

Parent Handbook 23-24



CROSSPOINT CLUBHOUSE

Train up a child in the way he should go;
even when he is old he will not depart from it.
Proverbs 22:6

Train a child in the way he should go, and when he is old he
will not turn from it.

Proverbs 22:6

MISSIONS & GOALS

Mission Statement:

Our mission is to enrich the lives of children - spiritually, emotionally, academically and physically while growing in God's love.

Objectives:

1. To provide an atmosphere that demonstrates the love of Jesus.
2. To provide a nurturing place for the development of a high self-esteem in all children.
3. To provide opportunities to stimulate and lead children to discovery, creativity, independence, and responsibility.
4. To provide a well-rounded curriculum that incorporates Christianity and challenging academics.
5. To provide a solid foundation in the preparation for kindergarten.
6. To minister to families of preschoolers within the community and help them to develop a relationship with Jesus.

PRESCHOOL POLICIES

Admission:

Crosspoint Clubhouse accepts children 1 to five years of age (as of September 1) regardless of race, religion, sex or national origin. We are all God's children; thus we will accept children whose special needs we are able to meet. Since our facility is not fully equipped to handle all special needs, our Director will evaluate the acceptance of a child with special needs on a case-by-case basis.

All Enrollment forms, along with a current immunization record, must be on file with Crosspoint Clubhouse before your child can attend a class. Immunization records, as well as authorization to pick up your child must be kept up to date throughout the school year. See page 8/9 for an Immunization Schedule.

Registration:

At registration we require a completed registration form as well as a **non-refundable registration fee** which should be submitted in the form of cash, check, bill pay from your bank, or money order made payable to Crosspoint Clubhouse. We do not accept credit cards or debit cards. Priority of registration of all children proceeds in the following order: Children of teachers receive priority, former students and/or their siblings are received next. Should one sibling be enrolled and the other sibling must be on a wait list, the wait list sibling will be given priority. All other participants are taken on a first-come, first-served basis, regardless of church affiliation.

Withdrawal by Parent:

A minimum of 14-day written notice is required if a parent is withdrawing a child. Please include the reason for withdrawal and date of withdrawal along with your child's name and your signature. **Tuition is still required through the end of the notice period.**

Withdrawal by Clubhouse

Crosspoint Clubhouse may request a student's withdrawal from school under the following circumstances:

1. Frequent display of intentional violent or disruptive behavior.
2. Repeated failure or unwillingness of a parent/guardian to pay tuition in a timely manner.
3. Repeated failure or unwillingness of a parent/guardian to provide forms required by state licensing within the time frame specified by Clubhouse.
4. Falsification of any information on the registration form.
5. Unusual situations, which the director determines as placing the school, classroom, teachers, or facility in an unsafe state of being. (Minimum Standards for Child-Care Centers #746.3703 (a))

Class Placement

Each child is placed in the appropriate class, according to birth date, before the school year begins. Children will only be moved if deemed necessary by the director. Children are not moved to different classrooms after

school begins. A child's placement is determined by the Clubhouse staff and director in efforts to consider all student needs and the balance of classes. Parent requests are not honored.

Conflict Resolution Policy

Conflicts should first be discussed with the person involved. If the problem is not remedied, grievances should be taken to the Director. In the event that an acceptable solution is not found, the final step involves a written statement regarding the conflict addressed to the Clubhouse Board. Decisions made by the Clubhouse Board are final.

TUITION/FEEES

Program	Age Range	Child Placement	Schedule	Reg. Fee	Tuition
Two day program M/W	12 months to 3 years	Age as of September 1, 2022	Monday/Wednesday	\$200	\$225
Two day program T/Th	12 months to 3 years	Age as of September 1, 2022	Tuesday/Thursday	\$200	\$240
Three day program T,W,Th	Older 3s and 4 year olds	Age as of September 1, 2022	Tuesday/Wednesday/Thursday	\$215	\$325
Four day program	4/5 years	Age as of September 1, 2022	Monday through Thursday	\$225	\$390

- ❖ A **non-refundable** registration fee is due at the time of registration.
- ❖ All siblings currently enrolled in the program receive a 10% discount on the total tuition amount.
- ❖ Tuition is due on the first class day of the month.
- ❖ Tuition should be submitted in the form of cash, check, bill pay through your bank or money order made payable to "Crosspoint Clubhouse." No credit cards or debit cards accepted.
- ❖ Monthly tuition is charged in full regardless of attendance, holidays, bad weather, etc.
- ❖ You will receive a automated invoice from ProCare and a tuition envelope will come home in your child's daily folder as a reminder that tuition is due. Please follow the directions on the envelope and return it in your child's folder the following school day (please do not seal the envelope).

ALL TUITION MUST BE PAID IN FULL THE FIRST OF MAY IN ORDER FOR A CHILD TO ATTEND THE LAST MONTH OF SCHOOL!

Late Payment Fee

- ❖ A \$10.00 late fee will be added to tuition that is not paid within one week of the due date. An additional \$10.00 will be charged for each additional week until payment is made.
- ❖ If tuition and late fee are not received by the 4th class day of the month, your place may be filled from our waiting list.
- ❖ If financial arrangements need to be made, please contact the Director to discuss tuition payment

Late Pick Up Fee

A late fee will be charged in the amount of \$1.00 per minute past 2:05 p.m. that your child remains in the care of our teachers. Please call if you know you will be late so that we can reassure your child that you are on your way.

