



**the ark**  
children's center  
AT GATEWAY COMMUNITY CHURCH

## ***PARENT HANDBOOK***

760 Clear Lake City Blvd.  
Webster, TX 77598

**Ark Phone: 713-551-4870**

Ark Website: [gateway.cc/ark](http://gateway.cc/ark)

Email: [ark@gateway-community.org](mailto:ark@gateway-community.org)

Gateway Community Church Phone: 281-286-1515

Fax: 281-286-1590

Gateway Website: [gateway.cc](http://gateway.cc)

*Rev. Randy Hageman, Pastor*

*Mandy Mouser, Children's Ministries Director*

### **Our Mission**

To provide a safe Christian environment that encourages positive self-esteem, meets individual needs, and develops the "whole child" through lots of learning, laughter, and love.

### **Welcome**

The Ark Children's Center is thrilled to have your child as a part of our weekday program. We have an exciting year planned for your child and family. The Ark Children's Center is a ministry of Gateway Community Church. The Ark admits students of any race, color, and national or ethnic origin.

We would like to invite your family to visit our contemporary worship service on Sundays at 9:30 and 11:00 am.

We know that God loves your children and so do we. It is our prayer that during the year your child will see God in each of us as we minister to your family and your child.

Blessings,

*Meghan Bionat*

Director

[mbionat@gateway-community.org](mailto:mbionat@gateway-community.org)

*Erika Hidalgo*

Assistant Director

[ehidalgo@gateway-community.org](mailto:ehidalgo@gateway-community.org)

*"Let the children come to Me, and do not hinder them,  
for the kingdom of God belongs to such as these."*

*Mark 10:14*

## **Philosophy**

At the Ark Children's Center, we believe each child is a unique individual. We strive to provide a loving, nurturing, safe and creative environment for children. We are sensitive to their social, emotional, intellectual, physical, and spiritual needs. We provide play-based, developmentally appropriate curriculums that focus on the process of learning. We encourage not just learning, but also a love of learning.

We believe in providing a physical environment that is safe, clean, healthy, and child friendly. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Learning centers allow children the opportunity to explore, develop independence, confidence, and to experience many avenues of success.

The strength of our program comes from God and the staff that He has blessed us with! The experience and dedication that our teachers have shows through their teaching and the love they have for the children. We support our teachers with training, resources, and the freedom to create a unique learning environment that meets our age appropriate curriculum goals.

Parents are the most significant adults in a child's life. We strive to create a mutual respect between parents and teachers - a partnership for the benefit of the child. Our doors are open to parents at all times.

## **Licensing Information**

The ACC is licensed by the Texas Department of Family and Protective Services. A copy of the license, along with a copy of the Minimum Standards for Child Care Centers is located in the director's office. The most recent Licensing inspection report is posted in the hallway by the office. To contact the local licensing office call (713) 940-5125 or [www.hhs.texas.gov](http://www.hhs.texas.gov) and PRS child abuse hotline 1-800-252-5400.

## **Liability Insurance**

The ACC has liability insurance in excess of \$300,000. However, please be advised that we do not have medical insurance for injuries incurred at the program.

## **Health Information**

The ACC has minimum immunization requirements governed by the state licensing agency. (See phone number and website listed under "License Information" above.) You, as the parent, must keep these updated with your child's physician and furnish an undated copy to the ACC. The state does not currently require TB testing for children or adults in our facility. At this time we do not require our employees to obtain any vaccines but we strongly recommend an annual flu shot.

## **Gang-Free Zone**

Under the Texas Penal Code any area within 100 feet of a child-care center is considered a gang-free zone.

## **Enrollment Procedures**

Enrollment forms are placed in your child's cubby in January and are also available on our website ([gateway.cc/ark](http://gateway.cc/ark)) as well as being available for pick-up at the front desk. Current families and Gateway members are given first consideration during early registration. Preregistration materials will also be available online. **Annual registration and supply fees are non refundable.**

## **Curriculum**

The ACC curriculum is based on Frog Street Inc. curriculum. Frog Street Threes Curriculum provides intentional instruction in key areas of development for children ages 36-48 months to effectively continue on the path to kindergarten readiness.

Our philosophy that children learn best in a play-based, developmentally appropriate environment. We believe that "hands on" activities provide the best learning environment. Children have different learning styles and our teachers set up the classroom so that all learning styles are engaged. Our teachers support and enhance the curriculum through the use of many types of media and internet resources.

