



CROSSPOINTE
CHURCH

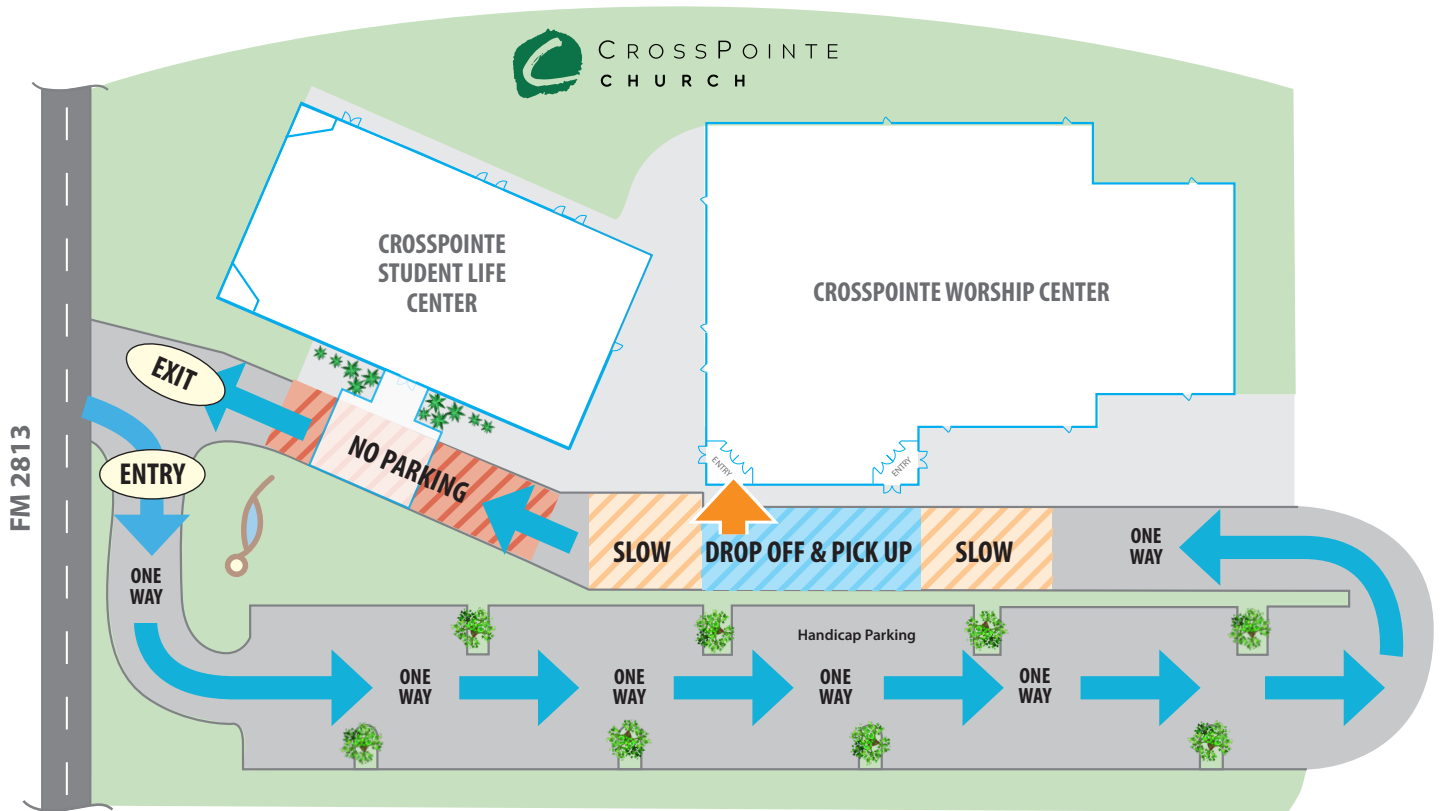
CrossPointe

Parents Day Out

H A N D B O O K

CrossPointe
**Parents
Day
Out**

Drop Off & Pick Up



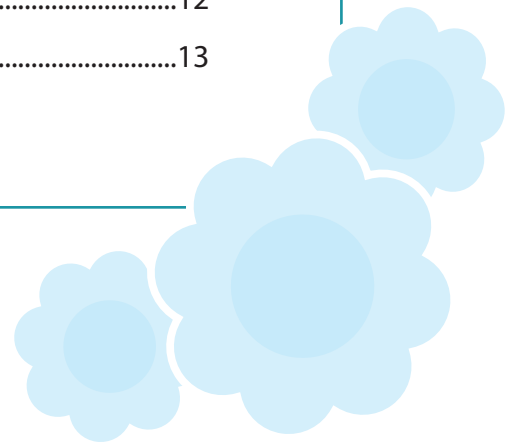
CROSSPOINTE
CHURCH

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Introduction

CrossPointe Parents Day Out is a ministry that offers children exceptional learning and social opportunities in a safe environment while being cared for by loving and capable Christian teachers.

