

# Parent Handbook



## **Masterpiece Christian Academy**

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Masterpiece Christian Academy firmly believes that Christ must be at the center of your child's academics, and I am confident that your son/daughter will grow in wisdom, understanding and knowledge during their time with us.

Rest assured that your son/daughter will laugh, learn and grow in an environment that will enhance their understanding of this amazing world Our Heavenly Father created, as well as God's love and His will for their lives. We know that parents are the most influential persons in their lives. MCA takes pride in partnering with you to instill the word of God, manners, academics and demonstrating love/kindness into our children.

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## **Director's Message**

In Ephesians 2:10

God's word states:

We are God's **Masterpiece**. He has created us anew in Christ Jesus, so we can do the good things he planned for us long ago.

I believe wholeheartedly that children are a gift from above; they were made in the image of their creator and are a "Masterpiece"! We thank you for entrusting us, with your most precious jewels!"

## **Mission Statement**

Masterpiece Christian Academy is a non-denominational ministry. We strive to uphold God's two greatest commandments: to love God with all your heart, soul & mind and to love your neighbor as yourself. (Matthew 22: 36-40) We believe God has a calling for each of his children. Our goal is to instill Christian values and to nurture God given talent in the lives of our children. We believe that by demonstrating God's love through our actions, words, and Christ Centered curriculum each child will excel and shine brightly in all that they do.

## **MCA History**

Masterpiece Christian Academy is dedicated to all of God's faith servants who walked out boldly to pursue the calling God has placed in their lives. Masterpiece Christian Academy is the Butterfly Effect of many who have prayed and shared God's *love, grace* and *faithfulness over me*. "Masterpiece," is what He has created and has called us to be in all that we do.

Acts 20:24

However, I consider my life worth nothing to me; my only aim is to finish the race and complete the task the Lord Jesus has given me-the task of testifying to the good news of God's grace.

Jeremiah 29:11

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."

MCA Motto:

# You are God's Masterpiece!

## **MCA Statement of Faith**

**We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

\*Timothy 3:15,11 & Peter 1:21

**We believe** there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.

\*Genesis 1:1, & Matthew 28:19

**We believe** in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father and His personal return in power and glory.

\*John 2:11 & 10:30, Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 2:9,4:15 & 7:26, 1Cor. 15:3, Eph. 1:7, Mark 16:11

Acts 1:11, & Rev. 19:11

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved.

\*John 3:16-19 & 5:24, Romans 3:23 & 5:9, Eph. 2:8-10, & Titus 3:5

**We believe** in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

\* John 5:28 & 29

**We believe** in the spiritual unity of believers in our Lord Jesus Christ.

\*Romans 8:9, 1Corinthians 12:12 & 13, Galatians 3:26-28

**We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

\*Romans 8:13, 1Cor. 3:16 & 6:19-20, & Eph. 4:30, 5:18

# Masterpiece Christian Academy

## (1) Hours, days, and months of operation:

### **PK and Extended Care Hours:**

Instructional: August – May

Summer Camp: June                  Summer Break: July

Monday – Friday

Arrival 7:00 a.m.

Dismissal 5:30 p.m.

PK Instructional 8:00 a.m. – 4:00 p.m.

Extended Care available 4:00 p.m. – 5:30 p.m.

\*Yearly calendar available upon request in the office.

Masterpiece Christian Academy does not discriminate against students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded.

Admission papers must be filled out with medical information, immunization records, etc. Our academy requires all students to have a current T.B. skin test. All information should be accurate, up-to-date and submitted before the first day of attendance. **Changes or additions should be provided to the school administrative office immediately.**

\*Infants thru Preschool age requirements are as follows:

|              |  |
|--------------|--|
| Infants (5)  | * 0-17 months old                      |
| Toddlers (9) | *18-24 months old before classes begin |
| Pk2 (11)     | *2 years old before September 1st      |
| Pk3 (15)     | *3 years old before September 1st      |
| Pk4 (18)     | *4 years old before September 1st      |

**\*Walk-ins are accepted. All paperwork must be turned in before admission \***

Pricing:   Half Day: \$25    Full Day: \$50

Masterpiece reserves the right to make changes to the Parent Handbook if needed. If any changes are made to the Parent's Handbook parents will be given a copy of the changes that were made.

## **(2) Procedures for Releasing Children Arrival /Dismissal:**

### **Procedure for release of children**

A. Only persons who are authorized on the child's application may pick up a child unless the office is given oral/written authorization from the parent.

B. To verify the identity of a person authorized to pick up a child, but whom the caregiver does not know, one of the following will be used:

1. Copy of a valid photo identification or
2. Recording the driver's license number and car tags.

\*All Students may arrive at school as early as 7:00 a.m.

Classes Begin 8:00a.m.

Classes are Dismissed 4:00 p.m.

Extended Care is available until 5:30 p.m.

To ensure the safety and health of our little ones, **ALL VISITORS MUST** wait outside until assisted. An adult must accompany all children to the front entrance of our school. All Children must be dropped off and picked up directly from the front entrance of the school. All children need to be signed-in and signed-out through the Procure App in order for your child to be received/ released.

Authorization from a parent/guardian is needed for those individuals who will be permitted to pick up your child. The names of these individuals should be provided to us at the time of enrollment. Under no circumstances will an adult be permitted to pick up a child without authorization. In an emergency, you may call me and give me authorization over phone. All authorized individuals should be prepared to show picture identification at the time of pick up.