## **Days of Operation**

Monday through Friday from 9:00 AM until 1:00 PM. Our optional Rise & Shine program offers early drop off beginning at 7:30 AM. Our optional Stay & Play program (after care) is from 1:00 PM to 4:00 PM. Students must be dropped off no later than 10:00am, unless at a medical appointment. ACC holidays follow **most** of the Clear Creek Independent School District (CCISD) holidays. (See ACC Calendar)

## **Rise & Shine/ Stay & Play**

The Rise & Shine program allows parents to bring children before our regular school day begins, should they need it. The earliest we will accept children is 7:30 AM. We require parents to notify us a day in advance before bringing their child for Rise & Shine. This way we can ensure there will be adequate staff available.

The Stay & Play program will be offered most days from 1:00PM to 4:00PM beginning in August. Both programs offer a daily rate, ten pack rate and semester rate. Semester packs require automatic ACH or credit card payments to secure the discount. No family or employee discounts apply for these programs.

Limited class space is available. Reservations and payment will be required in advance. Payments are **non-refundable and non-transferable**. We will not accept any phone reservations for either program. The pick-up time for our extended day program is 4:00 PM. **Any pick up after 4:05 PM is considered late. A late fee of \$20 for the first five minutes then \$1 per minute after that will be charged.** Parents need to sign their child out from Stay & Play by signing and recording the time picked up. **If a parent develops a pattern of arriving late for Stay & Play, if a child consistently misbehaves, or if their account is past due we will not be able to accommodate their reservation at our extended day program.**

The State of Texas requires that children in a program beyond four hours must have a rest time. The children will be required to rest for at least 30 minutes. The children are given a mat to rest on and may bring with them **ONE** item to aide during the rest time. (Pillow, blanket, or stuffed animal)

## **Chapel**

Students in the ACC attend Chapel on Tuesday or Wednesday. Due to the COVID-19 pandemic, we can no longer invite parents and siblings to attend. The Chapel time consists of fun lively Christian music, a faith based story, and birthday blessings. The ACC is Christian oriented. We stress Bible-based beliefs common to all Christians.

## **Special Programs**

Three evening performance programs are scheduled during the school year. Our Christmas Program will be in December and our Spring Program in April. We also have a Graduation Program for our Pre- K4 classes in May.

## **Admission**

To become enrolled in the ACC, a child must have on file a completed enrollment form, current immunization record, doctor's statement (Form 1919), and have paid the registration and supply fees. **These fees are non refundable.** The Ark admits students of any race, color, and national or ethnic origin. Priority registration for the following school year is in February. Children and their siblings currently enrolled in the program will be able to register first, siblings of former students and members of Gateway second, and then we will open registration to the public. When a child registers it is for the full year. If at any time a child must drop from the program we require a **30-day notice**. (See Termination of Care.)

## **Termination of Care**

When parents decide to terminate this childcare arrangement, **a 30-day written notice to the ACC director is required** any tuition that has already been paid (less the 30 day period) will be reimbursed. We understand that most of the time termination by the parent is due to reasons such as relocation, a child entering school, a child not ready for our program, etc. However, we also recognize that not every situation is appropriate for every child. The ACC will make every effort to discuss matters with the parents in order to determine the cause and help the child make the adjustment. If this is not possible, the parent and/or ACC may choose to terminate the arrangement on a timeline that is in the child's best

interest.

Other reasons that may result in the termination of child care arrangements are:

1. Non-payment for child care services.
2. Lack of cooperation from parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings.
3. Abusive behavior and/or verbal threats by parents toward program staff or other parents.  
(Immediate termination)
4. Parents disciplining children (other than their own) while at the program.
5. Child exhibits special needs or needs related to serious illnesses that are not possible to meet at the program.
6. Child exhibits physical, verbal, or negative behaviors towards staff or other children.

## **Data Privacy**

Each child will have a physical file and an electronic file at ACC. Procure management system stores all student information in a cloud based secure program. These files will consist of the Enrollment Form, Immunization Records, Doctor's Statement, Parent Acknowledgement, emergency information, accident/injury reports, Conference Form, and other important information. The only persons permitted to see your child's record the parents, pertinent ACC employees, and the state-licensing examiner. Information will not be given to others without parent or legal guardian consent. This is a safeguard for each family's right to privacy and data protection.