Insufficient Funds Policy

Crosspoint Clubhouse will charge a \$20.00 return check fee. A \$10.00 late fee could also apply at this time. Payment for past due tuition at this point must be cash or money order.

Policy Changes

From time to time, there is a need to make changes in the policies and procedures used at Clubhouse. Should a change be made to our policies and procedures, you will be notified in writing with an addendum from the Director. You will find these letters in your child's daily communication folder.

SCHOOL CALENDAR

Classes are held Monday through Thursday, from 9:00 a.m. to 2:00 p.m. Crosspoint Clubhouse follows the McKinney ISD calendar for holidays and other non-school days with the following exceptions:

1. We will begin our school year after MISD begins and end our school year before MISD ends.
2. If MISD is closed due to inclement weather, Clubhouse will be closed for the day. In the event of a late start by MISD, Clubhouse will be closed for the entire day.

PARENT-TEACHER RELATIONSHIP

Involvement:

Involvement in your child's class is critical to the success of his/her school year. You could help from home by preparing instructional materials. We also encourage parent participation in school-wide events, such as parties, festivals for older students and programs. Classroom visitation is limited to no more than 10 minutes in efforts to prevent disruption to the instructional day. Parents do not need to make an appointment to visit a classroom. Frequent visitation is discouraged as it does interfere with instruction. Parents are not allowed to volunteer in a classroom without having completed ALL background checks at their own expense. During parties, parents are required to sign their children out for the day upon their arrival to the classroom. At this point, parents are responsible for their own children.

Parties for our very young students, 1 year olds to older 2s classes, involve a special lunch. While parents are not excluded from coming to these parties, we want to make you aware of the difficulties. Very young children do not understand why some parents are at the parties and theirs may not be in attendance. They also associate parents at school with time to go home. They do not understand why a parent would come and then leave them. All of these things will cause crying and disruption to their day. We choose to do their parties at lunch so that they are able to have curriculum time in the morning and a good rest time in the afternoon. We do appreciate your understanding and cooperation in this matter.

Communication:

Communication is a critical part of your child's preschool experience. Please keep teachers informed of any changes at home that may affect your child. Each child will have a folder with his/her name on it, which goes home each day. Please check this folder daily for information. You can expect to receive an information sheet on your child daily or weekly which will include topics and activities covered that day/week. This will give you a starting point for conversations with your child about his/her day or week. And, at the beginning of each month, a school newsletter will come home. Email is another communication method used. Please be sure to keep us informed as to your correct email address as we do send email reminders about events and other needs.

ProCare:

Crosspoint Clubhouse utilizes the online app called ProCare. Most, if not all, communication is completed on there. We will post pictures, email, attendance and important daily information (i.e. diapering, food intake) through the portal. Parents are required to keep their information up to date (phone number, address, etc.) so that teachers have the required information for contact. All required tax forms and paperwork will be completed and found on the app.

Conferences.

Your child's teacher is always willing to provide information about classroom goals and your child's progress. Upon request, a conference time will be scheduled to discuss your child's progress. Three year olds and pre-kindergarten teachers will offer conferences twice a year; once midyear and once at the end of the year. During each conference, basic developmental assessments will be discussed. The school may schedule additional conferences if needed. During the school year, if you or your children experience a problem, feel free to schedule a conference to discuss it with your child's teachers. If the matter is not resolved to your satisfaction please discuss it with the Directors, as we want your child's experience here at Clubhouse to be the best it can be.

CURRICULUM

Crosspoint Clubhouse combines a broad range of academics with the teachings of basic Christian values through the use of the multiple resources. We promote “hands on” learning experiences and emphasize total development. Teachers will incorporate age-appropriate learning centers including art, blocks, books, home living, music, nature, writing and puzzles and Spanish. Daily activities for each age group will teach Bible stories, verses and truths. For our three, four and five year olds we emphasize letters, writing, phonetic sounds, numbers, language development, colors, and shapes. You will be provided at the beginning of the year with our curriculum outline for the year. Your child will also receive two assessments throughout the year to explain the milestones.

CHILDREN WITH SPECIAL NEEDS

Child-care programs can be a great resource for parents who have questions about their child’s development and specialized services in the area. If a child has a diagnosed special need, Crosspoint Clubhouse will provide reasonable special care accommodations recommended by a health care professional or early childhood intervention program. We will utilize, as recommended, any adaptative equipment that has been provided to Clubhouse. Crosspoint Clubhouse and/or Crosspoint Church is NOT responsible for the purchase or maintenance of adaptive equipment. Crosspoint Clubhouse will ensure that activities integrate children with and without special needs. If your child has a diagnosed special need, accommodations will be found in the lesson plans.

If your child needs to receive services on campus, we will provide a safe space for them to receive those services from a qualified professional, after obtaining parental request and approval.

A statement of the child’s special care needs must include any limitations of activities, any reasonable accommdoations or modifications, if any adaptative equipment is provided and instructions, and symptoms or indications of potential complications to a physical, cognitive, or mental condition that may warrant prevention or intervention.

Since your child attends Clubhouse in Mckinney and you suspect your child has a special need, you can always call Mckinney ISD child find for evaluation. Their phone number is 469-302-6302 or email at ChildFind@MckinneyISD.net. The director at Crosspoint Clubhouse is also a good resource and has more information if needed.

ARRIVAL & DISMISSAL

Arrival:

Children and their families may enter the building beginning at 8:55 a.m. Parents must escort their children to their classrooms, sign them in, help them make sure their belongings are placed in designated areas, and say good-byes outside the classroom.