Our philosophy is to “train up a child in the way he should go” by building a strong foundation for spiritual, social, emotional, and academic development. It includes partnering with parents and helping each child discover their God-given destiny. This is achieved by recognizing that each child is a unique expression of the image of God and by immersing them in a loving and safe environment.

Our emphasis is on spiritual, academic and character development. For spiritual growth children are offered Bible stories, memory verses, worship, and arts & crafts. For academic growth we provide phonics, reading readiness, number recognition and math concepts. We focus on building character development throughout the day by applying Biblical principles using games, outside play, centers, class parties, special events, and lots of fun!

Our goal is to provide a safe, healthy, and happy environment for the children, parents and staff. To attain this goal, we must adhere to the policies on the following pages.

Days & Times of Preschool

CrossPointe Parents Day Out is a two-day program for preschoolers ages 18 months to 5 years (pre-kindergarten). The program's hours are on Tuesday and Thursday of each week from 8:30 a.m. to 2:30 p.m.

Preschool ends at 2:30 p.m. If a child is not picked up by 2:50, there will be a late charge of \$15.00. Please be considerate of this schedule, as our staff needs to leave on time. In case of a delay because of an emergency, please notify the Director at 903-630-5576.

CrossPointe Parents Day Out will provide a school year calendar with the days we will meet and closings for breaks and holidays. We use the Tyler Independent School District holiday schedule and inclement weather plan as a guideline.

Classroom Placement

Classroom placement will be by age groups. Each room has a limited capacity with the following child/teacher ratios: 5/1 for 18 months to 24 months, 7/1 for two-year and three-year old's and 10/1 for four and five-year old's. Activities in each room are geared to the child's age level. At the end of the day classes may combine based on the number of students still present.

Enrollment & Information Forms

New applicants to CrossPointe Parents Day Out will need to complete an online enrollment application and pay the \$75 registration fee which is the registration and supply fee for the semester. A copy of the child's shot record will need to be turned into the Program Director to be kept on file.

The enrollment application has forms asking for general family information, allergy information, permission to photograph, and medical release forms. Enrollment packets may be obtained from the Program Director or via the church website at cptyler.church/pdo. Your child is considered to be enrolled in the program upon completion of the enrollment application and payment of the registration fee.

New enrollment applications and shot records must be submitted for each child every year. For the well-being of your child, we must have the requested forms completed for your child to be registered in Parents Day Out.



Cancellations

Every child in CrossPointe Parent's Day Out must be properly enrolled. Reservations are made on a permanent, non-drop in basis. If your child doesn't attend, you still pay the regular tuition rate.

If your child will be absent because of illness or for other reasons, please notify the Program Director at 903-630-5576 as soon as possible.

A two-week notice given to the Program Director is required to withdraw from CrossPointe Parents Day Out. If this notice is not given, payment for the month will be required.

Tuition and Fee Schedule

Registration: \$75 per child is the registration fee and the Fall semester supply fee. This is due at the time of registration and is non-refundable.

Supply Fee: A \$50 supply fee will be charged on January's tuition payment.

Sibling Discount: We offer a 10% sibling discount applicable for each child.

Tuition is due by the 1st of every month. There will be a \$15 late fee applied to your bill if paid after the 15th.

Payment can be made online by credit card using the Procure app. Once you have registered your child(ren), a notification will be sent to you to download the Procure app. Once downloaded you can set up payment using an automatic bank payment or credit card. You may also pay with cash or check (payable to CrossPointe Church). Payments need to be turned into the Program Director. Payments must be paid by the end of the month to maintain your child's spot for the next month. Please contact the Program Director as soon as possible with any issues or problems that could contribute to late payment.

There will be a \$25 service charge on all returned checks.