## **Tuition**

The ACC is a non-profit organization that operates on the tuition fees from each child. Therefore, it is essential that tuition payments are made in a timely manner. Tuition is an annual amount that may be paid in full or in nine (9) equal monthly installments that are due on the first of each month. **There are no refunds given for illness, vacations, or inclement weather days.** If a child is withdrawn, any previously paid tuition (less the 30 day notice period) will be refunded. Siblings receive a 20% discount on tuition rates. When paying your tuition by check, please place your child's name in the memo section of the check and, make the check payable to **ACC** or **Ark Children's Center**. Through My Procure, parents are able to make payments online. Procure accepts one-time credit card payments initiated by the parent through My Procure. Should you choose a recurring ACH or credit card payment method, appropriate documentation must be provided to the Ark in order to initiate this method. The Ark is in control of processing these monthly payments. Bi-monthly payments are also available upon request. While we discourage cash and check payments, the Ark will accept payments in either of these forms.

**After the tenth day of the month a late fee of \$25 will be charged to your tuition.** You will be required to pay any outstanding tuition fees by the 1<sup>st</sup> of the following month, or we cannot continue to allow the student to attend our program. After three consecutive months of late payments, you will be required to pay two full months' tuition in advance. **All end of school payments must be turned in by May 10<sup>th</sup>.** Special arrangements are available for tuition payments in cases of financial hardships. Please contact our director or office manager if such arrangements are needed.

A fee of \$25.00 will be charged for returned checks and decline credit card transactions. **After two insufficient funds checks, we will need cash or debit/credit card payments.**

## **Arrival Procedures**

Children will be screened outside the doors (Entrance 3) to the Ark when they arrive for school. Parents are not permitted to enter the building unless it is necessary. At that point, parents will also be screened. Drop off will begin at 8:55 AM and continue until the last child is screened and brought in the building. We will end check-in screening and lock the doors at 9:15 AM. Early arrivals are not permitted unless your child is enrolled in Rise & Shine for that day. The school doors will open at 8:45 AM during the first 2 weeks of school. After the check-in process has been learned, the doors will open at 8:55 AM. Sign your child in at check-in desk using the ProCare app. If you do not have use of the app, you will sign in by showing your ID to the teacher at the check-in table. They will verify your name on the child's account in Procure, and then guide you through completing the check-in process. Use caution and watch

for children as you enter and leave the parking lot. Please DO NOT leave your car running unattended and do not park along the curb in the fire lane. Be sure to bring all belongings inside with you. **DO NOT leave another child unsupervised in the car.**

Classes dismiss between 12:50 to 1:00 PM. Please be sure to check your child out using the same Procure app. In the event that a child remains on the premises after closing and we are unable to contact you, we will:

1. Call the alternate and emergency contacts listed on your child's Enrollment Form
2. Contact the local authorities to assist us in contacting you

Once a child has been picked up late three times (late is 1:05 pm), a **fee of \$20 for the first five minutes then \$1 per minute** after that will be charged. **If your child is picked up anytime after 1:30, a fee of \$24 (drop in Stay and Play rate) will be charged.** Please pick up your child between 12:50 PM - 1:00 PM.

In the case of separation/divorce, the parent maintaining custody will be asked to submit in writing when the visiting parent may pick up the child. Please be sure to share any pertinent legal documentation regarding the care and custody of your child.

In case of emergency closing, please listen for radio or TV announcements about CCISD (Clear Creek ISD). **If CCISD closes or has a late start, the ACC will also be closed or have a late start.**

The Ark wing exit doors will remain locked during the hours of 9:10am-12:50pm. If you need to pick up your child early, please notify the teachers at the check-in desk during drop off. Or, you may call the front desk (713-551-4870) to let us know when you plan to arrive. Notifying us ahead of time ensures the security and safety of all children and staff, and prevents any inconvenience related to an unexpected pick up when our doors are locked.

## **Alternate Pick Up**

If someone other than a student's parent is picking up your child, please follow these steps to ensure the Ark Staff is releasing your child to the proper person. **Please always notify your child's teacher in advance.**

1. If the person picking up your child is not listed on the child's enrollment form, **we will need a written note adding this person as someone authorized to pick up your child.** (You may add additional names either through Myprocure.com, Procure App, or in person at the Ark.
2. Any person other than the regular pick up persons who come to pick up the child will be asked to show their driver's license or picture identification. After the information has been confirmed, the person will be permitted to check the child out.
3. Anytime a teacher does not know the person who is there to pick-up your child, they will ask the person to provide photo identification, even if they have picked up your child before. These precautions are to ensure the safety of your child.

