



# Parent Handbook

Champions Learning Academy offers a variety of academic and physical fitness programs within our Christian environment. We strive to meet the diverse needs of all our students. Our staff encourages each child to grow in an awareness of God's love with the confidence in themselves to relate well to others.

## **Mission Statement:**

The mission of Champions Learning Academy is to prepare students emotionally, physically and educationally. We understand that all three are equally important and will be implemented in a safe Christian environment.

## **Staff Requirements:**

Champions Learning Academy staff meet or exceed all Department of Childcare Licensing standards to work in a childcare center. All our staff are CPR and First Aid certified. To ensure the safety of the environment, staff have had a full yearly background check through DFPS and FBI. Also, each year our staff must complete 24 hour of continued education hours which instructs them about the latest child development policies, procedures and safety requirements.

## **Registration Requirements:**

Champions Learning Academy provides care for every child without discrimination to race, religion or public assistance status. Children 6 weeks-12 years are eligible to enroll. All paper work must be completed and turned in with our registration fee prior to your child's first day. Children who are 4 years old by September 1st of each year will be required to have their vision and hearing tested within 120 days of enrolling. The Texas Department of Health requires that each student be current on immunizations. Updated records must be kept on file at Champions Learning Academy.

## **General Policies**

### **Hours of Operation:**

Our hours of operation are from 6:00 a.m. to 6:30 p.m. Monday through Friday. Classes begin at 9am, therefore, we ask that you drop your child off by that time. If you are running late and will not be here by 10:30 a.m. please call us so that we can schedule our day.



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## **Late Pick-up**

All children are to be picked up by 6:30 PM, please call the office if you're running late due to emergency situations. A late pick-up charge will be added to your tuition account for late pick-up at the rate of \$3 for the first minute, and \$1 for every additional minute.

## **Tuition:**

Tuition is based on a yearly fee that is broken up into weekly payments. Our tuition is setup through ACH, debit/credit card. Unfortunately, we do not accept checks. You must have one of these accounts on file. We will run your account each Monday morning. If you don't want your card run on Monday, please pay **in advance** before Friday afternoon.

## **Registration Fee:**

There is an annual non-refundable fee of \$125 for the first child and \$175 for family registration. For before/after school students the registration fee is \$60 for the school year. For Summer Camp the registration fee is \$60. Registration fees are due upon enrollment and will be charged annually on the 2<sup>nd</sup> Thursday of the month you initially enrolled in.

## **Returned Charge/Check Fee:**

Tuition payments are processed Monday morning by ACH, debit or credit. If the payment declines, there will be a \$30 fee. Champions Learning Academy has the right to not accept a child(ren) on Tuesday if payment has not been made. Late payments may also incur an additional fee of \$25.

## **Vacation day/Sick Days:**

Each child receives one week of vacation per year at no charge and two 50% off weeks. The vacation weeks must be non-consecutive. The vacation week must be taken in increments of one week. All other weeks that are missed will be charged full tuition. Child(ren) must be enrolled for at least four weeks before vacation benefits are applicable. Vacation weeks cannot be used during the last two weeks of enrollment. 50% off weeks may not be combined into one free week. We require a two-week written notification to inform us of your vacation plans. The exception to this rule is if you choose to use your vacation week for sick days a doctor's note will be required upon your return. If you use a vacation week for sick days, your vacation credit will be applied the following week.

## **Withdrawals:**

If you choose to withdraw your child(ren), a two-week written notice is mandatory. If a two-week notice is not given, the account will be charged two weeks tuition. You may NOT use your vacation time during the last two weeks. Verbal notices will not be binding. In the event you withdraw your child and enroll them at our center later, your annual registration fee will not be refunded nor prorated.



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## **Medical/Illness Policies**

If your child becomes ill during the day, we will notify you for immediate pickup. Children with the following symptoms won't be allowed to remain at the school. The child may return to school only after they have been free from symptoms/illness for 24 hours.

- Temperature of 100.4 °F or above.
- Vomiting, nausea, or severe abdominal pain.
- Sore throat or persistent cough.
- Any undiagnosed rash.
- Sore or discharging eyes, ears or green nasal drainage.
- Head lice.
- Earache
- Other symptoms of acute illness.

We will require a doctor's note to return to the center.

### **Medications:**

Champions Learning Academy administers medication twice a day, 11 am and 3 pm, unless otherwise instructed by a physician. A physician's note is required for all over the counter medication if there's an age limit or difference in dosage per your child's age/weight.