If your child is upset when you drop him/her off, we encourage you to say a quick good-bye, and tell the child you will be back later. This reassures the child that you trust that they are safe and will be well provided for in your absence. At this point, our teachers will comfort your child and engage them in the morning activities.

Please do not park in the fire lane or in the handicap parking (unless you have a pass, of course). It is against the law and we want to teach our children the importance of following rules. Please be aware that it is a felony to leave children unattended in a vehicle. For your protection and your child’s, please do not do this even for a minute.

Dismissal:

Children will be released only to people you have designated as "authorized to pick up" on your enrollment form. If someone else will be picking up your child, you need to update their information on the ProCare app that includes name, address and phone number. If the phone number and address are not provided, students will not be released to that individual. **Phone calls from parents will not be accepted as sufficient authority to release children to a new person, if that person has not been added to your list. We must have authorization in writing.** Verification of identity is required of any person (other than the regular parent) picking up a child. When someone you have added to your "authorized to pick up" list arrives to pick up your child, the Director or Assistant Director will make a copy of her/his driver's license. The new person will then be shown to your child's classroom.

Note: Teachers keep the children engaged in activities right up to the time you arrive to pick them up. Please be mindful of this as you arrive at your child's class. One teacher will be at the door and will call your child to the door when you arrive. The other teacher will continue the activity with the rest of the class. This way the teachers know where each child is at all times.

OUTDOOR AND INDOOR PLAY

There are many benefits of physical activity for preschoolers. Outdoor activities, fresh air and release of energy are important to a child's overall health. Recess provides children the space to develop motor coordination and self-confidence. Large muscle coordination is related to the development of small muscles and eye-hand coordination, which are all prerequisites for reading and writing. Outside play also is a social time for students to strengthen their friendships through unstructured play. We will be going outside on the playground if the weather permits. All kids will participate in play outdoor on the playground for 30 minutes daily. In the event the kids can't go outside due to weather they will get activity in The Sea/45th parallel big room. The kids will also participate in a once or twice weekly Music and Movement class in The Sea/45th parallel. Music classes range from 15-25 minutes depending on age, where they sing, practice musical instruments and dance. We recommend your children come to school in comfortable play clothes with close toed shoes for safety.

Determining weather conditions-

Crosspoint Clubhouse follows the weather guidelines posted by McKinney ISD.

Cold/Heat/Ozone Guidelines Weather conditions can pose a risk to the health of students. The following guidelines are intended to assist when making decisions regarding outside activities during periods of high heat or heat index, when there is an ozone warning or when other atmospheric conditions pose a health risk to students. Activity results in the loss of body fluids. Excessive heat and/or humidity increase the amount of fluid loss. The body needs a cool-down period to readjust itself to the cooler temperatures within the building. Efforts will be made to make sure that students consistently drink fluids so they do not dehydrate. Fluids are especially important before any physical activity or before leaving an air-conditioned environment. Crosspoint Clubhouse staff will utilize one of the following sites to access current weather conditions for McKinney and Collin County:

Temperature website:

<https://weather.com/weather/today/l/572501313d1afd6c314a05077feca7f980ef393706f22cd59bf8262c44f20406>

Air Quality (Ozone) website: <http://www.airnow.gov/>

Parents should notify the school in writing if they do not want their children to go outside on days other than those mentioned above for recess or any other outside activity.

Hot Temperatures- When the temperature or heat index rises to 95 degrees or the ozone alert is orange, outdoor recess or activities should be limited to 10 minutes. When the temperature or heat index rises to 100 or the ozone alert is red or purple no outside recess or activities should be allowed, except of normal dismissal procedures, but caution will be used during dismissal time to keep exposure to heat at a minimum. We will continue our active play either inside the classrooms for the remainder of the minutes, or inside The Sea/45th parallel. Parents are encouraged to dress children in cotton material, loose fitting, lightweight and light colored clothes. Parents are encouraged to provide a balanced diet including 4 to 5 servings of fruits and vegetables daily. These foods are not only natural sources of vitamins and electrolytes, but provide additional water to the body. To the extent possible schedules will be rearranged so that outside activities can occur in the mornings, when the temperature is cooler. Discretion will be used to decrease outside activities

when seasonal temperatures and humidity exceed those normal for this area. Vigilance in hydrating students before, during and after outside activities will be used.

Cold Temperatures-During times of excessive cold weather, the following precautions should be taken: When the temperature or wind chill is at or below 25 degrees no outdoor recess or activities should be allowed. Parents are encouraged to dress children in appropriate cold weather clothing including dressing in layers during the cold weather months. Please make sure to include a jacket when temperatures begin to drop.

VISITORS

Parents are welcome to "drop in" at any time during the day to see how their child is doing. Visitation may not exceed 10 minutes and frequent visitation is discouraged as it disrupts the instructional day. Please check in at the Clubhouse office before proceeding to the classroom. Teachers will ask you to do this, if you arrive at their door without having checked in.

Please remember that your child's teachers work hard all day to teach the children how to behave in a classroom setting. Upon arrival at your child's class, please enter quietly and take cues from the teachers as to what the children should be doing and where you could sit so there is the least disruption possible.

Texas Sex Offender Registry

Persons who are on the Texas Sex Offender Registry may not be in or on the property, attend school functions or participate in school events during the school hours. If a parent or guardian is included in this registry, please make arrangements for an alternate person to drop off and pick up your child.