## **Food (Snacks, Lunch and Special Treats)**

The program provides a mid-morning snack each day for every child. If a child has food allergies, please remind the teacher in writing and also keep this information current on your child's enrollment form. If you want to provide your own individual snack, let the teacher know.

**The Ark Children's Center does not provide lunch for the students. As a result, we are not responsible for meeting our students' daily nutritional needs.** Each child will need to bring a lunch and drink. It should be a healthy, nutritious lunch with easy bite size pieces, finger food, or other items that allow for them to feed themselves. Lunches **will not** be heated up.

All food being served to children during school hours must meet the requirements set by the TDFPS which states that meals and snacks provided by a parent must not be shared with other children unless a parent is providing baked goods for a celebration or party being held at the ACC and that all children's allergies and needs have been taken into careful consideration.

## **Illness Policies**

If your child is sick, keep them home so as to not infect other children. A child showing any of the following symptoms should not come to school. If in school when the symptoms appear, the child will be sent home.

1. If your child is not feeling well enough to comfortably participate in daily classroom

- activities, including outdoor play
- 2. Communicable diseases
- 3. Fever: oral temperature 100.4 degrees or greater; rectal temperature 101.4 degrees or greater; armpit (axillary) temperature 99.4 degrees or greater
- 4. Difficulty breathing or severe coughing
- 5. Two abnormally loose stools in the previous 24 hours
- 6. Two episodes of vomiting within the previous 24 hours
- 7. Thick mucus or pus draining from the eyes or nose
- 8. Sore throat, especially when accompanied by fever or swollen glands in the neck
- 9. Skin rash, undiagnosed or contagious

Guidelines for readmission to ACC:

- 1. HIV positive - Exclude infected child if they have open sores uncovered
- 2. Chicken Pox - Exclude until all the blisters have dried into scabs
- 3. Diarrhea/Vomiting - **Exclude until 24 hours after latest episode**
- 4. Lice - Exclude until first treatment has been completed and no live lice are visible.
- 5. Measles - Exclude until 4 days after the rash appears
- 6. Conjunctivitis (pink eye) - 24 hours after start of treatment
- 7. Fever - **Exclude until fever free for 24 hours**
- 8. COVID – Please see separate COVID policies and procedures document

**We are a school for “healthy” children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If you have any doubts about your child’s health, please keep your child home and contact your family doctor.**

## **Medicine**

If your child requires medication during school hours, we would ask you come to school to give the proper dosage and medication to your child. **The ACC or staff does not dispense medication.** (Exception: Children with recurring medical problems, such as asthma or allergic reactions, must have a Form 7238 “Authorization for Dispensing Medication” signed by a parent or healthcare professional to dispense Benadryl, Epi-pen or asthma inhalants. The medicine must be in the original container and have the child’s name, dosage, and directions on it.)

## **Emergency Procedures**

If a child is hurt while at school and requires professional attention, an accident form will be filled out and sent home by the staff member who witnessed or handled the accident. A copy of this form will be kept in the child’s file.

In the event of a medical emergency the following will take place:

- 1. In a life-threatening emergency an ACC staff member will contact 911.
- 2. Teachers will notify the Director or Administrative Staff immediately.
- 3. Parents will be notified.
- 4. If a parent cannot be reached, staff member will attempt to contact the next authorized person from the emergency information on the child’s enrollment form.
- 5. Staff person will stay with the child until they are under the care of a parent or authorized person.

Each classroom has Emergency Procedure Guidelines for Fire Drill, Evacuations, Shelter in Place, Tornadoes, Lock Downs, and Chemical Emergencies. **In the event of a building evacuation, our Alternate Pick-Up location is Michael G. Moore, DDS, 13810 Audubon Pkwy. near Gateway.**

## **Vision/Hearing Screening**

The State of Texas Department of Health requires that all students ages 4 and above who are enrolled in a childcare program, be screened annually for vision and hearing. There will be a charge for hearing screening and a charge for vision screening based on the professional fees of those conducting the screenings. The screenings are non-diagnostic and not intended to be an equal to being examined by

a physician or specialist. **If your child has received a vision or hearing exam by a physician or specialist, it is the parents' responsibility to provide the ACC with a copy of the results for our records before October to waive these screening fees. The signed Doctor's Statement does not include vision/hearing screening. We must have a signed paper from the doctor with the vision/hearing results.**

## **Animals/Pets**

Pets or animals cannot be brought into the school. Exception: if classes have a class pet or designated day where pets are being brought into a class, the parent will be notified in writing and the animal's vaccination record (when applicable) must be kept on file. (This rule has been set by the State of Texas to protect children with severe allergies/asthma to animals.)

