

At Masterpiece Christian Academy, we passionately believe that Christ should be at the center of your child's academic journey. We are confident that your child will gain wisdom, understanding, and knowledge during their time with us. You can rest assured that your child will have an exciting time learning and growing in an environment that enhances their understanding of the spectacular world created by Our Heavenly Father, as well as God's love and His will for their lives.

We recognize that parents are the most influential people in a child's life, and we take pride in partnering with you to instill the word of God, manners, academics, love, and kindness into our students.

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/Philosophy

At Masterpiece Christian Academy, we are committed to nurturing and caring for the God-given talent within each child. Our focus is on instilling Christian values and speaking God's truth into their hearts so that they can stand boldly in the face of adversity and be victorious in all that they do. We are a non-denominational ministry that upholds God's two greatest commandments to love Him and love our neighbors as ourselves. Our goal is to help each child discover their unique calling and shine brightly in all aspects of their lives. Through our actions, words, and Christ-centered curriculum, we strive to demonstrate God's love and equip our students for a lifetime of success.

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MCA History

Masterpiece Christian Academy is dedicated to all of God's faithful 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 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 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 who's indwelling the Christian is enabled to live a godly life. **WE**

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

- The Bible to be the inspired, the only infallible, authoritative, inerrant

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, or 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.

***Policies are updated annually and updated if necessary. ***

*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 update 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 8:00 a.m.

Classes are Dismissed at 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 the 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 ProCare App 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 the 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 regarding authorized pick-up persons must be made in the office by the 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) Withdrawal from program Procedure (in case of an event that causes the center to no longer be able to provide care to the child):-

Masterpiece Christian Academy reserves the right to terminate this agreement at any time with sufficient reason, including but not limited to excessive overtime, overdue payments, misbehaviors, or unruliness of your child. The parents will be given a warning if the issue needs to be corrected by 1st Verbally, 2nd Conference for a plan of Action (A 2-week observation period will be set and a follow-up meeting.), 3rd One Week of Suspension, and 4th Expulsion. If the center can no longer provide care for a child for any reason and after working with the child and his/ her family, the center will dismiss the child from the center. Parents will be asked to enroll their child in another center that better meets the needs of

the child. Secondly, if the problem persists a written notification will be sent out. If the problem is not resolved, we will be forced to terminate services.

(4) 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 participating 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 indicates 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 healthcare 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.

(5) 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 six months. 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 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 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 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 the time 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:** Hand washing is the best way to prevent germs from spreading and to prevent your child from getting sick. Your child must wash their hands immediately upon entering and leaving their classrooms.

- Lice, Chicken Pox, Ringworm, RSV, Hand, and foot, and pink eye are common illnesses 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 hand washing daily 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 excuse form from the doctor.**

(6) 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 the 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***

(7) Procedure for parental notifications in 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 the parent's signature within 48 hours.

(8) 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 on 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 food, 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 highchair 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 to helping train our children to grow towards a Christ-like image.

The director and teacher will have ongoing conversations with parents to express concerns and discuss strategies for addressing challenging behaviors. Parents will be informed of the child's progress.

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 the child to the Director

- 1st time: Making Accommodations'/Behavioral Plan

- 2nd time: Director Parent Conference

- 3rd time: Asked to withdraw from school

Attendance at Masterpiece Christian Academy is a privilege. Any student 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.

(9) 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.

-We will address the problem first by talking to the child. If the problem persists, the director will sit with the child and address the concern. Parents will be notified and asked to help with strategies at home to be in communication with the director and staff. If the problem persists, the child will be suspended for 3 days from the center. We will continue to have contact with parents and offer any support. After the child returns and the problem persists, the child will be expelled from the center. We will do our best to avoid this situation happening. We will work closely with the family and parent and child to resolve the issue. We will also refer the family to community resources and organizations for additional support if needed.

-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 fees or tuition

(10) 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, a travel-size pillow (if desired), and a small backpack. Please take blankets home every Friday to be laundry and returned by Monday.

(11) Nutrition Educational and Procedures-

- At MCA we strive to provide your children with nutritional meals. MCA has its own certified cook who takes pride in providing tasty and healthy meals. MCA is committed to 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.

MCA will follow the correct measurements and nutritional values 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.