### **Alternate Pick-up Policy**

Persons who are authorized on the child's application may pick up a child, unless the office is given written authorization from the parents. Any changes on authorized pick up persons must be done in office by parent. **Legal documents must be on file in custody situations. To verify the identity of a person, a copy of a valid, photo identification will need to be presented.**



### **(3) Illness and exclusion criteria**

Students will not be admitted for care if one or more of the following exists:

A. The illness prevents the child from participation comfortably in child-care center activities including outdoor play.

B. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.

C. The child has one of the following, unless medical evaluation by a health-care professional indicated that you can include the child in the child-care center's activities:

1. Oral temperature of 101 degrees F. or greater, accompanied by behavior changes or other signs or symptoms of illness;

2. Underarm temperature of 100 degrees F. or greater, accompanied by behavior changes or other symptoms of illness;

3. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;

4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in TAC 97.7 (relating to Disease Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing staff.

### **(4) Procedure for dispensing medication**

A. Parents must sign an authorization and include times for childcare center employees to administer each medication according to label directions.

B. The medication must be in the original container labeled with the child's full name and the date brought to the child-care center.

C. Medication must only be administered in amounts according to the label directions or as amended by a physician.

D. Medication must be administered only to the child for whom it is intended.

E. Medication will not be administered after its expiration date.

F. If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's healthcare professional may sign a medication authorization allowing administering the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms for which to watch.

G. After administering the medication, it will be documented in the child's record.

## **Medications and Health Concerns**

- Medications should be given at home. Only medications prescribed by a licensed physician may be administered in school. By law we are only allowed to administer medications that are prescribed as three times a day. **MCA will only administer one dose of the medication after lunch, unless specified otherwise by the child's physician.** If the medication is only prescribed as twice a day, then it is the parent's responsibility to administer the medication before or after school. **All medication MUST come with a prescription label in order to be administered.**

\*The label on the medication must have all the following instructions clearly stated:

- a. Child's Name
- b. Current Address
- c. Physician's Name
- d. Name of Medication
- e. Dose
- f. # Of times Medication should be administered

**\*Please note: We will not administer medication from Mexico. The appointed Person in Charge will administer all Medications. Parents MUST bring Medication to the office.**

- It is the obligation of the parent to inform the director if a child is on any ongoing medication or has any notable health problems such as severe allergies, asthma, etc. Please be sure to update your child's information forms if a new health issue arises.

-**Allergies:** It is important that we be informed if your child has severe allergies or asthma. Please provide MCA with all instructions given by your physician to better care for your child's needs in case of an emergency. Each caregiver will be provided with a list of these allergies. They will also be posted in the lunchroom.

- **Illnesses:** Handing washing is the best way to prevent germs from spreading and to avoid your child from getting sick. It is important that your child washes their hands immediately upon entering and leaving their classrooms.

- Lice, Chicken Pox, Ringworm, RSV, Hand & Foot and pink eye are common illness in young children. As a precautionary measure, we ask parents to please monitor their child's hair and body periodically. We MCA will be responsible for sanitizing, and handing washing on a daily basis to prevent illness. Please contact the office if your child has any contagious infection or illness. Once reported, the entire center will be alerted as a precautionary measure. If an "epidemic occurs, the director will monitor the children closely. **If a child is ill they must go to their doctor and may only return to school until they have an excused form from the doctor.**

**(5) Procedures for handling medical emergencies:**

**If a child becomes ill while in the center's care, the caregiver will:**

- A. Contact the parent to pick up the child.
- B. Care for the child apart from other children.
- C. Give appropriate attention and supervision until the parent picks the child up.
- D. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

**If critical illness or injury requires immediate attention of a physician, the caregiver will:**

- A. Contact emergency medical services.
- B. Give the child first-aid treatment or CPR when needed.
- C. Contact the physician identified in the child's record.
- D. Contact the child's parent.
- E. Ensure supervision of other children in the group.

**\* Parents are responsible for providing health insurance for their child in case of an emergency\***

**(6) Procedure for parental notifications Emergency/Medical situations:**

**\*Parents be notified by call, text, email or note\***

**A. Parents will be notified immediately after a child:**

1. Is injured and the injury requires medical attention by a healthcare professional.
2. Has a sign or symptom requiring exclusion from the childcare center.
3. Has been involved in any situation that placed the child at risk.

\* 4. Has been involved in any situation that renders the childcare center unsafe, such as a fire, flood or damage to the child-care center as a result of severe weather.

**B. Parents will be notified of less serious injuries when the parent picks the child up from the child-care center requiring first aid treatment by employees.**

- An Incident/Illness Report will be provided for parent signature within 48 hours.

**(7) Discipline and guidance Part 1:**

**Discipline will be:**

- A. Individualized and consistent for each child.
  - B. Appropriate to the child's level of understanding.
  - C. Directed toward teaching the child acceptable behavior and self-control.
2. 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:
- A. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
  - B. Reminding a child of behavior expectations daily by using clear, positive statements.
  - C. Redirecting behavior using positive statements.
  - D. 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.