## **Water Play**

On the back of your child's enrollment form you indicated whether your child may participate in water activities. Water tables are used in many classrooms, and we have water activities on our Fun Day. In the event your child's class is going to a swimming pool, you would be notified of this field trip and an additional permission slip would be required.

## **Communication with Parents**

Families will receive a weekly and/or monthly newsletter from their teachers. All information shall be passed on to the parent(s) through the Procure app, email and/or text message. (Serious incidents, or ones which we feel may be upsetting to the parents, shall be communicated verbally.) If needed, please call 713-551-4870 to set up a time to conference with your child's teacher. All teachers have a scheduled break during the day, or can meet between 1:00-1:30pm with an appointment. We ask that you respect teacher's personal time and not call teachers at their home. The school website is [www.gateway-community.org/acc](http://www.gateway-community.org/acc) and is a great source for the calendar, upcoming events, photos, additional websites and other information as well as our Facebook page. You will receive correspondence via email throughout the school year, so please be sure to have a working email address on file.

If a child is hurt while at school and requires minor medical attention, an accident form will be filled out and sent home by the staff member who witnessed or handled the accident. A copy of this form will be kept in the child's file.

Parents are encouraged to volunteer their time, talents, go on field trips, and visit our program. A Volunteer Form is given at Open House and is also available on our website.

Feedback from the parent is very important to us. If you as a parent have a concern or question, we ask that you contact your child's teacher first, then the ACC Administration Staff at 713-551-4870 immediately to solve the problem.

## **Conferences**

Parent/teacher conferences are offered at the parent(s) request any time. There will be a scheduled conference offered with a written evaluation at the end of the school year for each child.

## **Discipline Guidelines**

The goal of the ACC discipline program is to provide a warm and loving Christian environment. Teaching self-control of one's behavior is a major goal of our discipline guidelines.

The steps of our discipline program are:

### **Prevention**

We prevent discipline problems by offering a planned daily routine that incorporates a balanced curriculum of hands-on activities for the children to experience throughout the day. Consistency + preparation = prevention.

### **Redirection**

When a child is off-task or displays inappropriate behavior, they will be redirected using positive words or they may be asked to move to another area within the classroom.

### **Modeling**

The teacher will model for the child appropriate behavior with words and/or actions.

### **Separation-Level 1, 2, and 3**

Level 1 - If a child continues inappropriate behavior after the above steps; he or she will be separated. The appropriate amount of time out will be one minute per year of the age of the child. The teacher will talk and pray with the child and relay specific consequences at this time.

Level 2 - If a child continues inappropriate behavior after Level 1 separation or causes physical harm to another person, he or she will be separated from the classroom. Someone on the Administration Staff will talk and pray with the child. The teacher will notify the parent through written or verbal explanation.

Level 3 – If the child continues inappropriate behavior after Levels 1 and 2, the parent will be notified for immediate pick-up that day.

**Zero Tolerance Plan** - In the event that a child reaches *Separation Level 2 or 3* - five (5) times during the year, the child will be placed on a Zero Tolerance Plan and a Parent conference will be scheduled with the Director to discuss an individualized behavior plan. If this negative behavior continues, see "Termination of Care".

## **Dress**

Unless the temperature and weather does not permit, the State of Texas requires that children spend some time outside every day and should be properly dressed for the weather. It is advisable that children wear clothing and shoes that are comfortable and appropriate for floor activities, water table experiences, painting experiences, messy activities, and physical education class. For your child's safety, **children must wear shoes with a strap on the back heel and be appropriate for running and active play.** Also, it is required that the children have a labeled change of seasonal clothes kept in their backpack or cubby in case of an accident.

## **Field Trips**

Field trips are an important part of our program. Children in the three-year program and up will be allowed to go on a field trip only if they have a signed permission slip. Parents are always given advance notice of upcoming field trips. Since the school does not provide transportation, parents with current driver's licenses and proof of insurance are needed to drive on field trips. Parents driving must follow the ACC Field Trip Guidelines and be oriented by the teacher. Adults and children must wear individual seat belts and the State of Texas guidelines for children are:

- Children younger than eight must use a child booster seat.