- All snacks provided by MCA will be nutritious and based on the daily food needs of children of that age. Breakfast and Lunch will be provided every day. All lunches provided by the childcare center will be nutritious. You should be aware of the mealtimes to ensure that the child is present to eat. Outside food is not allowed unless ordered by the child's doctor.

-Breakfast: 8:00-9:00am

-Lunch: 11:00-11:55am

-Snack: 2:30- 3:00 pm

-Supper: 4:00-4:30 pm

A. **All** liquids and foods hotter than 110 degrees are kept out of reach.

B. All staff are educated about food allergies, and they take precautions to ensure children are protected.

C. On days those providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials.

D. That healthy snacks (as listed by the Texas Department of Agriculture) are available for school-aged children as children arrive.

(12) 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 to 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, 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 the time limits given will result in a request that you remove your child from school. All students must have proof on file in conformance with 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. The 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 every year. 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.

(13) 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 before 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 before enrollment.
- B. A licensed or certified screener or healthcare professional must conduct the screening.

(14) 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 illnesses and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use.
- J. Parents will be notified in the newsletter/letter of any changes to policies and enrollment agreements. An updated policy must be signed and dated.

Parents will be notified immediately of policy changes

(15) Transportation:

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No transportation will be provided by MCA for safety purposes.

(16) Water Activities:

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

(17) 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.

(18) 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. Caregivers and children will practice good hygiene and hand washing after handling or coming in contact with an animal(s) and items used by an animal(s), such as water bowls, food bowls, and cages.

(19) Sunscreen/Repellent:

Both sunscreen/repellents should be applied before leaving your child in the morning. We may re-apply sunscreen/repellent with a parent's handwritten note, sign, and date. Parents are responsible for providing MCA with sunscreen/repellent. **Sunscreen/Repellent bottles must be labeled with your child's name.**

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

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

(21) Procedure for Parents to Visit School:

Parents are always welcome to visit the school for the following events Fall Festival, Christmas Program, special Chapel, Graduation Ceremonies, and Parent Teacher Conferences. All visitors 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 the child's group. The director may limit the amount of time a parent spends at school. Arrangements must be made for siblings to visit the school. All siblings MUST always REMAIN with their parents. Parents are also welcome to come and participate in their child's school activities/ events. Parents are welcome to volunteer at our MCA events. Please feel free to reach out to the Director for further information.

(22) Procedure to allow parents to always update contact information Policy:

Parents may update contact information without the assistance of staff by using our ProCare App online. Parents can also send a text to the center director if any information needs to be changed. The director will then update any information in the child's folder.

(23) 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. The most recent licensing inspection report is posted/filed in the office. The website for the licensing report is the PRS Website: www.dfps.state.tx.us.

(24) Instructions on how a parent may contact the 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

(25) Emergency Preparedness:

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 east side of MCA beside the Laundry Mat is our Safety Zone.

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

(C) The Staff's responsibility in a shelter/lock-down emergency is to lock the 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 are posted at every EXIT.

(E) Emergency Evacuation Shelter

Wash-in Wear Laundry Mat

1820 Perkins Ave

Mission, TX 78572

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

1. 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 cell phone to contact the proper authorities.

1. 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 in the Red Emergency Folder located in each classroom and the office.

(C) The child tracking system information for children is located both in the classroom and office.

1. **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 the Reminder App, calling each parent, written notice, or emailing to let them know the drill has been lifted.

-In case of an emergency we will meet in 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 safe.

-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 intruders/lockdowns and severe weather. Fire drills will be practiced every month. Every caregiver is responsible for the safety of every student. Caregivers will carry a sign-in sheet and a red information folder containing each child's contact information. The director or person in charge is responsible for checking 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 to contact 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 east side of MCA beside the Laundry Mat is our Safety Zone.**
3. The children will be accounted for in 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 the Director's Cell Phone. Teachers will contact parents from the relocation point with their cell phones.
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 folders will be available for reference and ready as a substitute to follow.
3. Periodically, teachers will review with their student 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. 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.

(26) Pandemics

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

3. The Director will monitor staff daily by checking their temperature. If any member of 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 minimum of 5 days and will not be allowed back until testing negative.