1. All medication must be brought in the original package.
2. All medication must be unopened/NEW.
3. All medication information must be updated every thirty days per state regulations.

### **Registration Notification of Pesticide Application:**

The Chief administration of the school shall notify the parents or guardians of children attending the facility in writing that pesticides are periodically applied indoors. The information on the times and types of application is available upon request. Such notification must be made at the time of the child's registration.



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## **Emergency Protocols**

### **Inclement Weather Policies**

Champions Learning Academy will make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff, while still meeting families' needs for child care. If the Klein ISD is closed, Champions Learning Academy is closed. If Klein ISD has a delayed opening, Champions Learning Academy will also have a delayed opening.

The following outlines the most likely Champions Learning Academy schedule based upon Klein ISD's inclement weather decisions. **No tuition credits will be given for emergency center closings.**

- If Klein ISD is open, then Champions Learning Academy will be open.
- If Klein Schools are CLOSED then Champions Learning Academy is CLOSED.
- If Klein Schools are on a 2 or 3 HOUR DELAY, Champions Learning Academy is OPEN AT 8:00AM.
- If Klein Schools CLOSE EARLY and Administrative offices are OPEN then Champions Learning Academy will CLOSE EARLY.

If the program closes early, you will be notified by phone, email or a posting on our Facebook page. It is imperative that you arrange to have your child picked up as soon as possible in the event of an early closing. If this is the case, each family will be contacted by phone or e-mail and staff will stay until all children are picked up.

We make every effort to communicate a decision to close or delay opening as quickly as possible. Decisions are announced at 6:00 am. There are many ways to learn about center closings or delays:

- Champions Learning Academy Facebook page
- Email blast from your center administrator
- Outgoing phone message at the center
- Sign on door of center

### **Closings due to power outages**

Licensing regulations require us to close for the following reasons: no electricity; no water; no landline phone service. If we need to close due to any of these reasons, a decision will be within a 2-hour time limit. In these cases, there will be no after-school age programs. We will contact families by phone and/or email to communicate this information.



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## **Intruder Alert**

When an intruder invades the premises or there is an imminent danger to the campus, lockdown procedures may be implemented. One of the Directors on shift will sing a song that only our teachers and staff know. When our staff hear this song, they will go into lockdown mode.

During lockdown:

- All doors, windows, and classrooms will be locked.
- The doors will be barricaded.
- The lights will be turned off and any curtains will be lowered.
- Students and teachers will move to back of the room away from the door.
- Teachers will take their students in the closet (if the room has a closet).
- If the room does not have a closet, the teacher will take the student behind a wall or any large obstacle to obscure the view from the door.
- Students and teachers will remain in their classrooms.
- No one will be allowed to enter or leave the building.
- Parents will not be allowed to pick up children from school.
- Local authorities will aid, if needed.
- Once the "ALL CLEAR" is given, students and teachers will return to their regular activities or parents may pick-up now as well.

## **Missing Child**

When it is established that a child is missing from a classroom or the gym floor, the Director will sweep the outside of the building, the Assistant Director will sweep the left side of the building starting with the gym and the Office Manager will sweep the right side of the building starting in the lobby. All the bathroom, cabinets and closets will be checked as well.

## **Fire**

Evacuation maps are posted in each classroom near the exit door. All staff and children will meet next door at the New Hope Church parking lot. If transportation to another facility is necessary, we will transport children to Windwood Presbyterian Church at 10555 Spring Cypress Rd, Houston, TX 77070.

## **Hurricane**

In the event of a hurricane, teachers will exit into the hallways and line their children up against the gym wall. Children will be as far away from windows as possible. Each child will sit down with their hands and their heads between their legs in a fetal type position.



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## **Tornado**

In the event of a tornado, teachers will line up on the back walls of the classrooms. Children will be as far away from windows as possible. Each child will sit down with their hands and their heads between their legs in a fetal type position, preferably underneath our tables. Infant room – the teachers will hold all the children between their legs and hover as safely as possible between the cribs and corner of the wall to ensure the safety of our infants.

## **Chemical/Gas Leak**

We will use the exit procedure for our fire drills, but move towards the bus area of our parking lot. We will load and drop children off at church parking lot in several shifts to ensure all children are moved to a safe space. We will attempt to call all parents if we cannot return to the center for safety reasons. CLA has two emergency binders which contain all emergency contact information for children in our care.