There may be instances when we restrict the number of parents going on a field trip due to specific reasons. We will do our best to see that this is handled in a fair manner. **It is the ACC policy that siblings or other non-enrolled children are not allowed to attend field trips.** Smoking, inappropriate language, or inappropriate behavior is not allowed during field trips. We as adults are there as role models and are there for the supervision and safety of the children. ACC class color coordinated t-shirts will be available for purchase at the beginning of the year for teachers and children to wear for identification on field trips (and will be worn at the Spring Program). If a fee is required for a particular field trip, all adults and children must prepay.

**If you are attending a field trip as a chaperone your attention should be focused on the children at all times.** Cell phone use should be limited to emergencies and you should notify a teacher or other chaperone to watch your group while you attend to personal business.

Children 2 years of age and younger will not have scheduled field trips.

## **Pictures**

Pictures are taken in the fall/spring and class pictures will be taken in the spring. Graduation pictures for our PreK4 and Kindergarten classes will be taken at the end of the year.

## **Fundraisers**

Since we are a non-profit organization, we will have a fall and spring fundraiser. Participation is optional. The purposes of the fundraisers are to purchase items such as books, toys, educational, manipulatives, curriculum, and other items needed in the classroom or school that will enhance our learning program.



## **School Parties**

The following school parties will be held during the school year:

- ✚ Christmas (celebrating the birth of Jesus)
- ✚ Valentine's Day (celebrating our love for one another)
- ✚ Easter (celebrating the risen Savior)
- ✚ End -of-Year (celebrating a terrific year)

## **Birthdays**

We celebrate birthdays during Chapel by calling the child up on stage and singing and praying for them. (We generally celebrate August birthdays in September and June and July birthdays in May.) If you choose to bring a special treat to class, please coordinate this with your child's teacher and refer to the Food section of the Parent Handbook for appropriate treats. This treat would replace the school snack or be a dessert after lunch **and is not intended to be a birthday party.**

## **Classroom Directories**

Classroom lists are often helpful to parents in arranging play dates, sending party invitations, and remembering classmate's names. Parents will be given a list of the names, addresses, and phone numbers only of the classmates in their child's class. This information will be given out only with the written approval from parents. This approval or disapproval can be noted on the "Parent Acknowledgement Form".

## **Children's Belongings**

Unless requested by the teacher, **toys should remain at home.** We cannot assume responsibility for materials brought from home. A lost and found container is available at the school, and lost articles that are not labeled will be given away to a charity of our choice. **Please label ANY items that come from home such as books, clothing, lunch kits, backpacks, diapers, etc. with child's name.**

## **Show & Tell**

The purpose of "Show & Tell" is to encourage interests in life, build self-esteem, self-image, self-discovery, and enhance vocabulary skills. If a teacher **chooses** to have "Show & Tell" they will mark the calendar when "Show & Tell" is scheduled. The teacher does recognize private property; therefore, no child is forced to allow another child to play with his or her property. We would again ask that "Show & Tell" items be brought only on the day assigned by the teacher. (Guns or war related items are not suitable and all items must be labeled or in a labeled backpack or sack.)

## **Infant & Toddler Care**

Frog Street provides curriculum for even our youngest Ark children. With this curriculum, the ACC and its teachers will provide:

- Daily opportunities for outdoor play as weather permits;
- Multiple opportunities to explore each day that are outside of the crib and any restrictive device
- Opportunities for reaching, grasping, pulling up, creeping, crawling, and walking in a safe, clean, uncluttered area
- Opportunities for visual stimulation through nonverbal communication. Examples of age-appropriate equipment include large pictures of faces and familiar objects, simple, soft, washable books and toys, and unbreakable mirrors;
- Opportunities for auditory stimulation. Examples of age-appropriate equipment or activities include verbal communication, soothing music, and musical or sounding toys;
- Opportunities for sensory stimulation. Examples of age-appropriate equipment include surfaces, fabrics, textured toys, washable dolls, and toy animals;
- Opportunities for small-muscle development. Examples of age-appropriate equipment include busy boxes, rattles, teethingers, grasping toys, shaking or squeezing toys, or cloth toys; and
- Opportunities for large-muscle development. Examples of age-appropriate equipment or activities include blankets or quilts for floor time, crib and play gyms, variety of lightweight balls, and pillows or supportive equipment for those learning to sit up.