**The following types of discipline and guidance are prohibited:**

- A. Corporal punishment or threats of corporal punishment.
- B. Punishment associated with foods, naps, or toilet training.
- C. Pinching, shaking or biting a child.
- D. Hitting a child with a hand or instrument.
- E. Putting anything in or on a child's mouth.
- F. Humiliating, ridiculing, rejecting, or yelling at a child.
- G. Subjecting a child to harsh, abusive, or profane language.

- H. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
- I. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
- J. Placing a child in a high chair for long periods of time as a method of timeout.

## **Discipline and Guidance Part 2**

Here at Masterpiece our staff seeks to build a loving relationship with each child. Through prayer and scripture, we gain wisdom on: "training up our children in the way they should go" this means that we are committed in helping train up our children to grow towards a Christ-like image.

### **MCA Goals      Consequences      Rewards**

- |                 |  |                       |
|-----------------|--|-----------------------|
| 1. Respect      | 1. Reminders   | 1. Words of Praise    |
| 2. Self-control | 2. Withdrawing Privileges                                      | 2. Stickers & Stamps  |
| 3. Obedience    | 3. Note or call home   | 3. Treasure Box       |
| 4. Integrity    | 4. Parent Conference   | 4. Special Activities |
|                 | 5. Send child to Director                                      |                       |
|                 | - 1 <sup>st</sup> time: Making Accommodations'/Behavioral Plan |                       |
|                 | - 2 <sup>nd</sup> time: Director Parent Conference             |                       |
|                 | - 3 <sup>rd</sup> time: Asked to withdraw from school          |                       |

Attendance at Masterpiece Christian Academy is a privilege. Any students whose conduct or attitude shows him/her to be in opposition to the basic principles and purposes of the school will be asked to withdraw from school.

### **(8)Suspension and Expulsion**

MCA takes pride in partnering with the parents in training our children to be respectful. Suspension is the last option. Your child matters to us, however if the behavioral occurrences continue to occur you will be asked to withdraw.

-Each student is accepted into Masterpiece Christian Academy on a probationary basis of three months. The Director will determine final acceptance, this will be based on the recommendation of the child's teacher that the child is doing satisfactory work and behavior is acceptable.

**-MCA reserves the right to terminate enrollment for non-payment of fees, behavioral problems, and lack of parental cooperation.**

**\*There are no refunds for instructional fee or tuition\***

## **(9) Safe Sleep:**

**Nap Time:** According to state licensing regulations, all children are required to nap. It is not required that they sleep, but they do need to rest quietly on their mats. Please provide a small blanket and a travel size pillow (if desired), and a small backpack. Please take blankets home every Friday to be laundry and returned by Monday.

## **(10) Meals and Food Services**

- At MCA we strive to provide your children with nutritional meals. MCA has their own certified cook who takes pride in providing tasty and health meals. MCA is committed in providing the following meals: breakfast, lunch, (1) snack, and supper. All meals are included with your child's enrollment. MCA thanks our local food program distributor for their services.

-Breakfast: 8:00-9:00am

-Lunch: 11:00-11:55am

-Snack: 2:30- 3:00pm

-Supper: 4:00-4:30pm

MCA will follow the correct measurements and nutritional value to meet each child's daily food needs. We will provide safe and proper storage and service of individual meals and snacks. Meals and snacks provided by parents are not shared with other children.

## **(11) Immunizations Requirements:**

1. Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary. This requirement applies to all children in care from birth through 17 years of age.

2. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

3. Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health rules in 25 TAC 97.62 (relating to Exclusions from Compliance).

4. You can find more information in the Texas Department of Health's rules at 25 TAC Chapter 97, Sub-chapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education).

- You can access it on the Texas Department of Health Internet website at: [www.tdh.state.tx.us/immuniz](http://www.tdh.state.tx.us/immuniz), or you may obtain a copy from Licensing or your local or state health department.

### **Tuberculin testing requirements:**

All new students are required to have a T.B. test before admission, if applicable.

Immunizations it is the parents' responsibility to obtain any required immunization as it becomes due. If your physician has reason not to give the immunization, parents must submit a written statement from the physician explaining why. Failure to provide the required health information within time limits given will result in a request that you remove your child from school. All students must have proof on file in conformance to the immunization requirements of the State of Texas. Although not required, our staff is encouraged to be immunized against the flu each year.

**Providing medical care is the responsibility of the parent(s) and cannot be assumed by the school.** Provision of first aid by school personnel is limited to injuries or illnesses that occur while the student is involved in school-related activities.

-The State of Texas requires that an age appropriate health appraisal be on file for each child before admission. Written documentation from your child's certified physician must be updated on a yearly basis. All children must have the following vaccines: (1) dose of DPT, (1) dose of IPV, and MMR by the required age of the child.

-Any material used by the children will be sanitized daily or as needed. Children will also be taught proper hand washing techniques. Hands will be washed before and after meals, bathroom use, outdoor play, nose blowing, wiping, and at other times deemed necessary.

### **(12) Hearing & Vision Screening:**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child-care center:

A. Any child four years of age or older by September 1st of each year must be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.

B. A licensed or certified screener or health-care professional must conduct the screening.

### **(13) Enrollment procedures:**

**The following information must be obtained before admitting a child to school:**

A. The child's name and birth date

B. The child's home address and telephone number

C. Date of child's admission to the child-care center

D. Name and address of parent(s)

E. Telephone numbers at which parent(s) can be reached while the child is in care

F. Name, address, and telephone number of the child's physician and emergency care facility

G. Names and telephone numbers of persons other than a parent to whom the child may be released

H. Authorization to obtain emergency medical care and to transport the child for emergency medical treatment

I. A statement of the child's special problems or special care needs. This includes, but is not limited to, allergies, existing illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use.