PERSONAL BELONGINGS

Please label all personal items with your child's name. Personal toys cause disruptions and are not allowed at school. The school provides adequate play equipment for the children to be involved in during the day. The teachers will set up "Show and Tell" times so that favorite items can come to school on those special days. On such days, please follow the teachers' procedures, such as "Show and Tell" items stay in backpacks until show and tell time."

Children often have trouble keeping track of multiple items, so please send a bag or backpack large enough to hold the following items:

- Change of clothes (including undergarments) in case of accidents (potty, illness, spill, etc.)
- Lunch box
- School folder (we provide)
- Diapers & wipes (2 yr. old classes & younger, 3 yr. old classes & up must be potty trained)
- Spill-proof cup or water bottle with drink for snack time
- Favorite blanket, etc. for naptime (2 yr. old classes & younger)
- Nap mat

CLOTHING and TOILETING: Crosspoint Clubhouse encourages creativity, play, and independence. Our children learn with paint, glue, scissors and markers daily. We recommend sending children to school in comfortable washable clothing. Although we stress cleanliness, we don't focus on the worries of getting dirty. We do provide smocks for messy projects. It is recommended that shoes have closed heels on them to prevent trips and falls.

Children being potty trained in the Bees, Butterflies and Ladybug classes must wear pull-ups until they are accident free at home and at school for FOUR weeks. They must also be able to tell the teachers when they need to go to the restroom and be willing to use the classroom restroom.

All 3 & 4 year olds in the Bears, Monkey, Raccoon, Lions, Frogs, and Turtle Classes must be totally potty trained and independent in the restroom. This means they must be able to tell a staff member when they need to use the restroom, wipe and dress themselves without assistance. We do not have facilities for changing pull-ups or diapers at this age. Should a child in these classes be unable to complete these tasks by the end of September, they will be excluded from class until the time they are totally potty trained and independent in the restroom. Please know that registration fees are non-refundable for any reason. If a child is excluded for toileting concerns, the spot will be filled

with another student unless you pay the monetary tuition to hold the spot until they are able to return.

NAPS

Crosspoint Clubhouse is licensed by the State of Texas and as such, all students are required to have a naptime. All students are required to bring a nap mat daily for their personal use. These mats are to go home daily and families are asked to laundry them on a regular basis. Nap mats may be as simple as a towel or as elaborate as the family wishes them to be. Students are not allowed to use someone else's nap mat. **Should a family forget to bring a nap mat, Clubhouse does have a limited number of mats available for daily rental at a cost of \$1.00 per day.** Teachers do have coupons that you may complete and bring to the office to secure a nap mat for the day. We do appreciate your bringing a nap mat daily.

SNACK

Teachers in each classroom (2 year old classes and older) will provide a monthly calendar with a designated snack for your child to bring on a specific day. **Students that have a NUT ALLERGY or other FOOD ALLERGY will need to provide their own snacks, party treats, and lunches.** Water should be sent with your child daily for snack time. Please be sure to label the drink or cup with your child's name. Should any "spreads" be sent for lunch, please label what it is so there is no question regarding peanuts. We request no peanut butter at all for the first two weeks of school so that we have identified all potential allergy needs. We also prohibit all red drinks.

Toddlers & 2 yr. old classes: Each child should bring his/her own snack time drink in a labeled spill-proof cup (no red drinks please). **Students that have a NUT ALLERGY or other FOOD ALLERGY will need to provide their own snacks, party treats, and lunches.** All cups must have the child's first name and last initial on the top and the bottom. **For a list of Suitable Snacks, please refer to page 19 & 20.**

LUNCH

Children are to bring their own lunches with a non-staining and non-carbonated drink (no red drinks please). We cannot warm food, nor can we refrigerate food. Please send your child well-balanced nutritional food that he/she will eat. We appreciate your cooperation in peeling fruit, and cutting food so your child is able to eat without assistance. Parents will be notified if your classroom has a child with a **Nut Allergy or Other Food Allergy**. These identified classrooms must be free of all peanuts and other nut products for both lunch, snacks and parties. **Students with food allergies will need to provide their own snack, food for parties as well as lunch.** Please limit all cookies and candies for before and/or after school snacks. Cookies, candies, and other special treats will be acceptable for holiday parties with teacher approval; however there can be **no homemade items** brought for sharing with other students. We must be able to see the label, listing product content and the manufactured facility information on all food items.

If your child has an allergy that requires an **Epi-Pen or Other Medical Need** please contact the Clubhouse Office for additional required paperwork. These will **include an action plan as designed by your doctor and a doctor's statement is required.** This paperwork must be in place prior to your child attending class.

According to Texas State Minimum Standards the food offered to the children must be nutritious. Children in care for over four hours must be offered one-third of their daily food needs. Because parents are responsible for preparing lunches, you are asked to **sign the Nutritional Waiver form located in the Registration Packet and return it to the Clubhouse Office.**

HEALTH AND MEDICAL INFORMATION

Daily Health Check Upon Arrival:

As students arrive at school, teachers are to visually inspect the child for any obvious marks, bruises or signs of illness before the parent leaves. Should something be noted, parents are to explain the cause or source of an injury and should there be suspected illness, a temperature will be checked.