## **Gang Free Zone:**

Champions Learning Academy is a gang-free zone. Any area within 1000 feet of a child center is considered a gang-free zone. Gang related criminal activity or engaging in organized criminal activity within 1000 feet of Champions Learning Academy is in violation of state law and therefore subject to increased penalties under state law.

## **Student pick-up:**

In order to ensure the safety of all children, any person listed on emergency pick-up or during the parent's initial pick-up/drop-off a Champions administrator will ask for a picture ID to ensure a safe exchange of all students. The pick-up and emergency contact information will be checked according to the picture ID and a phone call will be made to parents to ensure a safe exchange. In the event of an emergency, and a parent needs to add someone to the list an email and password will be requested to verify pick-up.

## **Parent Communication/Notifications:**

Parent communication is the key to your child's success at CLA. We ask that if you should have any concerns regarding your child please set an appointment with the Director. The Director is available during operation hours. Should we need to notify parents of happenings within the facility we will email, post in the facility and send out reminders via text message.

## **Transportation:**

Transportation to and from many local schools are provided for before and after-school care. All children will wear proper restraints. All buses/vans will be equipped with a cell phone to be used during emergencies.



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## **Field Trips:**

Scheduled field trips require a permission form to be completed and signed by parents. Champions Learning Academy adheres to the state requirements for care of children outside the facility.

## **Personal Belongings:**

We ask that children please leave personal belongings at home unless otherwise instructed. Comfort items for naptime are allowed. Parents should bring the following items in the checklist below on your child's first date of attendance. All items must be labeled with child's first name and last initial.

Sleeping Mats	
Crib Sheet	
Bottles	
Diapers	
2 full changes of clothing	
Backpack	
Bibs (For children under 1 year)	

## **Safe Sleep Practices for Infants:**

Infants will be placed in their own crib labeled with their name and photo, we do not share cribs while your child is enrolled in the program. All infants will be placed on their back to sleep, if your child rolls over in their sleep we will have you fill out a yellow rollover card to place on their crib instructing their caregiver to allow them to sleep. If a rollover card is not present, your child will be placed "back to sleep" no matter their age. To give the safest possible care while sleeping, Champions staff will complete a crib check every 15 minutes and will not place any item in the crib while your child is sleeping (this includes blankets, pacifiers and swaddles).

## **Breastfeeding:**

Champions Learning Academy does support all mothers who choose to breastfeed our facility is open to all our families at any time during operation hours. Breastfeeding mothers will be supplied with a comfortable space to breastfeed their child in our program, please ask the front office should you have any concerns.

## **Animals:**

All children two and up will participate in our science program, to enrich their science experience we have animals in our Champions Family that our children can actively learn and engage with. We have a bunny, hamsters, mice, rat and hermit crab in our program. We do keep all of our animals fed, cleanly, vaccinated and medically cared for to ensure their health in our program.



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## **Staff Immunizations:**

From time to time, Harris County will require immunizations of staff for certain outbreaks of communicable sickness or disease. We will inform and require staff to keep all of those immunizations up to date.

## **Child Abuse/Neglect:**

Employers are required to have annual training on the subject. This educates them in the warning signs that a child might be a victim of abuse. Our methods for increased awareness will be the most recent techniques. It is the responsibility of professionals to report, and the responsibility of the Texas Department of Family & Protective Services to investigate allegations or suspicions of abuse or neglect. It is always encouraged to seek the proper authorities when you feel you need assistance or intervention.

*Parents can contact Licensing at any time, information is below:*

*Texas Department of Family & Protective Services: 713-940-3009*

*[www.dfps.state.tx.state.us](http://www.dfps.state.tx.state.us) | Child Abuse Hotline: 1-800-252-5400*

## **Parking**

It is a violation of Harris County Fire Code for any person to park his/her vehicle in front of the entrance of the school for any duration. We ask all parents, guardians and visitors to park their vehicles in designated parking spots for pick up, drop off or any other reason. Your cooperation is vital to our compliance with the law.





# Parent Handbook

I \_\_\_\_\_ was given the parent handbook with policies and procedures for Champions Learning Academy.

I \_\_\_\_\_ understand the policies and procedures in the parent handbook for Champions Learning Academy.

I \_\_\_\_\_ was given the opportunity to discuss any questions, comments or concerns pertaining to policies and procedures in the parent handbook.

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Parent Signature

Date