio of adults to children is in compliance with Minimum Standards. Parent volunteers are needed to achieve this ratio.

Field Trips

Procedures and Guidelines:

The Adventure Programs guidelines have been established for the safety of the children.

1. Field trip student/parent chaperone ratios must be a minimum of :

- 5 to 1..... 4 Year olds
 - 8 to 1.....Transition, Kindergarten thru 5th Grade
- If the ratio is not met, the field trip will be cancelled.

2. The teacher will:

- Complete a field trip request form stating the educational/spiritual value of the trip, date, time, phone number and address.
- Send home and collect a permission slip for each student.
- Require students to wear a badge/label with the school information on it.
- Be certain the correct chaperone/student ratio is obtained.
- Call all chaperones the night before to double-check their commitment to participate.
- Train the students on what to do if they become lost while on the field trip pertinent to the place you will be visiting and other safety issues (telling the adult before going to the bathroom or away from the group, taking a buddy with them, never leaving the group, staying with the adult they are assigned to, etc.) A buddy system is required for all age groups.
- Pray with the group before leaving seeking God's protection.
- Take a headcount after all children are in the bus (before leaving school and before leaving the field trip location). Check to be sure all students have their own seatbelt and are buckled in.
- Take roll when returning from the field trip to be sure all students returned before dismissing any students to their parent or parent designee.

3. The student will:

- Bring a completed permission slip in order to attend the field trip.
- There is a bus usage fee for each student, this is in addition to any other fees required by the field trip destination.
- If the student does not ride the school bus to the field trip location, that student will be the responsibility of the parent for the entire field trip. A waiver must be completed before the field trip by the parent.

4. The Parent chaperone will:

- Will not be able to ride on the school bus.
- Stay with group at all times during the trip. (Except for the bus)
- Not bring siblings or other Adventure Program students on the field trip. If a sibling comes on the trip, the parent cannot be considered a chaperone and can only be responsible for his or her children. Certain field trips such as the ballet, concerts, or other trips will not be appropriate for siblings to attend.
- Be certain all students' return to the classroom upon arrival back at school (even their own children). Once roll is taken, follow regular Adventure Programs procedures to take a child home. Put in writing any exceptions or variations prior to the trip and have them approved by the teacher. A student will only be released to the custodial parent during a field trip and a signature is required.
- Be responsible for the safety of the students assigned to them.
- Parents should at all times represent the values of the school when accompanying a field trip.
- If you are a chaperone and counted in the student/caregiver ratio, cell phones must not be used unless it is in relation to the field trip.
- Complete and sign a chaperone guideline acknowledgement form.

These procedures are not intended to hinder the field trip experience; however, the safety of the precious children we are responsible for, is worth the extra effort and precaution.

Parental Support Policy

To Parents /Legal Guardians of Children Enrolled in The Adventure Programs.

The purpose of Windwood's Children Ministries, including The Adventure Programs, is to assist and equip families to raise their children in the love and admonition of the Lord. The Scriptures clearly define marriage as being between one man and one woman. Children are then seen as living and breathing examples of the love between those parents/legal guardians and the family as the unit wherein those parents/legal guardians and children can know the love and blessings God has afforded us in being part of His ongoing creation of humankind. Our children's ministries cannot substitute for, nor replace, the role of parents/legal guardians in the spiritual development of their children. We can and do, seek to support, assist and enhance children's spiritual growth through a relationship with a community of faith, committed to passing on the good news of the Gospel of Jesus Christ.

As a result of this understanding, Windwood affirms the Biblical standard for parent's/legal guardian's sexual behavior as chastity in singleness or fidelity in marriage between one man and one woman. Therefore, Windwood reserves the right to enroll only those families to The Adventure Programs, who can affirm these Biblical standards.

Please sign and return the Parent Handbook acknowledgement form that is included with your child's enrollment paperwork.



