



Family Handbook 2016-2017 School Year

“Christ Centered, Educational Excellence”

Couts Christian Academy 2016-2017 Policy and Procedures

Couts Christian Academy is a ministry of Couts Memorial United Methodist Church for families in the church and community.

The mission of Couts Christian Academy is to provide opportunities for students to grow spiritually, cognitively, and creatively; nurture students with grace and encourage a love for learning at a rate equivalent to the ability of each student.

Schedule

The Academy's calendar begins Monday, August 22, 2016 and ends Friday, May 26, 2017. CCA class days are Monday thru Friday. May 30th and 31st will be bad weather make-up days as half days with a noon release.

Hours

The **Kindergarten-High School** day is from 8:30 am to 3:30 pm
AM care is available from 7:30 am to 8:30 am Monday thru Friday.
PM care is available from 3:30 pm to 5:30 pm Monday thru Friday.

The **Preschool** school day is from 8:45 am to 2:30 pm (8:45-9:00 drop off, 2:20-2:30 pickup)
AM care is available from 7:30 am to 8:45 am Monday thru Friday.
PM care is available from 2:30 pm to 5:30 pm Monday thru Friday.

Elementary-High School Arrival and Departure

Morning Assembly: All elementary students will go directly to the sanctuary when they arrive at school for morning assembly. A CCA staff member will sign in students as they arrive.

Parents may use the car drop-off lane on the south side of the building, and children will enter the southwest sanctuary door. The drop-off lane opens at 8:20 am

OR

Parents may walk their children into the building to the sanctuary at 8:20 am.
Children need to be in morning assembly at 8:30am.

Children arriving after 8:30 am are considered tardy. Children arriving after 8:45 must be signed in through the office.

Late Arrivals: Students need to be in morning assembly by 8:30 am. Student arriving after 8:45 am must sign in at the office. If a student is tardy to class for 30 or more minutes, the tardy will be counted as half-day absence. Three tardies will constitute one absence. These absences will be counted toward the (8) allowed per semester. Continual tardies disrupt the classroom.

Pick up time is 3:30 pm Children are dismissed from the sanctuary. Parents may use the car pick-up lane on the south side of the building.

Preschool Arrival and Departure

The regular school day for preschool is **8:45 am**. Please walk with your child into the building. If you arrive early, wait until 8:45 before your child enters his or her classroom. Parents/Guardians may not enter classroom between 8:45am-9:00am. Please sign your child in each day and include who will be picking your child up. The person must be authorized on your release form.

Pick up time is between **2:20 and 2:30** for preschool. Pick up time can be rather hectic. Parents may not enter the classroom between 2:20pm -2:30pm. Please remember to sign your child out daily. Please do not remove your child from their classroom without the teacher's knowledge.

Children arriving after 9:00 must check in through the office. All preschool classrooms will be locked during school hours. Preschool learning time begins at 9:00 and late arrivers are a distraction to the class.

If you are going to be delayed in picking up your child, due to unavoidable circumstances, please contact the school as soon as possible so we can make arrangements and inform/reassure your child. 817-599-8601 ext. 20

All Elementary/Middle School children who are not picked up by 3:30 are considered late pickups. Child will be sent to aftercare and an aftercare fee of \$10 will be charged to your account.

All Preschool children who are not picked up by 2:30 are considered late pickups. Child will be sent to aftercare and an aftercare fee of \$10 will be charged to your account.

Early Dismissals: If it is necessary to pick up a child prior to dismissal time, a parent or an authorized person must come to the CCA office to sign the student out. If possible, please send a note to the teacher with your child the morning of the day you wish to pick them up early, giving the reason and time. Children will not be released from the classroom to go home. Students will not be released except through the school office—please understand CCA's concern for the safety of your child. Each child will have a Release Authorization on file (completed by parents on file). Only those who are noted on this authorization form will have permission to pick up your child early unless a note has been sent from home.

If the student will be returning to class, the parent must come by the office and sign the student back in. Please try to schedule dental and doctor appointments after school so the school day will not be interrupted and your child will not lose valuable class instruction.

Visitors to School

Any person who is not an employee or a student at CCA or member at Couets Memorial United Methodist Church is considered a visitor. Families of students are always welcome for lunch visits and other student involved programs. So that we are aware of visitors on the school property, visitors **MUST SIGN IN AT THE CCA OFFICE AND WEAR A CCA BADGE FOR IDENTIFICATION PURPOSES.**

Attendance Policies

Regular attendance is essential to success as a student. Students should make every effort to be consistent in their attendance. When a student has been absent and returns to school, the student should bring a written statement from home signed by his/her parent or guardian. This statement should list the dates absent and the reason for the absence. If a student is absent for up to three consecutive days, a parent note is sufficient. Beyond that, the parent may be required to provide a doctor’s note. Any extenuation or unusual circumstances should be shared with the School Administrator. Absences due to personal illness medical appointments which could not be scheduled after school or death in the immediate family are excused absences. School sponsored, extra-curricular events will not be counted as absences.