(27) Infants:

Sleeping

Infants nap according to their 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 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 who are not yet eating table food will be served cereals and jarred foods. Parents are asked to provide formula and 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 labeled 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 welcome to breastfeed their infants at any time during the day. There would be a place available for those mothers who would like to breastfeed their children. "Upon request a compilation of breastfeeding education and support resources in the community is provided to parents".

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.

(28) Preventing and Responding to Abuse and Neglect of Children

(A) Required annual training for employment.

- (d) SIDS/Shaken, 746.1309 © Abuse & Neglect, 746. (e) (5) Understanding building and 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

- Child National Child Abuse Hotline, www.childwelfare.gov>organizations Child Abuse & Neglect Prevention Organization

(D) Strategies for coordination between the center and appropriate community organizations

- 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.

- By state law and school policy, school staff are obligated under the penalty of fine and jail term to report reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this profoundly 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.

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

(956) 316-8275 or 1-800-252-5400

(29) Procedures for Conducting Health Checks:

-Teachers will do a daily Health Check twice a day to ensure 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.

(30) Vaccine- Preventable Diseases for Employees:

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

(31-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.

(31-B2) Gang Free Zone:

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

(32) Screen Time Policy

-Electronic time will be limited to 30 minutes per day. Electronic time activities will be age-appropriate for every child and must be included in the weekly lesson plans. Bilingual Screen time educational brochures for families can be found in our Parent Corner. Electronic Time will not be allowed for children 2 and younger, with no exceptions.

(33) Health Benefit Resources

Masterpiece Christian Academy wants to help parents find the right health plan for themselves and their children. Brochures with information about obtaining medical, dental, and life insurance are available for parents in the Parent Corner. These include information on how parents can obtain Children's Health Insurance programs like Medicaid and CHIP. ETC.

(34) Oral Health Policy

Families are provided with oral health resources that include information on the importance of brushing teeth when to visit the dentist, and information on local pediatric dentistry offices.

(35) Program supports families and children who may need additional accommodations

-Bilingual resources in the parent's primary language are made available for parents/guardians free of charge in the parent corner. Bilingual classroom materials will also be made available for children's use. The program will do its best to make sure the child and his/her family feel comfortable and welcome. Please contact the Director if you or your child

requires accommodation, and we will ensure that we do our part in making sure your needs are met.

(36) Informal Assessments

- Masterpiece Christian Academy will conduct informal assessments that measure children's developmental progress. A developmental screening checklist from the CLI is used to evaluate comprehension of skills across domains for the children under our care. Assessment results are shared with parents via Parent / Teacher Conferences. Parents are reminded that the screening is a check of their child's development. This checklist only shows that the child may need further assessment in a certain domain. If a parent has concerns, we provide information about community resources/ referral options (Easter Seals RGV).

(37) 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 pay attention and be respectful currently. 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: Gray 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 to 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 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 your child's belongings.** Please write your child's name on the inside tag of their jackets, blankets, and sweaters.

Bathroom Procedures:

-Toddlers will have their diapers changed as needed. After diaper changing the changing table will be sanitized and both teacher/children 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, and daily activities.

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

-Children 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 a key 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

Outdoor play is part of our curriculum in both hot and cold weather. We believe that for children to be healthy, they need fresh air, exercise, and playtime to enhance social and communication skills. Staff will monitor the weather conditions to ensure 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. Parents 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 Goals:

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 9:30 a.m. 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 is a part of 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 allow students and teachers to worship, sing, and have fellowship together. Every chapel service begins with prayer and worship and students, teachers, and parents are encouraged to actively take part in the worship of our Lord. Parents are encouraged to bring their child(ren) on time to chapel so they may take part 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 the Chain of Command:

1st Parent should request a conference with the staff member involved.

2nd Parent and staff members should request a conference with the Director.

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

Parent Conferences

Parent / Teacher Conferences are an opportunity for parents and teachers to discuss the progress of the child and share information about home life and happenings at our center. There are (2) scheduled Parent Teacher Conferences per year for each child. The conferences are scheduled in October and in April in increments of 15 minutes per conference. Teachers will message parents to set up a scheduled conference time. Character development, attitudes, study habits, and academics are discussed. The conference is a valuable opportunity for parents and teachers to meet and discuss the well-being of the student. Childcare arrangements must 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 the home and school must work positively together to help the child grow in all areas.

MCA Goals

Procedures for parents to take part 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 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.