J. Parents will be notified in newsletter/letter of any changes to policies and enrollment agreement. An updated policy must be signed and dated.

**\*Parents will be notified immediately of policy changes\***

#### **(14) Transportation:**

No transportation will be provided by MCA for safety purposes.

#### **(15) Water Activities:**

We will have small water activities like sprinklers, water slides, and water tables. Parents will be notified of all water activities before hand. Parents will be required to sign a permission slip to allow their child to participate.

#### **(16) Field Trips:**

No field trips will be taken, however, children will be actively learning through fun hands on activities! Special in house events will be celebrated throughout the year.

#### **(17) Animals:**

A. Parents will be notified in writing when animals are, or will be present.

B. Animals will not create unsafe or unsanitary conditions.



C. Children will not handle any animal that shows any signs of illness, such as lethargy or diarrhea.

D. Care givers and children will practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages.

**(18) Sun Screen/Repellent:**

Both sun screen/repellent should be applied before leaving your child in the morning. We may re-apply sun screen/repellent with a parent's hand written note, sign and dated. Parents are responsible for providing MCA with sun screen/repellent. **Sun Screen/Repellent bottles must be label with your child's name.**

**(19) Procedure for parents to review and discuss with the school director any questions/concerns about policies and procedures:**

If resolution regarding concern is not settled, the parents or caregiver should call the front office and schedule an appointment with the Director.

**(20) Procedure for Parents to visit school to observe child, operation, or activities (without prior approval):**

Parents are always welcome to visit the school. They must register at the office before visiting any classroom. Office staff/director may accompany any parent who is visiting their child during the school hours of operation to and from child's group. The director may limit the amount of time a parent spends at the school. Arrangements must be made for siblings to visit the school.

**(21) Procedure for parents to review copy of Minimum Standards and school's most recent Licensing inspection report:**

Copies of the minimum standard rules are available in the office. This document may also be found on the website at [www.tdprs.state.tx.us/childcare](http://www.tdprs.state.tx.us/childcare). The most recent licensing inspection report is posted/filed in the office. The website for the licensing report is PRS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**(22) Instructions on how a parent may contact local Licensing office:**

Local Licensing:

**Phone:** 1-956-316-8275

**Address:** 2520 N. Closner Blvd Edinburg, TX 78541

PRS Child Abuse Hotline: 1-800-252-5400

PRS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## **(23) Emergency Preparedness:**

### **1) Evacuation, relocation, and sheltering/ lock-down of children including :**

(A) The first responsibility of staff in an emergency is to evacuate and relocate to the Safety Zone area located east of the front entrance of the academy. The empty grassy area in front of MCA located on the eastside of MCA besides the Laundry Mat is our Safety Zone.

(B) All staff and children will evacuate the building through the closet exit. All staff is trained to take emergency red parent contact folder when evacuating. The Director will also take student emergency binder, first-aid kit, cell phone and snacks to the designated safety zone.

(C)The Staff responsibility in a shelter/lock-down emergency is to lock classroom door, turn off classroom lights, and gather the children in the corner of the room quietly. Doors will remain shut until Law Enforcement has arrived.

(D) An emergency evacuation and relocation diagram is posted at every EXIT.

(E) Emergency Evacuation Shelter  
Wash-in Wear Laundry Mat  
1820 Perkins Ave  
Mission, TX 78572

(F) All staff is trained to take both daily sign-in sheet and red emergency parent contact folder to the safety zone. Upon arriving at the safety zone the teacher per grade level will take attendance by using their daily attendance.

### **2) Communication, including:**

(A) Masterpiece Christian Academy contact number in case of an emergency  
(956) 598-8241 or (956) 862-8427

(B) MCA has a contract with Protect Security Systems. Protect Security Systems will alert the fire department in case of a fire. For all other emergencies the Director will use her personal cell phone to contact the proper authorities.

**3) How your staff will evacuate and relocate with the essential documentation including:**

- (A) All Staff will have a red Emergency Parent Contact Folder by their classroom door.
- (B) Authorization for student pick up form will be located in the Red Emergency Folder located in each classroom and in the office.
- (C) The child tracking system information for children is located both in the classroom and office.

**4) How your staff will continue to care for the children until each child has been released:**

- (A) Staff will monitor and give each student a snack until every parent arrives for their child and signs them out.

**(5) How you will reunify the children with their parents as the evacuation, relocation, or sheltering/ lock-down is lifted:**

- (A) The Director will contact parents by using Reminder App, calling each parent, written notice, or emails letting them know the drill has been lifted.

-In case of an emergency we will meet in the front of the building. If we need to evacuate the premises, we will exit through the NEAREST EXIT DOOR. Parents will be notified immediately after all children are in safety.

**-Emergency Preparedness Plan:** During staff orientation, every employee will be trained in emergency procedures for fire safety, intruder/ lockdown, and severe weather. We will conduct practice drills every three months for intruder/ lockdown and severe weather. Fire drills will be practiced on a monthly basis. Every caregiver is responsible for the safety of every student. Caregiver's will carry sign in sheet and a red information folder containing each child's contact information. The director or person in charge is responsible to check each room in the building to make sure all children and staff members have safely evacuated. The director or person in charge will also carry an emergency binder with every child's contact information. Once it is determined that everyone is safe and out of harm's way, we will proceed in contacting each child's parent or guardian.