Absences

If your child is absent, please notify the CCA office with a phone call that day. If you know in advance that your child will be absent, please inform the teacher.

Tuition & Fees

Elementary Fees K-5

Application Fee	\$25 (non-refundable)
Enrollment Fee	\$300 (non-refundable)
Curriculum/Technology Fee	\$200 (due Aug. 1, 2015)

Middle & High School Fees

Application Fee	\$25 (non-refundable)
Enrollment Fee	\$300 (non-refundable)
Curriculum/Technology Fee	\$300 (due Aug 1, 2015)

Preschool Fees

Application Fee	\$25 (non-refundable)
Enrollment Fee	\$150 (non-refundable)
Supply/Curriculum Fee	\$75 (due Aug 1 & Jan 1)

Tuition

Tuition is calculated on the total number of days (excluding holidays) in the school year to arrive at the yearly amount.

*A 10% discount is given to additional children in families who have more than one child enrolled in Preschool.

*Discounts do not apply to Extended Care

Tuition is due by the 1st day of each month. CCA offers a grace period of 10 days, therefore any payment received after the 10th of the month will be considered late and a \$25 late fee will be assessed. If payment is not received by the 15th an email will be sent to the parent/guardian asking for either payment or payment arrangements to be made. On the 25th of the month an email, along with the CCA Benevolence for Payment form, will be emailed to the parent/guardian. The parent/guardian will be required to complete the form and send it back to the CCA office for the benevolence committee to review. At that time the parent/guardian will be contacted to discuss payment arrangements in order to get tuition current as soon as possible.

If tuition is not paid, the child(ren) will not be able to participate in extracurricular activities such as dance and field trips. Hot lunch will not be able to be ordered also. If an online order is placed with a pending tuition balance, the order will be cancelled and the amount paid will be applied to the tuition balance.

If the parent/guardian does not pay the delinquent tuition by the 5th of the following month a written note will be sent home to the parent/guardian. If payment is not received, or a mutually agreeable payment plan is not agreed to, the student will not be allowed to return to school or participate in any CCA extracurricular activities after the 10th of the second delinquent month. Once payments are current the student may return to school and participate in all activities.

CCA wants to make every effort to work with parents/guardians that are faced with a temporary financial hardship situation. However, we are a non-profit organization and our budget is based on headcount and tuition payment for each child. Therefore, communication of any hardship is important and must be provided so that our CCA Benevolence Committee can communicate any budget impacting financial changes to the CCA Board as soon as possible.

- **Full tuition payment is due every month.**
- **A fee of \$35 is charged for a returned check.**
- **There is no deduction in tuition when a child is absent, sent home, ill, for holidays, or inclement weather.**

Elementary K-5th	Tuition Monthly Payment \$385 June 1, 2016-May 1, 2017	Application Fee \$25 *New Student (non-refundable)	Enrollment Fee \$300 (non-refundable)	Curriculum/ Technology Fee \$200 Aug 1, 2016
Middle School 6th-8th	Tuition Monthly Payment \$400 June 1, 2016-May 1, 2017	Application Fee \$25 *New Student (non-refundable)	Enrollment Fee \$300 (non-refundable)	Curriculum/Technology Fee \$300 Aug 1, 2016
High School	Tuition Monthly Payment \$250 + Alpha Omega (4 classes \$1850) June 1, 2016-May 1, 2017	Application Fee \$25.00 *New Student (non-refundable)	Enrollment Fee \$300 (non-refundable)	Curriculum/Technology Fee \$300 Aug 1, 2016

2016/2017 Preschool

5 day-\$3,850.00 4 day-\$3,250.00 3 day-\$2,650.00 2 day-\$1,950.00 1 day-\$1,050.00

Extended Care Fees

AM Care - \$5 per day enrolled

PM Care - \$9 per day enrolled

Extended care enrollment is by the semester. Students are charged all days they are enrolled regardless of their attendance. **There are no refunds for absence, illness or no attendance.**

Drop-in care is accepted on space availability. Arrangements must be made prior to drop-in day. **Drop- in rate is \$8 for AM care or \$10 for PM care per day.**

Kindergarten-High School Academic Communications

Our goal is to accomplish academic progress, improvement and growth throughout the school year.

Parent/Teacher conferences will be held the week of September 26, 2016 for teachers to communicate academic goals.

CCA uses a 9 week progress reporting schedule.

1st quarter: Aug. 22 - Oct. 21

2nd quarter: Oct. 24 - Jan 13

3rd quarter: Jan. 16 - March 24

4th quarter: March 27 - May 26

Report cards will be sent home on the Wednesday following the last day of the quarter. Please sign and return them as soon as possible.