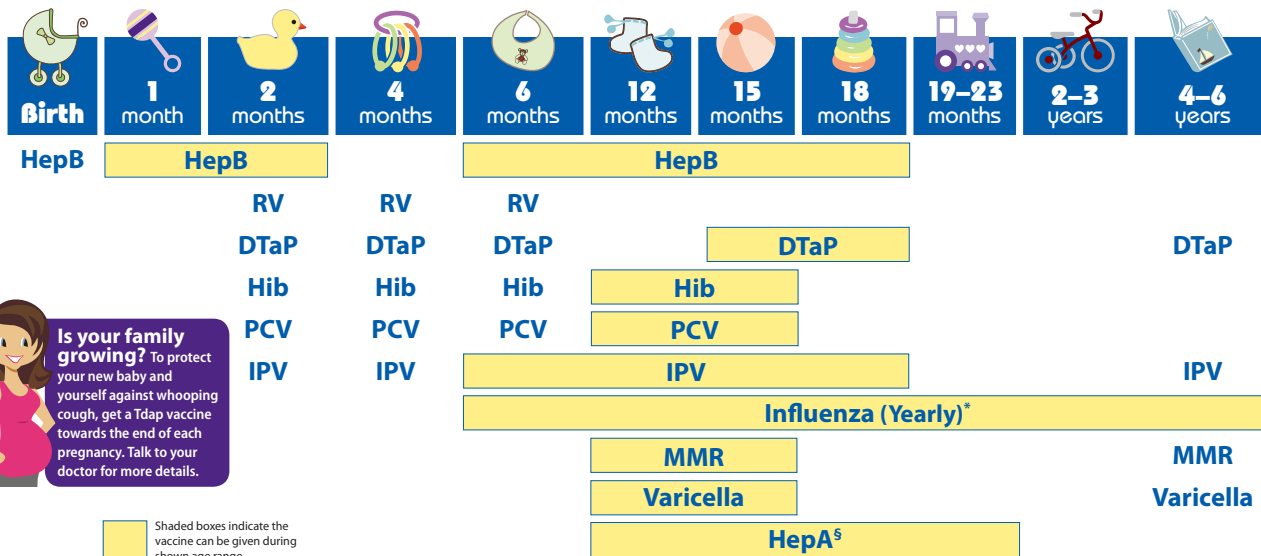
IMMUNIZATIONS.

A completed, accurate, and **up-to-date immunization record for your child must be on file in the office no later than 30 days after your child attend class the first time.** If not, your child cannot attend Clubhouse. Immunization records must be kept current. All immunizations are required! A state waiver may be obtained from the Health Department annually should you choose to not have a child immunized. This waiver is good for two years and must be renewed. Copies of this waiver are not valid. Tuberculin testing for children is not required in McKinney. Your immunizations must be submitted with the doctors signature and/or stamp on the form. We can not receive records from the portal.

The state of Texas requires that each 4 and 5 year-old have a hearing and vision screening. If you have a record of this testing by a doctor, you must provide Clubhouse. **See page 8/9 for an Immunization Schedule.**

In case of an emergency, we will make every effort to contact a parent; however, should the situation be deemed critical, 911 will be called before the parent is called. **Parents/Guardians are required to complete the Authorization for Emergency Medical Care form located in the Enrollment Packet.**

2013 Recommended Immunizations for Children from Birth Through 6 Years Old



Is your family growing? To protect your new baby and yourself against whooping cough, get a Tdap vaccine towards the end of each pregnancy. Talk to your doctor for more details.

Shaded boxes indicate the vaccine can be given during shown age range.

NOTE: If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

FOOTNOTES: * Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting a flu vaccine for the first time and for some other children in this age group.

[§] Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.

If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.



SEE BACK PAGE FOR MORE INFORMATION ON VACCINE-PREVENTABLE DISEASES AND THE VACCINES THAT PREVENT THEM.

For more information, call toll free **1-800-CDC-INFO** (1-800-232-4636) or visit <http://www.cdc.gov/vaccines>



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



AMERICAN ACADEMY OF FAMILY PHYSICIANS
STRONG MEDICINE FOR AMERICA

American Academy of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic, and blood disorders
Hepatitis B	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Flu	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pinkeye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR** vaccine protects against rubella.	Air, direct contact	Children infected with rubella virus sometimes have a rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

* DTaP combines protection against diphtheria, tetanus, and pertussis.

** MMR combines protection against measles, mumps, and rubella.

Last updated on 03/20/2013 - CS239274-A

Illness Policy:

Due to state certification requirements, Crosspoint Clubhouse is extremely strict on our policy regarding illness. A child **should not be brought to the Crosspoint Clubhouse if any of the following exists:**

- Fever (no fever in the last 24 hours) – 100.4 F in the ear or forehead
- Vomiting or diarrhea within the past 24 hours
- Colds, infectious runny noses, sore throats, coughing
- Unexplained rashes or skin infections (impetigo, ringworm, etc.)
- Pink Eye
- Discolored (green or yellow) nasal discharge

A child suspected of illness will be sent home with a parent immediately. We will notify parents of communicable illnesses within the classroom so they may be aware of symptoms or take further precautions.

If your child becomes ill while at school, you will be contacted to make arrangements to pick up her/him.

Please notify the Director if your child becomes ill with a communicable disease (strep throat, chicken pox, etc.) so we can notify parents and teachers to watch others for symptoms of illness. If your child has a discolored (green or yellow) nasal discharge, we will require a doctor's note stating the child is not contagious prior to admitting the child to the classroom.

COVID-19: Please see attached COVID addendum

Medication:

The Clubhouse staff, except in life threatening situations, will administer NO medication. Completed medical forms are required along with a complete list of all medications to be administered. A doctor must complete these forms.