## **Masterpiece Christian Academy “Fire” SAFETY PLAN Emergency Preparedness Plan Evacuation/Relocation Procedure:**

1. In the event of an emergency (natural event, health event or human – caused event) the first responsibility of the staff is to move children to a designated safe area/shelter.
2. All students will be relocated to: The Safety Zone area located East of the front entrance of the academy. **The empty grassy area in front of MCA located on the eastside of MCA besides the Laundry Mat is our Safety Zone.**
3. The children will be accounted for at the safe area by counting and checking the daily attendance log.
4. The school emergency binder will be used for parent and emergency contact phone numbers and authorization for emergency care, if necessary.
5. Communication will be handled through Director Cell Phone. Teachers will contact parents from relocation point with their cell phone.
6. Fire extinguishers will be checked monthly by the Director or Office Staff.

## **Masterpiece Christian Academy “School” Safety Plan:**

### **The following school security plan has been formulated:**

1. The entrance doors to the classrooms will be locked. This will still permit the doors to be opened from the inside. Signs directing visitors to the Office will be provided. **MCA Security Cameras are provided ONLY for Directors or licensing purposes.**
2. Visitors will be asked to sign a visitors’ book stating their name, destination, and time of entrance and exit. Teachers will ask each visitor for a pass. They will ask any visitor who has no pass to obtain one in the Office.
3. The office staff and Directors will periodically check doors to see that they are closed and in a locked position.
4. Teachers have been asked not to be in the building before 7:00 a.m. or after 6:00 p.m. except when an after-school activity is taking place.
5. Masterpiece Christian Academy Assistant Director is the authorized representative in charge of safety when the Director is absent.
6. First-aid kits will be checked weekly.

## **All Staff is Aware of the Following:**

1. All teachers and teacher aides are aware of the school safety plan as well as of the emergency fire drill signals and procedures.
2. Teachers will keep all bulletins concerning emergency drills together in a “Red Folder” near the entrance of their classroom door. These Red Folder’s will be available for reference and ready for a substitute to follow.
3. Periodically, teachers will review with their student’s basic safety measures and emergency signals and procedures.
4. Teachers will report any intruder from the school building. Police will be called if necessary.
5. The Director will remove the intruder from the school building. Police will be called if necessary.

## **Bomb Scare Procedures**

1. Upon receipt of a bomb threat, by telephone or otherwise, the recipient should immediately notify the head of the school. The information will then, without delay, be forwarded to the Police emergency operator – 911.
2. Particular emphasis should be placed on retaining the exact wording of the original message, and if verbal, whether it was a male or female voice.

## **Demonstration and Disorders**

1. All entrances to the building will be locked in the event of such an occurrence.
2. All outside physical education classes and recesses will be canceled.
3. Teachers and teacher aides will remain with their classes and await instructions.
4. If necessary, the police will be called.

## **(24) Pandemics**

1. MCA staff and students will follow all of the CDC requirements to ensure the safety of our staff and students.
2. MCA staff will receive each student outside the building. Upon arrive and entering the school MCA staff will do a temperature check and provide hand sanitizer.

3. The Director will monitor staff daily by checking their temperature. If any staff feels ill they will be asked to leave immediately and will not be allowed to return to school until they have a doctor's excuse.

4. If any student or employee contacts COVID-19 they will be required to be in quarantine for a minimal of 14days and will not be allowed back until testing negative.

## **(25) Infants:**

### **Sleeping**

Infants nap according to their own schedules. If infants fall asleep while they are being rocked, lightly bounced, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. As your child grows and matures, sleeping on a mat will be encouraged. This will assist especially in the transition from the Infant room to the Toddler room when that time comes.

Infants will be placed on their backs to sleep in a crib. The infants at MCA are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children never share the same crib at the same time. A fitted sheet will be provided for your infant. **\*NO BLANKETS ARE PERMITTED\***

**Sudden Infant Death Syndrome (SIDS) special note:** We are proactive against SIDS. Cribs will only contain a fitted sheet per state regulation. Mobiles, stuffed animals, extra blankets, and propping items **WILL NOT** be allowed. Infants in cribs are checked every fifteen minutes during napping times.

### **Feeding**

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. During lunch, infants not yet eating table food will be served cereals and jarred foods. Parents are asked to provide formula & any baby food until their child is on table or solid foods.

Parents of bottle-fed babies will need to provide 2-3 labeled bottles, nipples, and lids. Contents remaining in any bottle must be discarded within two hours. Formula or water will be placed in a bottle. Juice can only be served in a zippy cup. Bottles are not heated in the microwave, as this will produce "hot spots" in the formula or breast milk and are warmed under warm running water in the sink.

If your child uses a pacifier, parents are asked to provide a labelled one. Children in the Infant room who use pacifiers will have them on an as-needed basis throughout their day.

## **Breastfeeding**

The experience of breastfeeding is special. Breast milk has special nutrition that is vital to the growth, health and development of a child. Therefore, mothers are welcomed to breastfeed their infants at any time during the day. There would be a place available for those mothers who would like to breast feed their child.