The TerraNova Online Test is given each spring to elementary students beginning in 3rd grade. Parents will receive a copy of their children's test scores.

Report cards will be held for students who have unpaid tuition. Report cards may be picked up in the office upon completion of payments.

Preschool Assessment and Progress Reports

All preschoolers participate in an assessment. Preschool teachers observe and record mastery of developmental objectives.

Progress reports using developmental checklists are administered in PreK 3, PreK 4, and TK. Progress reports will be sent home twice a year (January and May). These reports reflect your child's growth in social, behavior and academic skills.

Teacher conferences are available at any time throughout the year and can be scheduled by contacting the CCA office.

Kindergarten-High School Physical Education Attendance

To be excused from P.E. activities for any one day a student must have a note from home. In order to be excused from P.E. activities for an extended length of time, a student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperative period. Students will not participate in regular recess/playground activities if not participating in P.E. classes. They will be allowed to sit quietly at both P.E. and recess activity times.

Home/School Communication

Good, open communication is vital to a healthy relationship between parents, teachers and administration. CCA will email a weekly newsletter every Monday; this will be an accurate update on all events affecting you and your children at CCA.

Parents Web is the primary communication tool for Couros Christian Academy. It is a secure, private and family specific site. CCA posts all announcements and calendar information on Parents Web. In addition, families have access to financial information, classroom activities, weekly lesson plans, report cards, school forms and many other items. Parents Web provides a tutorial on the site to educate and assist families with all of the features.

Each family is provided a personal user name and password to login to their Parents Web account along with the unique **district code for CCA which is CTS-TX.**

Electronic communication is used to notify families of updates posted on Parents Web, deliver monthly financial statements and remind families of upcoming events. CCA must have an email address for each family that is accessed regularly.

Change of Address/Telephone

Changes to addresses (physical or email) or phone numbers must be reported to the school offices immediately.

Use of Telephones

If a student has an emergency or if they have forgotten their lunch, the student may ask a staff member to call the parents from an office phone.

There is no need for a student to have a cell phone on in class. Any cell phones at school should be silenced and put away in their backpack. Violations of this policy will result in the cell phone being collected by the teacher.

Temporary Guardian

When parents are out-of-town and children are left in the care of another adult, the school should be notified in writing. Information should include:

- Name of guardian authorized to pick up the child (with phone numbers)
- A medical release form authorizing guardians to provide emergency medical care.

Only persons whose names are on the Release Authorization form that you will complete on your student's enrollment forms will be allowed to pick students up from school.

Confidentiality Policy

In most situations, confidentiality will be honored between students and counselors/teachers. However, the following will be reported immediately:

- Any threat of suicide will be reported to the school administration and the parent
- Violations of city, state or federal laws will be reported to the parent and appropriate authorities
- Violence toward someone else
- Physical or sexual abuse

The school will comply with state laws concerning the reporting of recent or ongoing abuse or neglect.

The school will provide non-custodial parents records and information once written authorization from the custodial parent is attained.

Abuse and Neglect

Couts Christian Academy takes abuse and neglect very seriously. Our teachers and staff receive annual training on prevention, recognition and reporting of child abuse and neglect. Teachers and staff are required by law to report any suspicious signs of abuse or neglect a health check may be conducted to further investigate those suspicions (ex. checking for bruising, swelling, unexplained burns or other injuries etc.)

Withdrawal Policy

Please inform CCA in writing two weeks prior to withdrawal. There is no tuition refund for the month in which the child is withdrawn.

Health Standards

Upon enrollment, each child will be required to have on file an immunization record with current immunizations.

Parents should notify CCA if a child will be absent due to illness or for any other reason.

A child must be kept home if any of the following symptoms are present:

- A fever of 99 or higher (must be fever free for 24 hours prior to returning to school)
- A thick greenish nasal discharge. If it is from allergies we must have a note from a doctor.
- A rash that has not been explained by a doctor.
- Vomiting (Must not vomit for 24 hours before returning to school)
- Diarrhea (Must not have diarrhea for 24 hours before returning to school)

If a child becomes ill, a parent or authorized adult will be notified and expected to immediately pick the child up from school.

CCA should be notified if a child has been exposed to a contagious disease. This policy helps to provide a healthful atmosphere and protects your child from unnecessary illnesses.

CCA has chosen to opt out of requiring employees to verify immunization records or have immunizations during the 2016-2017 school year.

Kindergarten-High School Medication

Prescription medications will be administered by the school office with a written statement from the student's physician along with a written authorization signed by a parent or legal guardian as long as the medication is properly labeled and in its original container. Over-the-counter medicines prescribed by the physician will require the same information. Students may not bring any medicines (cough drops, ointments, etc.) to keep with them at school.

Preschool Medication

No medications are given to preschool students.