Staff Immunization Requirements:

Immunizations are not just for students. Keeping up-to-date on staff vaccinations helps protect staff members and the children we work with from vaccine-preventable diseases that can be transmitted in a school setting. These diseases are the flu, whooping cough (pertussis) and varicella (chicken Pox). Staff members come in contact with many viruses and bacteria while working with children. Some diseases, such as pertussis, are more serious for children, while other, such as chicken pox are worse for adults. The flu vaccine is a yearly vaccine, while Tdap (pertussis) is a one-time vaccine. If an individual has had the chicken pox, they are immune to it. Individuals that have not had the disease should consider getting the vaccination.

Clubhouse encourages all staff members to get the flu vaccination, as the risk of flu is higher than the other vaccine-preventable diseases mentioned above. However, **Clubhouse does not require this vaccination.**

The risks of both whooping cough and chicken pox are very low and Clubhouse does not require staff members to get these vaccinations.

Tuberculin testing is not required in Collin County, therefore staff is not required to be screened.

CPR/First Aid training sessions are held for all staff members at the beginning of each school year. Documentation of immunizations are kept in the individual's personnel file in written form. The documentation must include the date administered, immunization received, signature of individual administering the test, and the results of the test.

Staff members are encouraged to discuss their risk factors with their private health care provider in making vaccination decisions. Should staff members get any of the listed vaccinations, required documentation must include the date administered, immunization received, and a signature of individual administering.

Sunscreen and/or insect repellent:

Children may require sunscreen or insect repellent for outdoor activities. **Parents will need to be responsible for applying these items before the students come to school.** Staff members will not be able to do this for you. Our students do not spend more than 30 minutes outside with the exception of special events days.

Licensing: We are a state licensed preschool facility, which means we receive a yearly inspection by a licensed state official. All of our previous inspection reports and the minimum standards we follow can be found at https://www.dfps.state.tx.us/Child_Care/. If you need to contact licensing for any reason, you can use this website or call their intake number at 1-800-252-5400. The Abuse Hotline is available toll-free 24 hours a day, 7 days a week, nationwide. Or make a report with our secure website and get a response within 24 hours.

EMERGENCY SITUATIONS

In the case of any emergency, the first responsibility of staff members is to move the children to a designated safe area or alternate location known to all staff members. **In all emergency situations**, students unable to walk will be evacuated using Bye-Bye buggies, evacuation cribs or a staff member will carry them. This includes students that are too young, unstable walkers or students with special needs. In case of an emergency evacuation to an alternate location, the Director and/or the Assistant Director of Clubhouse will call the proper authorities. Teachers from each classroom will call parents. The emergency contact phone number will be the main church office, 972-562-2200. In all emergency situations, teachers take with them a classroom binder, walkie-talkie, and flashlight. Classroom binders include student names, parent names, addresses, phone numbers, and consent for emergency medical care forms. The binder also includes parent provided Alternate Pick Up information for students; including the

Accident/Illness: In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child and calling 911 if appropriate. An Illness/Accident Report will be completed and signed by a Director and given to the parent. Basic first aid kits are located in each classroom with a complete first aid kit located in the Clubhouse Office.

Fire: In case of a fire, the building will be evacuated and fire drills are practiced monthly. Evacuation maps are located by each classroom doorway. Teachers take their classroom binders and walkie-talkies with them to ensure all students are accounted for and present. Students are evacuated to designated areas in the parking lot away from the building.

Severe Weather: In the case of severe weather, students are moved into a secure area of the building. Severe weather drills (duck and cover) are practiced 4 times a year. Severe Weather evacuation maps are located by each classroom doorway. Teachers take their classroom binders, walkie-talkies and flashlights with them to ensure all students are accounted for and present. Children are instructed to sit "crisscross applesauce" and to cover their heads with their arms (duck and cover).

Natural Disasters: In the case of natural disasters students will be moved to a designated safe area in the building. Should we have to evacuate the building and be relocated, our emergency relocation site is Stonebridge United Methodist Church, 1800 S. Stonebridge Dr, 75072, (214) 726-0578.

Emergency Evacuation: In case there is an emergency that would require Clubhouse to leave the Children's Building, but did not impact Crosspoint Church, students would be moved to the main building of Crosspoint Church. In case of an emergency evacuation that impacts both the Children's Building as well as the Crosspoint Church, Clubhouse will move to Stonebridge United Methodist Church located at 1800 Stonebridge Drive, McKinney, TX 75072. The phone number there is (214) 726-0578. Teachers take with them the classroom binder and a walkie-talkie to ensure all students are accounted for and present. A detailed Evacuation Plan is available in the Clubhouse Office for review upon request.

Lock-Down: Students are moved to an area in the room that cannot be seen from the door window. The glass POD doors are locked and windows are covered with paper if time allows. Classroom windows are closed. Students are kept quiet and out of sight. Classroom doors are not opened to anyone unless their official ID is shown under the door or a staff employee opens the door with a key. Lock-Down drills are practiced 4 times a year.

Emergency Closure: In case of an emergency situation that could cause Clubhouse to be closed, the Clubhouse Board will review the information and make a determination as to the appropriate course of action. Emergency situations could include but are not limited to illness, facility concerns, weather or other unplanned interruptions. Parents will be notified of an emergency closure by one of these means; phone calls, emails, letters home, or web site posting.

Should an emergency situation cause a closure, tuition will not be refunded or adjusted.