## **Diapering**

Your child will be changed at regular intervals throughout the day and as needed. For children with a diaper rash, please bring a labeled bottle of diaper cream.

## **(26) Preventing and responding to Abuse & Neglect of Children**

- (A) Required annual training for employment.
  - (d) SIDS/Shaken, 746.1309 © Abuse & Neglect, 746. (e) (5) Understanding building & physical premises safety
  
- (B) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect
  - Training for employee & parents 746.1309 © Abuse & Neglect, Daily Student Wellness Check Document
  
- (C) Methods for increasing employees and parent awareness of prevention techniques for child abuse and neglect
  - [www.childhelp.org](http://www.childhelp.org) Child National Child Abuse Hotline, [www.childwelfare.gov>organizations](http://www.childwelfare.gov>organizations) Child Abuse & Neglect Prevention Organization
  
- (D) Strategies for coordination between the center and appropriate community organizations
  - [www.cachsc.org](http://www.cachsc.org) Children’s Advocacy Center of Hidalgo County
  
- (E) Actions that the parents of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect
  - In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation.

### **(27) Procedures for Conducting Health Checks:**

-Teachers will do a daily Health Check twice a day to insure student's well-being. Teachers will document any scratches, scrapes or bruises that are visible to the eye.

-If your child gets hurt at home please notify the teacher.

### **(28)Vaccine- Preventable Diseases for Employees:**

All employees are responsible for getting their annual TB test. MCA also highly recommends all employees to receive their annual FLU shots. All employees must give their employer a copy of their Vaccines.

### **(28-B1) Visitation and Observation:**

-Parents are always welcome to visit the school. They must first register at the office. The Director/Staff may accompany any visiting parent to and from the classroom. The Director may limit the length of the visit. A visitor, who is not a parent of an MCA student or a vendor providing a service to the school or students, must be approved by the Director.

### **(29-B2) Gang Free Zone:**

- Under the Texas Penal Code any area within 1000 feet of a child care center is considered a gang-free zone

### **(30) Miscellaneous Parent/Student Information**

#### **Flag Salute:**

Each day, as a part of opening exercises, we salute and pledge our flags. Students sing patriotic songs and Christian hymns. Students are expected to stand at attention and be respectful at this time. Please help your child by learning the words to the pledges.

- American Flag: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.
- Texas Flag: Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.
- Christian Flag: I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.



## **Dress Code: Toddlers & Preschool**

### **\*Uniforms are required\***

Monday: Red T-Shirt & Jeans

Tuesday: Gray T-Shirt & Jeans

Wednesday: Chapel Royal Blue Collared & Khaki Pants/ Skirt

Thursday: Gray T- Shirt & Jeans

Friday: Navy Dry-Fit Spirit Shirt & Jeans

-Children are to wear comfortable play clothes (appropriate for the weather). We encourage children to wear aprons when working with paint, messy art projects, etc. It is not advisable to send children wearing clothes that they cannot get dirty. MCA spirit shirts will be available and sold for \$10 in the front office.

-Children who are newly potty trained should wear clothing that is simple for them to get on and off. Loose fitting, elastic waist pants/shorts, or dresses are best for children to prevent “accidents”.

**-Please send two sets of extra clothing in your child’s backpack in case of an accident or a spill.**

**-Please send your child in tennis every day. Comfortable shoes allow your child to enjoy outdoors running and climbing safely. Flip-flops aren’t allowed!**

## **MCA Supply List**

### **\*Infants:**

(8) Eight diapers or pull-ups daily

(1) Pack of Wipes per week

(1) Tube of Rash Cream (Labeled with your Child’s Name)

(2) Bottles or Zippy Cups (Labeled with your Child’s Name)

(1) Formula

(3) Boxes of Kleenex

(1) Box of gallon size plastic bags

(1) Bottle of Hand Sanitizer

(1) Extra Set of Clothes

**\*No Blankets are allowed\***

**\*Please label all of your child’s belongings.** Please write your child’s name on the inside tag of their extra clothes, bottle, or zippy cups.

### **\*Toddlers:**

- (8) Eight diapers or pull-ups daily
- (1) Pack of Wipes per week
- (1) Tube of Rash Cream
- (2) Boxes of Crayola 24 count crayons
- (1) Crayola Markers
- (2) Bottles of Elmer's Glue
- (1) Packages of Glue Sticks
- (2) Crayola Watercolors
- (1) Ream of Construction Paper
- (1) Ream of White Paper
- (2) Boxes of Kleenex
- (1) Pack of Stickers
- (1) box of gallon size plastic bags
- (1) Extra Set of Clothes

### **\*Pre-school:**

- (2) Boxes of Crayola 24 count Crayons
- (1) Crayola Markers
- (1) Box of Pencils
- (1) Primary Journal
- (1) Pair of Blunt Scissors
- (2) Bottles of Elmer's Glue
- (1) Packages of Glue Sticks
- (2) Crayola Watercolors
- (1) Ream of Construction Paper
- (1) Ream of White Paper
- (2) Boxes of Kleenex
- (1) Pack of Stickers
- (1) Box of gallon size plastic bags
- (1) Bottle of Hand Sanitizer
- (1) Extra Set of Clothes

\*Every full time student will need a small blanket and travel size pillow for naptime. Please label your child's blanket and pillow. Both blanket and pillow MUST fit in your child's backpack.