Daily Hand Washing

Children wash their hands before and after eating, after using the restroom and after playing outside. In addition to these scheduled times we ask that your child wash their hands **every morning when arriving in their classroom.**

Hearing / Vision Screening

All students in Pre K 4, grades K, 1, 3, 5, 7 and any new CCA students are required by the state to have a hearing/vision screening. The test results must be on file in your child's enrollment file. You may use your regular pediatrician at the time of their check-up or a medical clinic. The test results are due by 90 days after school has started. Failure to have this screening will result in suspension of your child until tests are completed.

Emergency Medical Care

In the event of an accident or illness that, in the Administrators judgment, requires emergency medical treatment. The school is authorized to obtain and render emergency medical care for the child through any duly licensed healthcare provider. A properly executed Emergency Treatment and Authorization form must be on file in the CCA office.

The church will not be responsible for any medical (or related) expenses incurred; such expenses will be the responsibility of the parent/guardian. All staff members have first aid training.

Weather Policy

In case of inclement weather, school closings will be posted on our website, www.coutschristianacademy.com, Facebook, and our voice mail 817-599-8601 ext. 20, and a school email will be sent.

Emergency Preparedness

CCA has monthly fire drills throughout the year. CCA has severe weather drills twice a year. Emergency plans are posted in each classroom. In the event of an actual emergency, parents will be notified as soon as children are safe and accounted for. A detailed Emergency Preparedness Plan is available for your viewing in the CCA office. This plan outlines specific measures that would be taken in the event of various emergencies such as fire, tornado, intruder, flood, hazardous material leak, etc.

School and Church Property

Students should take pride in the appearance and maintenance of all Coutts Christian Academy and Coutts Memorial United Methodist Church property. The family of a student must restore any property damage caused by the student. Any student knowingly destroying property may be subject to disciplinary measures and may be dismissed from CCA.

Food Service

Parents are responsible for providing a nutritious, non-perishable lunch every day. All lunch containers must be labeled with child's name.

Preschool - Pre-cut all large items such as apples, meat, etc. Children should be able to eat their lunch independently. Avoid sending items your child needs assistance in opening and eating.

PLEASE REFRAIN FROM SENDING THE FOLLOWING:

1. Items that require refrigeration
2. Items that require microwave heating
3. Carbonated drinks
4. Candy
5. Canned meat with metal pull-tab lids (sharp edges)

A catered lunch program is available for parents who would like to purchase their child's lunch. Information about catered lunches is sent home monthly. Catered lunches are \$4 & \$4.50 per day. **Catered lunches must be ordered on parents web.

Preschool - A small snack is provided during the morning and in PM care.

Discipline

We encourage good behavior with positive praise and redirection. If these are unsuccessful, then time-out is used as needed.

Couts Christian Academy reserves the right to send children home for biting, hitting, kicking, vulgar language and/or bullying other children or teachers and for serious abuse of church or school property.

Extraordinary Discipline Problems

In the event of an extraordinary behavior problem jeopardizing the health or safety of any child or adult, the child will be immediately removed from the classroom and parents will be contacted.

Students who are having problems in the following areas will be subject to review by a committee of their teachers, parents, and the Administrator. The primary purpose of this committee is to seek ways to help students improve their academic or behavioral performance. This committee may be called to meet at any time during the year, at the request of the Administrator, when deemed necessary for the following reasons:

- Students who are failing two or more subjects at the end of the grading period
- Students who receive three or more conduct notices during the semester
- Students who repeatedly interrupt the learning process or who are rebellious and continue to disobey rules after notices, detentions and/or counseling with the teachers, parents and administration
- Students with more than eight days of unexcused absences per semester

The review committee will then make their recommendation to the Administrator. The Administrator will then have the final decision as to whether the student is to be placed on probation for the next grading period, continue on probation with modification, be dismissed from CCA or not allowed to enroll for the following year.

Removal from CCA

While it is the goal of Coutts Christian Academy to provide a quality education to each child in our program, it is our experience that some children are not yet ready to respond to a structured learning environment. In the event a lack of readiness leads to chronic

behavioral problems, Couts Christian Academy may recommend placement of the child in another level program or removal of the child until the child achieves readiness.

Any such recommendation will be made with the best interest of the child and classmates as the primary consideration.

In the event a child is removed from CCA any prepaid tuition will be refunded. **This is the only circumstance in which refunds are given.**

Philosophy of Discipline

Couts Christian Academy is for those students and parents who are willing to meet high achievement and behavior standards. Realizing that a quality education is not only acquiring knowledge and skill but also developing a Christ-like character, students are expected to demonstrate a high standard of Christian behavior.