Crosspoint Church is an official Federal Evacuation Site for natural disasters. Should such an event occur, the school could be closed until the building is no longer in use as an evacuation site. Church activities and needs do take priority over Clubhouse needs and activities.

Please See the Evacuation Map for specific locations.

Evacuation Locations and Alternate Routes

Evacuation Routes:

Rooms C101, C102, C103, C104	Out the Front Door
Rooms C201, C202, C203, C204	Out the Back Door
Rooms C301, C302	Out the Back Door
Room C401, C402	Out the Front Door
Office	Out the Front Door

Alternate Evacuation Routes:

Rooms C101, C102, C103, C104	Out the Back Door
Rooms C201, C202, C203, C204	Out the Front Door
Rooms C301, C302	Out the Front Door
Rooms C401, C402	Out the Back Door
Office	Out the Playground Door

Severe Weather Locations:

Room C101	Stay in their room
Room C102	To Room C101
Room C103	To Room C104
Room C104	Stay in their room
Room C201	Stay in their room
Room C202	To Room C201
Room C203	To Room C201
Room C204	To Room C201
Room C301	To Boys Restroom
Room C302	To Girls Restroom
Room C401	To Girls Restroom
Room C402	To Boys Restroom

Prevention of Child Abuse and Neglect Training and Policy

The passage of Senate Bill 471 by the 82nd Legislature requires that licensed child care centers offer one hour of annual training for staff members in prevention techniques for and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect. It also requires annual training to address sexual abuse and other abuse/neglect of children. Any staff member having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse, neglect or sexual abuse will report any such concerns to the Texas Department of Family and Protective Services Hotline 1-800-252-5400. Employees are also required to report such concerns to the Director and make a written record of the abuse. For information related to Child Abuse prevention, community organizations and what to do if your child is a victim, go to the Texas Department of Family and Protective Services website (https://www.dfps.state.tx.us/Child_Care/) and search "Child Abuse and Neglect".

Gang-Free Zone Information

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code amended Section §42.064. The goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our facility is a violation of this law and is therefore subject to increased penalty.

Consumer Product Safety Recalls

The Consumer Product Safety Recalls (CPSC) lists children's products (not including clothing or items meant to be swallowed such as medication, drugs, or food) that are considered to be unsafe. You can view this list of current recalls and notices on the CPSC Internet website at www.cpsc.gov. You may sign-up to receive email notifications from the CPSC by going to <https://www.cpsc.gov/cpsclist.aspx>. Licensing recommends that you sign up for recalls involving infant/child products (listname:child). Clubhouse does subscribe to this notification system and we do inspect our

materials on a regular basis to insure our toys are safe. You are encouraged to register and monitor this site as well for the safety of your children at home.

Infant Care Procedures

Infants by State guidelines are children from birth to 24 months of age. Because infants require a different level of care, there are specific procedures required by licensing that we must follow.

Feeding: Students 12 months and older must be able to sit at a table and eat finger foods independently. No bottles are given to students 12 months to 24 months of age. Students are not allowed to go to sleep with a bottle.

Sleeping: Students will need a nap mat for resting time. Students are required to stay on their own mat for napping. Students unable to stay on their nap mat may be placed in a crib.

Sudden Infant Death Syndrome: Although SIDS does not occur often-it happens in approximately 77 of every 100,000 children each year. It is important for child care providers to be prepared in case of an emergency situation involving an unresponsive infant. Should such an emergency occur at Clubhouse, the following will be followed:

1. Cardio-Pulmonary Resuscitation (CPR) will be administered and continued until emergency personnel arrive.
2. 911 will be called.
3. Other children will be removed from the room or area.
4. The child's parents will be called.
5. The local police and the licensing agency will be called.
6. The area where the child was found will be left undisturbed until investigators give clearance for cleaning.

After the emergency, parents of other children will be informed that an emergency occurred and they will be offered information about children and bereavement.

Breast Feeding Mothers: There is a designated location in the Mother's room in Crosspoint church for mothers that wish to come in and breast-feed their infants. Parents may also provide breast milk for their children. Please ask the Clubhouse Office for directions to this location if needed.

BIRTHDAYS

If you would like to bring a special treat for your child's birthday, please inform your child's teacher a minimum of one school day prior so she can make arrangements for snack time. Teachers will make you aware of any allergies in the classroom. We request that you **not bring cupcakes for birthdays or parties**, as they are difficult for children to eat at school. We **cannot allow home made food items**, as we cannot verify the ingredients or the preparation facility.

Invitations may be passed out at Clubhouse **only if ALL** students in the class are invited. At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names, addresses, and phone numbers. If you do not wish this information to be disclosed, please inform us in writing.

FIELD TRIPS

Crosspoint Clubhouse does not offer any offsite activities, or fieldtrips. We strive to bring as many learning experiences to our campus as possible. We welcome suggestions.

DISCIPLINE

The children of Crosspoint Clubhouse are expected to conform to classroom rules and regulations of the program. We encourage good conduct through positive reinforcement, redirection to alternative activities, and time outs as needed. However, if behavior becomes a serious problem, alternative steps listed below will be administered. Steps of disciplinary action to be used by Crosspoint Clubhouse staff members:

1. Any behavior considered inappropriate will first be redirected in a positive manner.
2. If, after verbal warnings, the child's behavior remains inappropriate, the child will be placed in the classroom "time out" area. The child will remain in "time out" for up to one minute per year of age. This is a time for the child to calm down or regain control. The teacher will then talk to the child, to help him/her understand why the behavior was inappropriate.