Parents, please be sure to provide all formula, expressed breast milk or milk your child will need during the school day. We ask that all infant bottles, clothes, diapers, wipes and diaper bags/backpacks be labeled with your child's name. Table food or baby food will also need to be provided by the parent,

clearly labeled and ready to serve. While we can refrigerate the bottles and food in the classroom, we are not able to microwave or heat up any food items. A bottle warmer is available in the classroom. The ACC will provide one snack of puffs per day. The ACC will make available our breastfeeding room as needed. Please notify the front desk so that we may make sure the room is available for your use.

The ACC practice safe sleep practices which requires:

- a. Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods
- b. An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive.
- c. The infant will not be permitted to sleep in a restrictive device. If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible.
- d. Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib.
- e. Infants will be allowed to sleep with a pacifier, as long as there are no attachments.
- f. Infants will sleep in a crib with only a fitted sheet. No blankets or stuffed animals will be permitted.

A daily report will be provided to the parent via the Procare app. This report will include:

- Times the infant slept;
- Times and amount of food consumed;
- Times of diaper changes;
- Infant's general mood for the day;
- A brief summary of the activities in which the infant participated;
- Supplies that need to be replenished, such as diapers, wipes and spare clothing or shoes.

The Ark will follow a daily schedule, which includes nap time, that is posted in the classroom. The classroom schedule will also be made available through the Procare app.

Should you have any questions regarding the policies and procedures stated above, please contact the Director, Meghan Bionat, via email, phone or in person.

**The Ark Children's Center**  
**2022-2023 Parent Acknowledgement Form**

**The Ark Children's Center agrees to:**

1. Provide quality care Monday through Friday between the hours of 9:00 am and 1:00 pm except on designated holidays as stated in the ACC school calendar.
2. Admit students of any race, color, and national or ethnic origin.
3. Provide a mid-morning snack for your child as outlined in the ACC Parent Handbook.
4. Provide a developmentally appropriate curriculum for your child as outlined in the ACC Parent Handbook.
5. Keep parents informed of their child's positive and/or negative behaviors, noticed injuries, cognitive/social concerns, and of their growth and development. This can be done via phone calls, written notes, or scheduled in person conferences.
6. Provide all other services as explained in the ACC Parent Handbook.
7. Give at least three months' notice of a change in fees.
8. Give priority registration to current ACC families.

**As the parent(s) or guardian of the below named child I agree to:**

1. Pay the annual tuition fee in one of the following manners. A one time annual payment, quarterly payments (August, November and February), or nine equal monthly payments (August-April) due by the first of each month and will be considered late after the 10<sup>th</sup> of each month. I have also read and understand the agreement for late payments and returned checks as outlined in the ACC Parent Handbook.
2. Participate in at least one parent-teacher conference that may be held in-person, through written correspondence, or via phone each school year.
3. Keep my child's student file updated with telephone numbers, immunization records, emergency contacts, and other requested information.
4. Abide by all the guidelines, which **I have read**, that are outlined in the ACC Parent Handbook.
5. Provide a nutritious lunch and drink for my child each day. I understand that the Ark Children's Center does not provide lunch for my child and as a result the ACC is not responsible for meeting the student's daily nutritional needs.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

I understand that the ACC uses pictures and/or videos for the purposes of class newsletter, website, social media, (Facebook, Instagram, Twitter) bulletin boards, programs, Procure Connect communications and other means for teaching, advertising, and viewing.

CIRCLE ONE:

**I DO   I DO NOT** give permission for the ACC to use my child's picture for these purposes.

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

\_\_\_\_\_  
Date

By filling in the below information, **I give permission** for my child's address and phone information to be published in a classroom student list.

Child's Name: \_\_\_\_\_ Class \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

# **January 3, 2023 Revised COVID-19 and Illness: Supplemental Protocols**

*The following protocols have been implemented due to the presence of the Corona Virus. These protocols have been formed based on the recommendation and guidance of the CDC, Texas Department of Health and Human Services as well as the Texas State Minimum Standards. The below protocols are to be enacted until such a time as they are no longer necessary. They are to be implemented in addition to the standards included the Parent Handbook. Protocols may change based on new recommendations from local health officials and governing authorities.*

## **Additional Cleaning and Sanitation**

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, toilet training potties, desks, chairs, cubbies and playground structures.
- All bathrooms will be cleaned and disinfected regularly throughout the day, at a minimum of 3 times per day.
- Vacuum rugs and wash any cloth materials used (ie smocks, costumes, dolls, etc)

## **Drop off and Pick Up**

**AM.** Teachers are prepared to receive students from 8:45 AM-9:15 AM during the first week of school. After the process is learned, check-in will begin at 8:55 AM.