Couts Christian Academy strives to cooperate with the home in developing the following godly character traits:

- *PUT GOD FIRST*
“Love the Lord your God with all your heart and with all your soul and with all your mind.” Matthew 22:37
- *RESPECT FOR OTHERS*
“...Love your neighbor as yourself.” Matthew 22:39

Students must show courtesy and respect to the authority of the teacher, office staff and administration. Students must be respectful to others’ rights and property. Theft or attempted theft of school possessions or other persons’ possessions will lead to stern disciplinary action and possible dismissal. Boys are to be gentlemen at all times; girls must be ladies at all times.
- *READY OBEDIENCE*
“If you are willing and obedient, you will eat the best from the land.” Isaiah 1:19

Cheerful obedience to all authorities; such obedience should be willing, immediate, and complete.
- *DILIGENCE TO DUTY*
“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17

Responsibility in doing assigned tasks; promptness in attendance and assignments; truthfulness and honesty in word and action; morally good conduct in respect to language, extracurricular activities, social and peer relationships; no abusive language (written, spoken or gestured) will be tolerated from students, whether directed to faculty, staff or fellow students.

Dress Code

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it.

Kindergarten -High School Dress

- Clothing should be comfortable, well-fitting and washable
- Label jackets, coats, hats, lunchboxes and backpacks with your child’s name
- Send a coat with your child during cold weather as we will go out for recess even when it’s chilly

- Shorts/Skirts will be permitted at a length no shorter than three and one-quarter inches (longest part of a credit card) above the kneecap
- No half-length, tank top, strapless, backless, cut-off, halter, or bare-midriff shirts/blouses shall be worn.
- Form-fitting/skin tight pants, such as leggings, yoga pants, and tights, must be covered with a top/shorts reaching no higher than mid-thigh.
- Students' hair shall be clean, neat, and well-groomed. Hair styles and color shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
- Students are not to wear or carry hats of any kind within school buildings unless approved by the administration. Hats should be interpreted broadly to include caps, visors and bandanas.

Kindergarten-High School Shoes

- Shoes need to be appropriate for active play
- Athletic shoes must be worn during P.E.
- All shoes worn must have a strap that goes around the back of the heel.
- NO flip flops, slippers, cleats, "heelies" (shoes with wheels) and other similar footwear are not to be worn. No platforms or high heels.

Please do not allow your child to come to school with items that may cause distraction during instruction or interfere with learning. Such items include, but are not limited to; oversized jewelry, tattoos, make-up, perfume or cologne. Any item interfering with instruction and learning will be confiscated by the teacher and returned to the parent at the end of the school day.

Preschool Dress

Parents are encouraged to dress their children in comfortable, washable play clothes. The children will be using paint, glue, markers and other materials in creative activity. They should come dressed for outside play, preferably in tennis shoes for running and climbing.

All shoes worn must have a strap that goes around the back of the heel. Children must wear shoes that fit and will stay on their feet. NO FLIP FLOPS, SHOES WITH WHEELS OR SHOES WITH HIGH HEELS ARE ALLOWED AT CCA. Pre K 4 & TK must wear athletic shoes for P.E.

DVD/Videos

DVD/Videos are used in the classroom to enhance a subject that is being studied, special holidays or as a special reward. It is not a daily or weekly activity.

Birthdays

Teachers will celebrate birthdays in the classroom. If you desire, you may bring a special snack for your child's class to assist in the celebration. Please let your child's teacher know ahead of time if you plan to bring a special snack for the class. **Health Department regulations require that the snack be store-bought.**

Holidays

We will celebrate several holidays throughout the year: Thanksgiving, Christmas, Valentine's Day and Easter. Parents are invited to participate by attending celebrations and donating items for the parties. Your child's teacher will provide you with more details at the appropriate time.

Field Trips

The school will be participating in several field trips throughout the year. Notification of the field trip will be posted on Parents Web. An email will be sent at least 48 hours prior to the event with detailed information. Permission form for transportation and the activity must be filled out on Parents Web prior to leaving the school. Parents are welcome, but not required, to attend the field trips. Due to group size, only 1 parent per child is able to attend the field trip. No siblings, including infants, are allowed on school field trips.

Elementary-High School Backpacks

Each student needs to bring a backpack or bag, which can be hung on a hook. All of your child's daily items must fit into this bag.

Preschool Backpacks

Each child needs to bring a backpack or bag which can be hung on a hook. **All of your child's daily items must fit into this bag.** Daily items include; lunchbox, blanket, complete change of clothes (socks, underwear, shirt, pants), diapers (if applicable), sip cup (if applicable). **** NO ROLLUP NAP MATS WILL BE PERMITTED****

Preschool Naps/Rest Time

Preschool children are required to have a folding, waterproof mat for rest time. **The rest mat cannot exceed 1 inch in thickness.** These mats are stored at school and are sanitized daily. Rest mats **must be replaced** if they have any holes or tears in the plastic. Please label your child's mat with their name.

As mandated by our state license, each class will have a nap/rest time. During this time your child will be expected to nap /rest quietly. Children may bring a blanket, small pillow and security object (no toys). Please remember to label all rest-time items. ****NO ROLLUP NAP MATS WILL BE PERMITTED****

Toys

Children are not allowed to bring toys to school. Any exceptions will be sent home in a note from the teacher. Toys can become a distraction to instruction and learning in the classroom.