Drop off & Pick up Procedures

All students need to be dropped off and picked up using our new guidelines. We have a drop off and pick up map located on pg. 2, and our website: cptyler.church/pdo. The flow of traffic will follow this map and we will have teachers out front to help unload your child and check them in. Our doors will be open at 8:30 for drop off.

Pick up will begin at 2:30 p.m. You will be given a sign with your child's name to be placed in your front window. A teacher will bring your child to you and load him/her into your car. If you need additional signs for a spouse or a grandparent, please let the Program Director know. If someone other than you, your spouse, or regular caregiver will be picking up your child, it is your responsibility inform the Program Director ahead of time. We ask that you supply us with the full name of the person who will pick up your child. You should inform any individual who will pick up your child that he/she must be prepared to provide proper identification, preferably a driver's license. If an item gets accidentally left at school, please let the Program Director know and it will be placed in the lost and found and returned to you on the next school day.

The drop off and pick up procedures will help limit the amount of foot traffic down the hallways and in the classroom. Our goal is to keep our children and our staff as safe as possible.

We will have a come and go Meet the Teacher night prior to the beginning of school so you will be able to come in and meet your child's teacher and see the classroom.





Illness

For the protection of all children at CrossPointe Parents Day Out, we cannot allow your child to be in school if he/she has any of the following symptoms within the past 24 hours.

1. A fever higher than 100 degrees at arrival or has had a fever in the previous 24 hours.
2. Diarrhea (defined as two loose stools within a short period of time)
3. Vomiting
4. Heavy discharge from the nose
5. Any discharge from the eyes or ears

We encourage you to exercise every caution to keep your child safe and healthy. Please keep your child at home if any other unusual symptoms occur or if you or your child has been exposed to any highly contagious disease. Please notify the Program Director if you or your child has been exposed to any highly contagious disease. This is for the safety of all the children and staff. Children must be fever free without the aid of any medication for 24 hours prior to returning to school.

If your child becomes ill during the school day with any of the above symptoms, he/she will be separated from the other children and the parent will be contacted immediately. Please pick up your child within 30 minutes of notification. It is very important that you put a good contact number on your registration form and let the Program Director know if your number changes.

Medication

Teachers are permitted to administer non-prescription or prescription drugs only if authorized by the parent. A medical release form must be completed by the parent and given to the Program Director to be kept on file. The medication must be sent in the original container with the child's name and dosage printed on the bottle. The medication will be kept in the Director's office in a locked door or refrigerator.

What to Bring Each Day



Backpack

1. Each child should have a labeled backpack to hold his/her belongings. Please check your child's backpack daily!
2. Each child who is not yet potty trained will need to have three diapers for each school day. We recommend pull-ups for children in the process of being potty trained.
3. Each child should have an extra set of clothes and socks in their backpack. Please label this clothing along with jackets, sweaters, or clothing that your child might use for outside play during the school day. We will not be responsible for any lost clothing.
4. You may send a labeled spill-proof cup.
5. A labeled nap mat (optional pillow or blanket) for rest time. We will send them home on Thursdays. Your child will not be required to sleep during rest time, but he/she will be expected to be quiet and restful.
6. Please send your child in comfortable clothes and shoes. Dress in layers for outside play.
7. Other than a comfort item for nap time no other toys will be allowed. All toys need to be left at home. This rule is meant for the safety of all children.

Lunch

CrossPointe Parents Day Out will not provide a lunch to your child. You must send a lunch with your child. We request that you limit the amount of sweets you send in your child's lunch. Please label the lunch box, sack and beverage container with your child's name.

Snack

There will be a morning and afternoon snack provided for all children. If you send a snack, we do request that the snack be as healthy as possible. You will not need to send drinks with the snacks.

Chewing Gum

No gum is allowed in the childcare rooms. Please dispose of it before entering the building.





Safety Procedures

The safety of our faculty and students is our number one priority. We pursue safety and security in many ways. One of these ways is by practicing various safety drills throughout the school year. We operate in a very secure facility and keep close communication with our campus staff. Our facility will be locked at 9:00 a.m. and remain locked until the 2:30 p.m. pick up time. If you need to drop off your child or pick up your child between 9:00 a.m. and 2:30 please notify the Program Director via e-mail through the Procure app or by calling 903-630-5576. Someone will come to your car to pick up your child and check them in. If you are picking them up someone will bring your child to your car.

Our staff is following strict guidelines for cleaning and disinfecting all surfaces in the classrooms including all tables, doors, toys, games and supplies. All bathrooms are cleaned and disinfected regularly. We have a professional cleaning crew that cleans between our Sunday service and Parents Day Out program. Our staff and students are using frequent hand washing throughout the day.