3. If the child's behavior continues to disrupt the classroom and other consequences have not corrected the behavior, the child will be removed from the classroom to the Director's office.
4. Any inappropriate behavior after being address with the Director will result in a phone call to the parents with the possibility of removal of the child for the day. Additional days of exclusion from class may be added by the Director for continued disruptive or violent behavior. In the event that a child is sent home twice, the Director will conduct a conference with the parents and the teacher to develop a disciplinary plan before the child is to be admitted back to school.

Continual violent or disruptive behavior will result in immediate removal from the program for the day. Continuation of physical violence to children, teachers or property, or continual classroom disruptions may be considered grounds for permanent dismissal from the program. The director has the right to determine if a student may remain in the program at any given time. Students that place the program, classroom, teachers, or facility in an unsafe situation may be removed immediately from the program. Please refer to **page 14 for a complete Discipline and Guidance Policy.** In addition, you are asked to **sign the Discipline Form located in the Registration Packet and return it to the Clubhouse Office.**

POLICIES

All policies regarding Crosspoint Clubhouse come under the direction of Crosspoint Clubhouse's Board and are outlined in the Crosspoint Clubhouse's Parent Handbook. All policy changes will be updated on the Clubhouse website (www.crosspointmckinney.church, select "Families" at the top. From the drop-down menu, select Clubhouse Preschool.) Written notification will also be sent home in the student folders.

If at any time you feel the need to discuss any questions or concerns about our program, please feel free to stop at the office or make an appointment with the Director. We are licensed through the State of Texas and get yearly inspections. You may reference our standards at their website <http://www.dfps.state.tx.us>. We also post our yearly inspections in the front office information board. Parents may also contact the local state licensing authority, The Texas Department of Family and Protective Services (DFPS) 550 E 15th Suite 120, Plano, TX 75074, (469) 229-6900. The Texas Department of Family and Protective Services (DFPS) have a child abuse hotline at 1-800-252-5400.

MINISTRY

If our Pastor and/or any other ministers of our church can help you or your family, please call the church office at 972-562-2200.

Daniel Messina	Pastor
David Jordan	Minister of Adult Education & Administration
Tyler Frank	Director of Student Ministry
Matt Theiman	Minister of Children and families
Joseph Baker	Worship leader and communications
Amy Jones	Administrative Assistant
Amber Taylor	Clubhouse Director
Jill Laastsch	Clubhouse Assistant Director

Discipline and Guidance Policy

- Discipline must be:
 1. Individualized and consistent for each child.
 2. Appropriate to the child's level of understanding.
 3. Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements;
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Continual violent or disruptive behavior will result in immediate removal from the program for the day. Continuation of physical violence to children, teachers or property, or continual classroom disruptions may be considered grounds for permanent dismissal from the program. The director has the right to determine if a student may remain in the program at any given time. Students that place the program, classroom, teachers, or facility in an unsafe situation may be removed immediately from the program.

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.



Keep This Page for Your Reference
Suitable Snacks for Snack Rotation

Goldfish
Cheese Nips
Better Cheddars
Ritz Crackers
Saltines with Cheese Slices
Pretzels
Animal Crackers
Vanilla Wafers
Graham Crackers
Cinnamon Graham Sticks
Butter Cookies
Teddy Grahams – Cinnamon or Honey

****Classrooms that have children with nut allergies will be notified. These rooms will need to be “nut free”. This will include peanut butter and any type of peanut butter products.**

PEANUT-FREE SNACKS & CANDIES

When purchasing snacks or treats for a school event that involves a child who has a peanut allergy, please read all ingredients carefully. **Avoid snacks and candies that contain peanuts, peanut butter, peanut flour, and peanut oil, as well as any snack that was manufactured in a facility where peanuts or other nuts are handled.** Peanut products are potentially **life-threatening** to children with peanut allergies, and we appreciate your help and cooperation in providing a safe school environment.

SNACKS

Below is a list of snacks that are peanut-free at this time. It is always important to read ingredient labels since manufacturers change production methods.

Austin

Zoo Animal Crackers

Frito Lay

Rold Gold Pretzels

Sun Chips – Original, Cheddar,

Classic

Jello

all Jello products

Keebler

Town House Classic Crackers

Golden Vanilla Wafers

Pepperidge Farm

Goldfish – any flavor

Goldfish Graham Snacks

Nabisco

Animal Crackers

Cheese Nips

Graham Crackers

Ritz Crackers – Originals

Saltine Crackers

Teddy Grahams

Triscuits – Original, Thin Crisps

Wheat Thins – Original

Vanilla Wafers

CANDIES

Candy is a big part of holiday celebrations such as Halloween and Easter. Below is a list of candies that are peanut-free at this time. It is always important to read ingredient labels since manufacturers change production methods.

Dum Dum Pops

Gum Drops

Hershey Kisses

Hershey Kissables

Jolly Ranchers

Junior Mints

Life Savers

Lollipops

Mike & Ikes

Nerds

Ring Pops

Rolos

Runts

Shock Tarts

Skittles

Smarties

Spree

Starburst

Sweet Tarts

Tootsie Pops

Tootsie Rolls

Twizzlers

Chocolate candies and candy bars often pose a hidden threat. Please avoid all chocolate candies and candy bars that have any nut products, or that are manufactured on equipment that handles any nut products. In particular, please avoid all types of M&Ms, including Plain