**\*Please label all of your child's belongings.** Please write your child's name on the inside tag of their jackets, blankets, & sweaters.

### **Bathroom Procedures:**

-Toddlers will have their diaper changed as needed. After diaper changing the changing table will be sanitized and both teacher/child will wash their hands with soap and running water.

**-Toddler Teachers are required to provide parents with a “daily report” on feeding, diaper changing, mood, & daily activities.**

**-Potty Training:** Potty training shouldn't be rushed. It is important that your child is psychologically and physical ready for the training. The parent must provide pull Ups during this transition period. No regular style training pants or underwear will be used until child maintains two continuous weeks of bladder/bowel control. Parents are cooperation and assistance from home is highly recommended in order for your child to succeed.

-Children in enrolled in **PK3-PK4 classes MUST be toilet trained**. Our preschool restrooms are not equipped for diaper changing. Staff will assist PK students who have an occasional “Accident” in changing their clothes.

### **Special Report:**

-A special report will be sent home to recognize a child's achievements. A special report may also be sent home if the child expresses odd behavior. These odd behaviors consist of sadness, tiredness, frustration, or behavioral disturbances. Your child is extremely important to us and we strive to look out for their well-being.

### **Attendance:**

Attendance is an important factor in your child's academic success. We encourage parents to have their children arrive at school on time to avoid missing instruction.

**In the event that your child is ill and will be absent, a courtesy call will be appreciated. If your child is absent for two or more days please notify the office. If your child is absent due to an illness, please provide the office with a doctor's clearance/excuse.**

**No tuition refunds are given because of absence.**

### **Outdoors Play**

Outdoors play is part of our curriculum in both hot and cold weather. We believe that in order for children to be healthy, they need fresh air, exercise, and playtime to enchase social & communication skills. Staff will monitor the weather conditions to assume that the children are safe and comfortable. In order to provide adequate coverage for all children, we cannot allow children to stay indoors unless we have a doctor's excuse.

### **Birthdays:**

All students may celebrate their birthdays throughout the year. Pre-school may celebrate their birthdays during their afternoon snacks. Parents may bring a special snack and treat bags. Treat bags will be distributed during dismissal. Parent's, who wish to celebrate their child's birthdays with their class outside of campus, **MAY NOT** distribute invitations on campus **UNLESS EVERY CHILD IN THE CLASS IS INVITED**. However, boys may

invite only boys and girls may invite only all the girls. This policy is necessary to avoid the deep hurt felt by any child not invited to a classmate's party.

## **Curriculum**

Masterpiece Christian Academy teaches God's word daily. Every subject is taught from a biblically integrated point of view. Memorization of scripture and Bible lessons are a part of the classroom. Chapel Services are held every Friday at 9:30am in the Cafeteria. Abeka Publications and Frog Street are excellent academic curriculums! These curriculums will build a firm foundation in language development, reading, phonics, writing, mathematics, science, social studies, music, and physical education.

## **Activity Plans:**

An activity plan outlining the daily routines and specific activities will be posted where parents can see it. They are available for review for three months upon request during hours of operation.

## **Bible**

Masterpiece Christian Academy teaches God's word daily. Every subject is taught from a biblically integrated point of view. Memorization of Scripture and Bible lessons are a part of the classroom instruction. Each day begins with prayer in the classroom. Positive Action Bible curriculum is used. An integral part of the Bible curriculum is the memorization of Scripture.

## **Chapel**

Chapel Services are held weekly to give students and teachers the opportunity to worship, sing and have fellowship together. Every chapel service begins with prayer and worship and students, teachers, and parents are encouraged to actively participate in the worship to our Lord. Parents are encouraged to bring their child(ren) on time for chapel so they may participate in every part of the service. A spirit of reverence is felt in all chapel services. Students should be attentive and courteous during this time to receive the Word of God through engaging biblical messages. Preschool chapel is held on Wednesday at 9:00 a.m.

## **Concerns/Complaints Procedure**

\*Matthew 18 Principle:

-Prayer

-Express concern promptly

-Please Avoid Gossiping

\*Follow Chain of Command:

1<sup>st</sup> Parent should request a conference with staff member involved

2<sup>nd</sup> Parent and staff member should request a conference with Director

3<sup>rd</sup> If at any time actions do not support the ministry, the school has the right to request the withdrawal of child (ren).

## **Conferences**

There is one scheduled parent-teacher conference. The conference is 15 minutes and will be scheduled by the teacher. Character development, attitudes, study habits and academics are discussed. The conference is a valuable opportunity for parent and teacher to meet and discuss the well-being of the student. It is imperative that child care arrangements be made so that no interruptions occur. Parents are encouraged to communicate frequently with the teacher concerning any needs of the child. Parents or teachers may request a conference at any time. Conference times are to be scheduled in advance. Masterpiece Christian Academy feels it is necessary for the home and school to work positively together to help the child grow in all areas.