Money

Children should only bring money to school when necessary. If money needs to be sent, please place it in an envelope labeled with the teacher's name, child's name, and purpose (such as: book order, field trip, pictures, etc.)

Electronics

No electronics should be brought to school. Any electronic item that is confiscated will be held in the CCA office and released only to a parent.

Cellular Phones

Students may bring cellular phones only with parent permission. Cellular phones must remain turned off and in the students backpack.

Parents Informed

Any special occurrence or problem affecting the child will be brought promptly to the attention of the parents, such as the discovery or suspicion of a communicable disease among students.

Parents will be notified concerning various events via notes and newsletters throughout the year. All correspondence will be sent by email and/or inserted in your child's take-home folder.

Changes

Couts Christian Academy reserves the right to change or amend this handbook, as it deems appropriate. Parents will be promptly notified in writing of any policy changes.

Parent Procedures

Parents are welcome to visit the school at any time to observe your child or programs and activities. Upon arrival, parents must sign in and receive a visitor's badge from the CCA office.

If parents have any questions or concerns regarding the school's policies or activities please contact the Administrator by phone or come by the Administrators office any time during school hours.

Couts Christian Academy 2016-2017

Emergency Preparedness Plan

PURPOSE

This emergency plan has been developed to assist COUTS CHRISTIAN ACADEMY in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of Couts Christian Academy.

When the decision is made to evacuate the CCA Administrator will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned areas and wait for further instruction. The Administrator will notify appropriate personnel and communicate what type of emergency is present.

ORGANIZATION AND RESPONSIBILITIES

Evacuation Supervisor-Administrator

A. Make sure all children are accounted for. **B.** Determine the safest location for continued operations until children can be picked up and the safest path for all staff and children to get there, be it Couts vans or by walking. **C.** Activate the parent/guardian pick-up point assignment.

D. Activate the communications assignment and provide specific phrases for the caller and information about the parent/guardian pick-up point-when possible, be the one to make contact with those families whose children are injured as a result of the event. **E.** In the absence of the Administrator, the following people will take charge: Admin Assistant & Teacher Assistant

First Aid-Teacher Assistant

A. Administer First Aid as necessary with a complete First Aid Kit. **B.** Responsible for Medication Box.

Communications-Admin Assistant

Each classroom teacher will contact their own class parents/guardians. **A.** Check with Evacuation Supervisor about exact info to give to families when calling. **B.** Discuss with Evacuation Supervisor, the exact wording to offer families whose children have been injured in some way by the event. **C.** Relay information to classroom teachers of each class. **D.** Confirm all parents/emergency back-up contacts have been actually spoken to. **E.** Report back to Evacuation Supervisor with updates, needs, and problems during her rounds. Confirm what information that needs to be relayed to the public and media. **F.** A plan to fill vehicle fuel tanks. **G.** Contact licensing representative at or call Statewide Intake at 1 800-252-5400

Staff members are responsible for implementing the disaster and emergency plan and ensuring the safety of the children. It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency. Everything will be focused on providing for the safety and wellbeing of the children and staff.

Attendance will be taken at the designated area during each drill and in the case of a real emergency.

Children's Emergency Contact Information is kept in the White Binder in the CCA office.

Emergency Kit is located in the CCA office, in the white plastic cabinet.

In a widespread disaster, Emergency supplies are stored CCA office.

Types of Emergency Response

Medical Emergencies

Assess the situation and contact 911, if necessary. Notify the parent's immediately. Document the date and circumstance regarding the medical emergency in the child's record

Lock Down Code Word: UPSIDEDOWN

Location-classroom doors locked lights out and class quite. All staff & students are to stay in the lock down area until an all clear is given

Evacuation

-Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency. There are two outlined plans. Plan A and Plan B. The school Administrator will direct staff and children to follow which plan is being used for the evacuation emergency.

- Monthly drills for Fire emergencies will be held and documented to orient children and staff on the procedures and responsibilities, and build skills needed for real emergency.

-Severe weather drills will be held 2 times a year, and be documented to orient children and staff on the procedures and responsibilities, and build skills needed for real emergency.

-Annual drills for off-site evacuation will be held and documented to train staff so they will be prepared in the event of a real emergency.

-Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

-On site location: Evacuate to the Witherspoon Lodge, East parking lot.

-Off-site location: Evacuation to Relocation Facility if building sustains damage/making it unsafe to stay

Evacuation Location: NORTHSIDE BAPTIST CHURCH 910 N Main St Weatherford, TX 76086 (817) 599-8612

Transportation plan if moving to off-site location-Children under the age of 5 will be transported in Couts Vans/staff vehicles. All other students will walk to North Side Baptist church.