- Parents will line up outside of the building for drop off until the doors open
- Teachers will set up our folding table at front desk with:
  - Hand sanitizer (or bring rolling station outdoors)
  - Tablet for parents to scan QR check in code or for teacher to check in student
  - Touch free thermometer
  - Tissues
- Begin screening and accepting students at 8:55 AM
  - Director and Assistant Director will complete the following
    - Screen all families and teachers
      - Check temperature and have record it in the Procure App.
      - Ask screening health questions if parent has not completed the check-in questions through the Procure App.
      - Deny entry to anyone who fails screening
    - Students hands will be sanitized with hand sanitizer either at the table or in the classroom by the classroom teacher. Infants hands will be washed once they get to their classroom
    - Let children and parents proceed to walk child to classroom

## **PM**

- Teachers prepare children to be dismissed at 12:50. Students will remain in the classroom until they are ready to be picked up.
- 1 parent/guardian may enter the building to pick up their student from their classroom.

## **Classroom Procedures**

- Children will sit in marked/assigned spots during circle time.
- Allow children to wear masks if parents prefer.
- Students will practice hand hygiene:
  - Before and after eating.
  - Before and after playing in a water table.
  - After toileting.
  - Before and after having a diaper changed.
  - Before and after outdoor activities.
  - After playing in sand.
  - After feeding or touching animals.
- All student work is sent home at the end of the week.
- Students must wash hands with soap and water before using a sensory bin.
- Disinfect and sanitize sensory bin before passing it to another class.
- Reduce the amount of paper handouts that go home by using Procare Engage as the means of communicating with parents.

## **Special Classes- Music, PE, ASL**

- Teachers make sure every student use their class restroom and wash their hands prior to leaving the classroom.
- Teachers will wait with their class until Ms. Carol and Ms. Mindy are ready to receive the students.
- Any instruments, manipulatives or recreational toys used during special classes will be cleaned and sanitized after use.

## **Rise & Shine and Stay & Play**

- Parents will follow the same drop off procedures used during regular school hours. 1 Teacher will deliver student to the Rise & Shine classroom and 1 will conduct screening and check-in.
- The teacher will pick up their student from R&S and walk them to class at 9 a.m.
- S&P students will remain in their classrooms until 1:10. Their teacher will walk them to S&P after 1:10.
- Students will bring a blanket and/or crib sheet that will be kept in a large Ziploc (preferred) bag and sent home at the end of each week.

### **Isolation due to Illness**

- A sick child will be moved to an isolation room if they exhibit signs/symptoms of COVID-19 during the school day. Both teacher and student will wash their hands thoroughly. The child's area in the classroom will be sanitized as soon as possible. The isolation room will be in Ave S or in the director's office. Student and teacher will remain in the room until a parent or approved pick up person arrives to pick up the child.
- Teacher, Director or Assistant Director will send home any student or staff member who exhibits new or worsening signs of the following symptoms that are not due to asthma, allergies or another confirmed condition:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Muscle pain
  - Headache
  - Repeated shaking with chills
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Fever measuring 100.4 degrees F

### **COVID-19 Specific Protocols\*\*\***

- If a student or staff member is confirmed to have COVID, they will quarantine for a minimum of 5 days. After 5 days, they may return to school if
  - their symptoms have either significantly improved or
  - they are symptom free

"Quarantine is no longer recommended for people who are exposed to COVID-19 except in certain high-risk congregate settings such as correctional facilities, homeless shelters, and nursing homes. In schools and ECE settings, which are generally not considered high-risk congregate settings, people who were exposed to COVID-19 should follow recommendations to wear a well-fitting mask and get tested. K-12 school and ECE administrators can decide how to manage exposures based on the local context and benefits of preserving access to in-person learning. Accommodations may be necessary for exposed people who cannot wear a mask or have difficulty wearing a well-fitting mask. Schools and ECE programs can also consider recommending masking and/or testing for a classroom in which a student was recently exposed who is unable to consistently and correctly wear a mask."

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

**Revised COVID-19 Supplement to the Ark Children's Center  
Parent Handbook Signature Page**

I acknowledge that I have received the Revised COVID-19 and Illness:  
Supplemental Protocols for the Ark Children's Center for the  
2022-2023 school year updated on January 3, 2023.

Child/Children's Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

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

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