## **Procedures for parents to participate in school's activities:**

The MCA Parent Volunteer Committee is an important aspect of Masterpiece Christian Academy. The staff and the MCA Parent Volunteer members work closely together to enhance the educational opportunities for the children. Meetings are held periodically and parents will receive reminders of these important meetings in the monthly newsletter. Other opportunities for parent involvement include: A. Celebrating Holiday B. Family Activities School Improvements



**Annual Instructional: \$200**

**All Payments must be made by the 1<sup>st</sup> of the Month.**

**Monday –Friday**

\*Full-Day Hours: 7am-5:30pm

\*Half-Day Hours: 7am-12pm

(\$20 per half- hour for late pick-up)

**Infants (0-17 months) & Toddlers (18-24 months)**

Full Day: \$125 weekly /\$500 monthly

Half Day: \$90 weekly/ \$360 monthly

**Pre-School Pk2&3**

Full Day: \$120 weekly /\$480 monthly

Half Day: \$90 weekly/\$360 monthly

**Pre-School Pk4& School Aged Children**

Full Day: \$120 weekly /\$480 monthly

Half Day: \$90 weekly/\$360 monthly

**\*Walk-ins \$25 half a day/ \$50 full day per day\***

\*MCA hours of operation are from 7am to 5:30 pm. Timely pickup is extremely important to avoid late fees, which will be charged at a rate of **\$30 per half- hour \$1 per minute following. The Mission Police Department will be called if parent or emergency contact cannot be located.**

\*A \$30 charge plus all related fees will be charged for bounced checks or other dishonored payments. If you have difficulty making your tuition payments please contact the Director (Michelle Garza 956-598-8241). We will try our best to work out a mutually payment schedule.



## Infant's Daily Schedule



### Infants

- 7:00 – 8:00 Morning Greetings/ Let's Explore
- 8:00 – 8:30 Breakfast
- 8:30 – 8:45 Playground/ Walk
- 8:45 – 9:15 Diaper changing/ Hand washing
- 9:15 – 10:00 Bible Songs/ Story
- 10:00 – 10:30 Art/ Let's Explore
- 10:30 – 11:00 Vocabulary Enrichment/ Theme: Song and Story
- 11:00 – 11:30 Lunch
- 11:30 – 12:00 Diaper Changing/ Hand washing
- 12:00 – 2:00 Nap time
- 2:00 – 2:30 Diaper Changing
- 2:30 – 2:45 Snack
- 2:45 – 3:00 Let's Explore
- 3:00 – 3:15 Story Time
- 3:15 – 3:45 Let's Dance
- 3:45 – 4:00 Prepare for dismissal

**\*Diaper Changing as Needed\***



## Pk-1 & Pk-2 Daily Schedule



### **Pk-1 & Pk-2**

7:00 -7:45 Morning Greetings/Centers  
7:45-8:00 Prepare for Breakfast (diaper changing and hand washing)  
8:00- 8:30 Breakfasts  
8:30- 9:30 Playground Fun/ GYM  
9:30 - 10:00 Hand washing/ Diaper Changing/ Restrooms  
10:00- 10:45 Story & Music  
10:45- 11:00 Art & Craft Diaper changing/ Hand washing  
11:00- 11:15 Prepare for Lunch (diaper changing and hand washing)  
11:15-11:30 Lunch  
11:30-11:45 Prepare for Nap & Mini Story time  
11:30- 2:00 Naptime  
2:00 -2:30 Hand washing/ Diaper Changing/ Restrooms  
2:30- 3:00 Snack/Story Time  
3:00- 3:40 Playground/Art/Dance  
3:40- 4:00 Hand washing/ Diaper Changing/ Restrooms  
4:00 Dismissal

### **Extended Care**

4:00-4:30 Dinner  
4:30- 5:00 Diaper changing/ Hand washing/Restrooms  
5:15-5:30 Centers/ Exploration/Music



5:30 Dismissal

\* **Diaper Changing as Needed\***



## Pk-3 & Pk-4 Daily Schedule



### **Pk3-Pk4**

7:00- 8:00 Learning Centers

8:00-8:15 Prepare for Breakfast (restroom break & hand washing)

8:15- 8:30 Morning Pledges & Songs

8:30- 9:00 Breakfasts

9:00-9:30 Playground Fun/ GYM

9:30- 9:45 Hand washing/ Restrooms

9:45- 10:15 Phonics M&W Math Readiness T&TH \*Wednesday- Chapel Bible Story

10:15- 11:00 Craft Activity/Game

11:00-11:15 Prepare for Lunch (restroom break & hand washing)

11:30- 11:50 Lunch

11:50- 12:00 Prepare for Nap/ Restrooms & Mini Story time

12:00-2:00 Naptime

2:00- 2:15 Hand washing/ Restrooms

2:15-2:30 Snack/ Story Time

2:30- 2:45 Hand washing/ Restrooms

2:45- 3:15 Playground Fun/ GYM

3:15-3:30 Hand washing/ Restrooms

3:30-4:00 Dismissal/ Learning Centers

### **Extended Care**

4:00- 4:15 Prepare for Dinner (Hand washing/ Restrooms)

4:15-4:45 Dinner  
4:45 -5:00 Hand washing/ Restrooms  
5:00-5:30 Activities  
(M-Arts & Craft, T- Cooking Activity, W-Playground, TH- Centers, & F- Movie)  
5:30Prepare for Dismissal  
\*Playground (Weather Permitting)



## **PARENT ACKNOWLEDGEMENT FORM**

I have received and read the Masterpiece Christian Academy's Parent Handbook. I understand and pledge to abide by MCA's Parent Handbook policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Print: \_\_\_\_\_

Date: \_\_\_\_\_