-Inside emergency weather location: Sudden Inclement Weather-In place sheltering

Couts United Methodist Church, chapel room #113 and youth rooms # 115 & 117.

Staff Training & Drills

All staff and children will participate severe weather drills at the facility. Severe weather drills will be held 2 times a year.

Check List

Fire-Immediate Evacuation

-Smoke Alarm will sound

-Administrator let's all teachers know where the danger is and determines which evacuation route is to be used.

-All teachers have children line up and leads them to the assembly area outside of the Witherspoon Lodge which is located on the East parking lot.

-Teachers bring class list. Preschool teachers will bring daily sign in sheets

-Administrator brings the white binder from the CCA office.

-911 is notified of emergency status.

- Once groups reach assembly area, teachers take role to account for all children that are in attendance that day.
- Teachers maintain control of their group until instructed to return to classroom or proceed to alternate shelter.
- Emergency service arrives onsite and are briefed.
- Search of building reveals no hazard.
- Emergency services briefed regarding final status.
- Parents are notified of situation and that things are back to normal.

Sudden Inclement Weather-In place sheltering

- Teachers will be informed, and administrator will check designated assembly area (chapel #113 and youth rooms # 115 & #117) are safe and ready to receive children and staff.
- Administrator informs teachers of situation and what emergency procedure will be implemented.
- Teachers have children line up and lead them to the assembly area inside the Church. (Chapel #113 and youth rooms # 115 & #117)
- Teachers bring class list. Preschool teachers will bring daily sign in sheets
- Parents are notified of situation and what safety measures are being taken.
- If damage is sustained, 911 is notified.
- Emergency services briefed regarding final status.
- Parents are notified of situation and that things are back to normal.

Evacuation to Relocation Facility if building sustains damage/making it unsafe to stay

- 911 is called to check the damage and determine whether occupancy is safe.
- Administrator informs all staff that evacuation to relocation facility is needed.
- All parents are notified as quickly as possible that there has been damage, all children are safe and to ensure their continued safety relocating is necessary. They will need to make arrangements to pick up their child earlier than normal at the North Side Baptist Church N Main St Weatherford, TX 76086
- Teachers gather children and prepare to evacuate to the relocation facility.
- Teachers bring class list. Preschool teachers will bring daily sign in sheets
- Administrator takes emergency white binder from the CCA office.
- Staff maintains supervision and accountability for all children.
- Parents are informed of successful relocation and are waiting for designated pick up area.
- Parents are informed of plans for future care.

CHEMICAL OR RADIATION EXPOSURE

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to SHELTER-IN-PLACE or EVACUATE, as per instructions from the City, State or local officials. Administrator will inform Communications-Admin Assistant who will inform teacher/staff and parents.
- If inside, stay inside (unless directed otherwise). Close all windows and doors.

- If exposed to chemical or radiation outside:
- Remove outer clothing, place in a plastic bag, and seal. (Be sure to tell emergency responders about bag so it can be removed.)
- If there is a chemical spill in the area and CCA needs to evacuate to another Relocation Facility other than North Side Baptist Church, Administrator will make arrangements. This will be communicated to Staff/Teachers and parents, by the CCA Admin Assistant.

PANDEMIC FLU/CONTAGIOUS DISEASE

- Wash hands well and often.
- Remind parents and guardians that emergency contact information must be current and complete.
- Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.
- Have and follow a plan to keep ill children away from well children while they are waiting to go home.
- Keep an illness log of sick children and staff - those sent home and those kept at home.
- Close rooms as necessary due to staff illness (to maintain safe ratios).
- Reinforce teaching about good respiratory etiquette:
 - Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
 - Throw used tissues in a hands-free trash can.
 - Wash your hands after using a tissue or helping a sick child.
- Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

If a communicable disease is suspected or is diagnosed in a child care setting, these recommendations for handling communicable diseases should be promptly followed:

1. Notify the local health department of any communicable disease.
2. Administrator will communicate with parents on when to exclude a child suspected of having a communicable disease. Under some special circumstances, and in coordination with the health department, children ill with a specific disease may be able to remain in the group care setting.
3. Administrator will report to all other parents and staff the illness to which children have been exposed and symptoms to watch.
4. When a diagnosed communicable disease is present in a child care setting or is a known problem in the community, the administrator/staff will perform a health screening of children on arrival so sick children can be quickly identified and care arrangements made.
5. A staff member will review the children's immunization records for completeness. If a child is not fully immunized against the diagnosed communicable disease, exclusion from child care during an outbreak may be recommended.
6. Sanitation procedures must be strictly followed and extra precautions taken regarding food handling, dish washing, highchair cleaning, and hand washing by staff and children; as well as general cleanliness of toys in the environment.
7. Re-admission should be upon the advice of the child's doctor and the local health department.