Inclement Weather

Should it become necessary to delay opening or to cancel Parents Day out due to inclement weather, we will contact parents through the Procure app or on our Facebook page by 7:00am. Snow days will not be made up. You may also check our Facebook CrossPointe Parents Day Out page for current updates and information.

Accident Report

If your child has any accident during school and accident report will be filled out by the teacher and sent home. The Program Director will immediately contact you and let you know about the accident.

Curriculum

CrossPointe Parents Day Out has established age appropriate objectives to be taught in each classroom. Children are assessed twice a year to gauge knowledge retention. A copy of the assessment will be sent home.

Various curriculum materials and resources are used to introduce and/or master these objectives. Each classroom teacher will incorporate the following in their classrooms: Bible, language arts, math, science, fine motor skills, art, music and social and emotional skills. It is our goal to teach the children about the Love of God and their world around them. We also strive to provide academic instruction that will prepare them for the next school year.

Discipline

The word "discipline" comes from the word "disciple," which means "learner". We believe that God has given parents the ultimate responsibility in the training of their children. It is the goal of CrossPointe Parents Day Out to assist in that process, teaching students to possess self-control, respect, obedience, and honesty. Our primary goal is to love your child. We understand that all children need boundaries and your child will be disciplined if his/her behavior requires it.

We will commit to:

- Addressing wrong behavior;
- Training children using scripture and loving correction;
- Employing pre-approved methods of behavior modification such as time-outs.

When a child continually behaves in a manner which is disruptive to the entire class the child will be taken to the Program Director to sit quietly. If sitting quietly becomes an ineffective option, his or her parents will be called to pick up the child. If this occurrence becomes a pattern, the parents may be asked to withdraw his or her child from the program.



Criteria for Involving Parents:

- If a teacher's instruction is hindered.
- If the other children's experience is hindered.
- If the child repeatedly responds poorly to authority.
- Aggression to other children.
- If a child continually requires one-on-one attention.

If a child's behavior hinders normal function of the classroom, we reserve the right to set up a parent-teacher conference to discuss a resolution.

Because We Care

Please feel free to inform your child's teacher or the Preschool Director of any circumstances that may affect your child's happiness. The more we know about your child and "their world," the better we are able to care for them.



Parents Day Out Mission

1

To teach children how to put God's Word first in their lives.

2

To teach that Jesus Christ is the Truth, Way and Life, and that He lived and died so that by faith we might eternally be reconciled to the Father.

3

To teach our children and parents to "love the Lord your God with all your heart, and with all your soul, and with all your mind" – Matthew 22:37 (NAS).

4

To emphasize the Holy Spirit and the necessity for the Holy Spirit as Teacher, Helper and Comforter.

5

To teach the children and parents that we should all "love your neighbor as yourself" - Matthew 22:39 (NAS).

6

To teach our children love and respect for their parents, and to lay groundwork to prepare the children to be parents.

7

To assist parents, when necessary, to turn their hearts to their children and to promote family life.

8

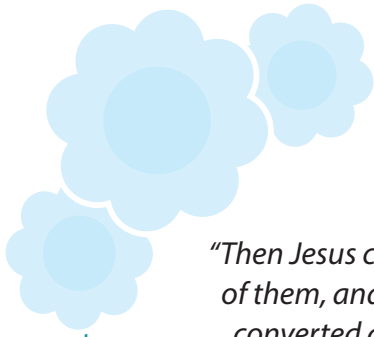
To provide a quality education that prepares our children to function in the world and in the employment market, and to function as social, spiritual and physical beings.

9

To teach the children to care for their bodies, and to provide them physical activities and training.

10

Recognizing that our country was founded by men and women who had put their trust in God, to teach the children to appreciate and respect our nation and its form of government.



"Then Jesus called a little child to Him, set him in the midst of them, and said, "Assuredly, I say to you, unless you are converted and become as little children, you will by no means enter the kingdom of heaven. Therefore whoever humbles himself as this little child is the greatest in the kingdom of heaven. Whoever receives one little child like this in My name receives Me."

Matthew 18:3-5 (NKJ)

*"Train up a child in the way he should go [teaching him to seek God's wisdom and will for his abilities and talents],
Even when he is old he will not depart from it."*

Proverbs 22 : 6