Communication with Parents/Guardians

To assure you of our concern for the safety and welfare of children attending CCA, we have in place on Emergency Preparedness Plan. This plan is in accordance with all Licensing agencies. Our Emergency operations plan provides for responses to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following actions:

Immediate evacuation: Children and staff are evacuated to a safe area on the grounds of CCA in the event of a fire, etc..

In -place sheltering: Sudden occurrences, weather related, may dictate that taking cover inside the building is the best immediate response.

Evacuation: Total evacuation may become necessary if there is damage to the building, or a danger in the area. In this case, the children will be taken to a relocation facility. (North Side Baptist Church N Main St Weatherford, TX 76086).

During and emergency we will only release children to the people on your emergency contact list.

Attached are the Emergency Evacuation Routes. We have two routes for exiting the building.

Plan A and Plan B. Both plans are also included in the master Emergency Preparedness Plan posted in the classrooms and the main office.

-Emergency Kit Supplies: Location CCA Office

-Emergency contact information for every child

-Authorization for emergency medical care for every child

Complete First Aid Kit (sterile gloves, gauze, soap, sanitizing solution, antibiotic ointment, bandages, thermometer, tweezers, sunscreen, and moistened towelettes)

-Water & Food and necessary utensils

-Nose and mouth protection masks, plastic sheeting, and duct tape

-Diapering supplies

-Hand washing supplies

-Flashlights with extra batteries

-Whistle

-Battery powered radio

-Trash bags and re-sealable bags

-Tape, pens, paper, scissors & utility knife

-Medications

Request by Parents to Address the CCA Board:

Parents who wish to speak to the CCA Board are welcome to do so by sending a written request to the school Administrator within 24 hours of a board meeting. The requester will be allowed a maximum of three minutes for their presentation. The maximum allotted for Address by parents at any meeting shall not exceed thirty minutes. The Board may only listen to the parent and if need be, assign someone to follow up on the matter reported.

Couts Christian Academy is a licensed childcare facility. As such, we are required to follow the Texas Minimum Standard Rules for Licensed Child-Care Centers. These standards are available in the Administrators office for review.

Couts Christian Academy
802 N. Elm St.
Weatherford, TX 76086
817 599-8601 ext. 20
Amy Nesler
anesler@coutschristianacademy.com

Member of: ACSI CSAF

Department of Family and Protective Services
1501 Circle Drive Suite 310
Fort Worth, TX 76119
817 321 8603
The Texas Department of Protective and Regulatory Services
www.tdprs.state.tx.us

Child Abuse Hotline
1 800 252-5200

Couts Christian Academy 2015-2016 Board Members

President-Marion Dearman
Vice President-Paul Stull
Secretary-Karen Mitchell
Treasurer-Bill Shatford
Eliza Utley
Karen Garrett
Lisa Cockerell
Wilton Jordan

Couts Christian Academy 2016-2017 School Year Calendar

8/1	Supply Fees Due, Tuition Payments Due. *All Forms due to CCA office. (Emergency Medical, Hearing/vision, Immunization records, Statement of Health, Birth Certificate)
8/15-19	Staff Work Days
8/18	Meet The Teacher & Supply Drop Off 4-7pm
8/22	1st Day of School/ 1st Term begins
9/5	No School-Labor Day
9/23	1st Annual CCA Family Dinner
9/26-9/30	Parent Conferences K-High School
10/10	No School-Columbus Day
10/19	Trike-a-Thon
10/21	End of 1st Term
10/24-10/28	Red Ribbon Week
10/24	Begin 2nd Term
11/17 & 11/18	Preschool Thanksgiving Feasts
11/18	K-High School Family Feast
11/21-25	No School-Thanksgiving Break
11/28	Students Return
12/2	Parents Night Out
12/3	Christmas on the Square
12/14	Happy Birthday Jesus Birthday Party
12/13	Christmas Program 6:30pm
12/15 & 12/16	Christmas Parties
12/17-1/2	Christmas Break
1/1	Preschool Supply Fees Due
1/3	Students Return
1/13	End 2nd Term
1/16	Begin 3rd Term
1/26	Open House/Kinder Round Up
1/30-2/3	Pre K 4 & TK Parent Conferences
2/8	Open Enrollment for Current Students
2/15	Jump Rope/Hoops For Heart
2/13 & 2/14	Valentines Parties
2/20	No School-Presidents Day
3/8	Open Enrollment for Prospective Students Begins
3/13-3/17	Spring Break
3/24	End 3rd Term
3/27	Begin 4th Term
4/12 & 4/13	Easter Parties
4/14	No School-Good Friday
4/21	Ranch Reunion
5/16	School Program
5/18	Pre K 4 & TK Graduation
5/24	K-High School Field Day

5/25	Half Day-Noon release/Teacher Work Day
5/26	Half Day-Noon release/Teacher Work Day
5/26	Last Day of School/End of 4th Term
5/30	Bad Weather Day
5/31	Bad Weather Day

Member of:

ACSI
CSAF